

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Transfer of Credit

**NUMBER:** 2:5

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1. Academic courses will be transferred as meeting graduation requirements if the courses parallel the scope and depth requirements for the degree or if the courses meet electives required for the degree. Credit will not be given for duplication of courses.
2. For the purposes of this policy, an accredited institution is an institution holding accreditation from one of the following regional accrediting bodies unless otherwise specified: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Accreditation Commission, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.

### Transfer of General Education Coursework

#### A. Student Transfer Within the Regental System

- 1) A student who has completed the general education requirements outlined in Policy 2.7 and 2.26 at the sending Regental institution will have completed the equivalent degree level requirements at the receiving institution regardless of the course distributions or approved course lists.
- 2) A student who has not completed all general education requirements at the sending institution will be required to complete additional coursework consistent with the course requirements at the receiving South Dakota Regental institution.

#### B. Student Transfer From Accredited Non-Regental Institutions with an Associate's Degree (AA and AS)

- 1) A student who has completed General Education requirements that are consistent with the six goals and credit hour requirements outlined in Policy 2.7 and 2.26 will enter the Regental system having fulfilled the General Education program requirements. Students will be expected to meet all degree program requirements including course prerequisites.
- 2) When considering whether undergraduate transfer of academic courses received from non-Regental accredited institutions shall qualify to meet the System

General Education credit hour requirements outlined in Policy 2.7 and 2.26, a Regental institution shall:

- a. Evaluate the general education goals and student learning outcomes rather than specific course equivalencies;
  - b. Ensure that a minimum of three (3) credit hours of coursework is required for each of the six general education goals; and
  - c. Request a general education transfer agreement be approved for students entering from the institution.
- 3) When it is determined that the goals and credit hour requirements from a non-Regental accredited institution do not align with Policy 2.7 and 2.26, a Regental institution may request a partial general education transfer agreement be approved where goal consistency does exist.
3. Undergraduate courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution. When a university evaluates and accepts the transfer of undergraduate credit under the provisions of this policy, these courses will be recorded and equivalencies granted using the following guidelines:
- A. If there are specific undergraduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.
  - B. If the academic discipline is available at the university evaluating the credit, but there is no discipline equivalent course, use the discipline prefix and the appropriate course level (100 for Freshman level, 200 for Sophomore level, 300 for Junior level, and 400 for Senior level).
  - C. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (100 for Freshman level, 200 for Sophomore level, 300 for Junior level, and 400 for Senior level).
4. Undergraduate transfer of academic courses received from accredited United States colleges and universities.
- A. All undergraduate transfer courses and all transfer grades (whether the grades are passing or not passing) must be recorded and an equivalency specified by the Regental university, calculated into grade point averages according to the Regental grade scheme, and recorded on the student's academic transcript.
  - B. Remedial courses (as identified on the sending institution's transcript) received in transfer are recorded, transcribed, and assigned an equivalency at the receiving university but do not calculate into grade point averages.

- C. Transfer grades not existing in the Regental grading scheme will be equated to the Regental grading system. (Refer to BOR 2:10, Use of Grade Point Averages).
  - D. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed. In subsequent evaluations, grades previously recorded cannot be changed.
  - E. The university-specific degree requirements determine if the courses transferred are applicable to the student's degree program at that university and if they meet the minimum grade criteria.
  - F. Orientation, Life Experience, General Educational Development Tests, and high school level courses are not recorded in Colleague as transfer credit nor are they granted equivalent credit.
    - 1) High school courses for which students received college credit will not be entered as transfer credit, or given equivalent credit, unless validated by an Advanced Placement or CLEP score that meets Board of Regents guidelines for acceptance of credit, the college credit is granted by a university with which the Board has a dual credit agreement, or the college credit is granted by an institution meeting the accreditation standards of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
5. Undergraduate transfer of technical courses received from accredited United States colleges and universities.
- A. University discretion is permitted in acceptance of courses. Courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution.
  - B. When the courses are accepted for transfer, equivalent courses are recorded on the transcript but the grade earned at the technical institute is not recorded or calculated into the grade point averages.
  - C. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed, re-evaluated, or inactivated. Additional equivalencies may be added and evaluated.
  - D. The university-specific degree requirements determine if the courses transferred are applicable to the student's degree program at that university and if they meet the minimum grade criteria.
6. Graduate transfer courses received from accredited United States colleges and universities.

- A. All graduate transfer courses and transfer grades judged to be acceptable by the evaluating university, are recorded and evaluated by the Regental university, calculated into grade point averages according to the Regental grade scheme, and recorded on the student's academic transcript.
  - B. If transfer credits are judged acceptable; these courses will be recorded, and equivalencies granted, using the following guidelines:
    - 1) If there are specific equivalent graduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.
    - 2) If there are no equivalent graduate courses at the university evaluating the credit, these courses will be recorded, and equivalencies granted, using the following guidelines:
      - a. If the academic discipline is available at the university evaluating the credit, but there is no discipline equivalent course, use the discipline prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).
      - b. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).
  - C. Transfer grades not existing in the Regental grading scheme will be equated to the Regental grading system.
  - D. In subsequent evaluation, all equivalencies may be re-evaluated, inactivated, or changed. Additional equivalencies may be added and evaluated. In subsequent evaluations, grades previously recorded cannot be changed.
  - E. The university-specific plan of study requirements determine if the courses transferred are applicable to the student's degree program at that university and if they meet the minimum grade criteria.
7. Transfer courses received from accredited postsecondary technical institutes.
- A. An academic course is defined as a course that is equivalent to a Regental general education requirement at the 100 or 200 level.
  - B. A technical course is defined as a non-academic course that meets the technical program requirements for a diploma, certificate, or Associate of Applied Science degree.
  - C. South Dakota Technical Institutes

- 1) Transfer of academic courses from South Dakota postsecondary technical institutes is governed by BOR policies 2:25, 2:26, 2:27, 2:28, and 2:31.
  - a. Transfer grades not existing in the Regental grading scheme will be equated to the Regental grading system.
  - b. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed.
- 2) Academic courses taken under articulation agreements in effect between July 1, 1999 and June 30, 2005 will be transferred according to those agreements.
- 3) Effective Fall 2005, transfer of technical course credit hours from South Dakota postsecondary technical institutes only occurs as part of a program to program articulation agreement approved by the Board of Regents and South Dakota Board of Education.
  - a. The transfer of technical course credit hours occurs as a block of credit hours upon completion of requirements for the university articulated program.
  - b. The CR grade is used for the block of technical course credit hours.

D. Other Technical Institutes

- 1) University discretion is permitted in acceptance of academic courses. Academic courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution.
  - a. When the academic courses are accepted for transfer, equivalent courses are recorded on the transcript.
  - b. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed, re-evaluated, or inactivated. Additional equivalencies may be added and evaluated.
  - c. The university-specific degree requirements determine if the academic courses transferred are applicable to the student's degree program at that university and if they meet the minimum grade criteria.
- 2) Transfer of technical course credit hours from non South Dakota postsecondary technical institutes only occurs as part of a program to program articulation agreement approved by the Board of Regents.
  - a. The transfer of technical course credit hours occurs as a block of credit hours

upon completion of requirements for the university articulated program.

- b. The CR grade is used for the block of technical course credit hours.
8. Undergraduate and graduate credits received from United States colleges or universities that are not accredited.
  - A. University discretion is permitted in acceptance of courses. Courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution.
  - B. When the courses are accepted for transfer, equivalent courses are recorded on the transcript but the grade earned at the non-accredited institution is not recorded or calculated into the grade point averages using the following guidelines:
    - 1) If there are specific equivalent graduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.
    - 2) If there are no equivalent graduate courses at the university evaluating the credit, these courses will be recorded, and equivalencies granted, using the following guidelines:
      - a. If the academic discipline is available at the university evaluating the credit, but there is no discipline equivalent course, use the discipline prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).
      - b. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).
  - C. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed, re-evaluated, or inactivated. Additional equivalencies may be added and evaluated.
  - D. The university-specific degree requirements determine if the courses transferred are applicable to the student's degree program at that university and if they meet the minimum grade criteria.
9. Courses submitted in transfer from postsecondary technical institutes that are not accredited will not be accepted.
10. Undergraduate and Graduate Courses from Postsecondary Institutions outside the United States.
  - A. Courses considered for transfer are subject to all BOR policies and any conditions for

validation that may be prescribed by the accepting institution.

- B. When the courses are accepted for transfer, equivalent courses are recorded on the transcript. Most commonly, the grade earned at the sending institution is not recorded or calculated into the grade point averages. However, at the discretion of the institution's chief academic officer, grades may be recorded and used to determine the transfer and cumulative GPA's. The following guidelines will be used:
- 1) If there are specific equivalent undergraduate or graduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.
  - 2) If there are no equivalent graduate courses at the university evaluating the credit, these courses will be recorded, and equivalencies granted, using the following guidelines:
    - a. If the academic discipline is available at the university evaluating the credit, but there is no discipline equivalent course, use the discipline prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).
    - b. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).
      - i. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed, re-evaluated, or inactivated. Additional equivalencies may be added and evaluated.
      - ii. The university-specific degree requirements determine if the courses transferred are applicable to the student's degree program at that university and if they meet the minimum grade criteria.

## 11. Credit Received Through Validation Methods & Prior Learning Assessment

- A. Credit earned through validation methods other than nationally recognized examinations is limited to a maximum of 30 hours of credit for baccalaureate degrees and 15 hours of credit for associate degrees. Credits may be earned through established procedures for prior learning assessment, including but not limited to assessment of military training and education; each campus may determine appropriate course equivalencies as warranted.
- 1) Validation of military credit is limited to an additional 30 hours of credit for baccalaureate degrees and an additional 15 hours of credit for associate degrees.

- 2) University discretion is permitted in acceptance of validated military credit for graduate programs, limited to a maximum of 12 credit hours.
- B. Credit for college level courses granted through nationally recognized examinations such as CLEP, AP, DANTEs, etc., will be evaluated and accepted for transfer if equivalent to Regental courses and the scores are consistent with Regental policies. Such credits are only valid if transcribed by a university within five years of the student taking the examination. Regental institutions shall honor credits from nationally recognized examinations transcribed to meet degree requirements at a non-Regental institution.
- 1) If credit received through validation is applied as elective credit, it may only be applied at the 100 or 200 level.
  - 2) Credit received through validation may apply to System General Education Requirements and Institutional Graduation Requirements.
  - 3) Credit received through validation may not apply to writing intensive requirements.
- C. When validation credits are accepted, equivalent courses are recorded on the transcript but are not calculated into the grade point averages.
- D. In any subsequent evaluation, equivalencies for system common courses and system general education courses will not be changed. Equivalencies for unique courses may be changed, re-evaluated, or inactivated. Additional equivalencies may be added and evaluated.
- E. The university-specific degree requirements determine if the validation credits accepted also are applicable to the student's degree program at that university.
12. When a course has been repeated for credit, all attempts will be entered on the transcript but the last grade earned will be used in the calculation of the grade point averages.
13. Total transfer credit for work at a two-year technical or community college may not exceed one-half of the hours required for completion of the baccalaureate degree at the accepting institution unless an approved program-specific waiver exists. The System Vice President for Academic Affairs may approve program-specific waivers of up to 75 total transfer credit hours at the accepting institution; Board of Regents approval is required for program-specific waivers of 76 total transfer credit hours up to a maximum of 90 total transfer credit hours at the accepting institution. Students who have completed more than the acceptable semester hours of junior, community or technical college work may apply completed, transferable courses to specific course requirements and thereby may not be required to repeat the courses. The semester hours of credit for those additional courses may not be applied toward the minimum credit hours required for the degree. Students who have completed more than the acceptable semester hours of junior, community or technical college work may apply completed, transferable courses to specific course requirements and thereby may not be



required to repeat the courses. The semester hours of credit for those additional courses may not be applied toward the minimum credit hours required for the degree.

14. System general education requirements successfully completed at the sending South Dakota Regental institution will be accepted towards meeting these requirements at the accepting South Dakota Regental institution. In any subsequent evaluation of any transfer or non-course work, equivalencies for system common courses and system general education courses will not be changed.
15. Evaluations of courses will be made by the appropriate institutional officials at the time of admission by comparing descriptions, content, and level of courses completed with those at the accepting institution.
16. Each institution will develop and maintain a procedure for the appeal of transfer credit decisions.
17. A Regental internal transfer process occurs when an undergraduate course is used on a converted credit basis to meet graduate plan of study requirements at Regental universities or when graduate credit is used on a converted or actual credit basis to meet undergraduate degree requirements for a Regental accelerated program. Refer to BOR policy 2:8.3.A and 2:8.3.B.

**SOURCE: SDCL 13-49.1; BOR, April 1989; BOR, April 1992; BOR, June 1997; BOR, March 1998; BOR, August 1999, BOR, March 2001; BOR, May 2001; BOR, January 2002; BOR, March 2002; BOR, June 2002; BOR, August 2002; BOR, December 2002; BOR, May 2003; BOR, August 2003; BOR, December 2003; BOR, October 2004; BOR, June 2005; BOR, August 2005; BOR, March 2008; BOR, March-April 2010; BOR, October 2010; BOR, October 2011; BOR, December 2011; BOR, June 2015; BOR, December 2016.**