



UNIVERSITY OF  
SOUTH DAKOTA

**REQUEST FOR TRANSFER CREDIT FROM A  
NON-ACCREDITED INSTITUTION**

**STEP 1**

**STUDENT INFORMATION** *(to be filled out by student)*

Student Name (please print)

ID Number

Transfer credit is requested for the following course(s):

Course # & Name

Date Taken

Name of Institution

Course # & Name

Date Taken

Name of Institution

Course # & Name

Date Taken

Name of Institution

I authorize the Registrar's Office to release to the transferring institution(s) named above the information necessary to complete this request for transfer credit.

Student's Signature

Date

**STEP 2**

**VERIFICATION OF INSTRUCTOR & COURSE INFORMATION** *(to be filled out by Registrar)*

Instructor of transfer credit has a master's degree in the discipline, a master's degree and 18 hours of graduate credit in the discipline, or the equivalent:

Yes

No

Instructor information attached for departmental review:

Yes

No

Course materials attached for departmental review:

Yes

No

Material forwarded to:

Name

Department

Certifying Official's Printed Name

Signature

Date

**STEP 3****DEPARTMENTAL APPROVAL**

I have reviewed the instructor information and course materials for the following course(s) and recommend that transfer credit be accepted or denied as indicated below.

\_\_\_\_\_  Accepted  Denied  
 Course No. & Name Name of Institution

\_\_\_\_\_  Accepted  Denied  
 Course No. & Name Name of Institution

\_\_\_\_\_  Accepted  Denied  
 Course No. & Name Name of Institution

\_\_\_\_\_ Date  
 Departmental Signature

\_\_\_\_\_ Date  
 Additional Departmental Signature (if required by department)

**STEP 4**

*Final approval required by the dean of the college offering the USD course.*

Student notified of decision via email  Original paperwork returned to the Registrar's Office

Name of Authorizing Dean (*please print*): \_\_\_\_\_

\_\_\_\_\_ Date  
 Signature



# MEMO

Date: March 26, 2012

To: \_\_\_\_\_  
(Transfer Institution)

From: Registrar's Office  
The University of South Dakota

Subject: Verification of Information for Transfer Credit Request

We have received a request from \_\_\_\_\_ to accept course work taken at your institution for transfer credit. Transfer credit is requested for the following course(s):

_____	_____
Course Name & Number	Date Taken
_____	_____
Course Name & Number	Date Taken
_____	_____
Course Name & Number	Date Taken

In order to consider these courses for transfer credit, our policy requires that the course instructor have a master's degree in the discipline, a master's degree and 18 hours of graduate credit in the discipline, or the equivalent. If the instructor(s) of the above course(s) meet these criteria, we are requesting a copy of the course instructor's credentials and course materials for each course. The instructor information must include the instructor's educational background. Course materials must include information on content, level of instruction, rigor, and any other information which would help us evaluate the course and compare it to the USD course for which the student wants it to substitute.

Attached is a copy of the form which the student filled out requesting the transfer credit and giving us permission to release information necessary to obtain the information requested above.

If you need anything further or have any questions, please contact our office at the number shown below, or call 1-800-COYOTES and ask for the Registrar's Office.

Thank you for your assistance.

## USD POLICY FOR TRANSFER OF CREDIT FROM A NON-ACCREDITED INSTITUTION

Students may submit a request to have credits taken at a non-accredited institution accepted by USD. Before such credits are accepted, USD must receive from the transferring institution information regarding the course instructor's educational background and course materials sufficient to show the course content, level of instruction, and rigor of the course(s) for which transfer credit is requested (BOR Policy 2:5).

### Conditions

1. Courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution.
2. When the course is accepted for transfer, equivalent courses are added on the transcript but the grade earned at the non-accredited institution is not recorded or translated into the grade point averages.
3. In any subsequent valuation, equivalency is for system common courses and system general education courses will not be changed. Equivalency is for university courses may be changed, re-validated, or invalidated. Additional equivalency may be added and validated.
4. The university-specific requirements determine if the course transfer is applicable to the student's degree program at that university and if they meet the minimum grade criteria.
5. Courses submitted in transfer from postsecondary technical institutions that are not accredited by a United States regional accrediting agency will not be accepted.

### Procedures

To apply for transfer credit, the student will submit to the Office of the Registrar a *Request for Transfer Credit From a Non-Accredited Institution* for verification of qualifications. The Registrar will forward the request to the transferring institution. Upon receipt of the necessary information, the Registrar will forward the request, along with instructor and course information, to the appropriate department within the student's school or college. The department will arrange for the review of the information and will inform the student whether the request is accepted or denied. The department will sign the request and return it to the Registrar for appropriate adjustments to the student's record.