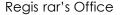


REQUEST FOR TRANSFER CREDIT FROM A NON-ACCREDITED INSTITUTION

STEP 1						
	STUDI	ENT INFORMATION (to b	e filled out by st	tudent)		
	Student Name (plea	ase print)		ID Number		
Transfer cre	dit is requested for the	following course(s):				
Course # & Name		Date Taken	Name of Institution			
Course # & Name		Date Taken	Name of Institution			
Cour	rse # & Name	Date Taken		Name of Institution		
	he Registrar's Office t complete this request	to release to the transferring in for transfer credit.	nstitution(s) nan	ned above the information		
Student's Signature				Date		
STEP 2						
VERIF	TICATION OF INST	RUCTOR & COURSE INF	ORMATION ((to be filled out by Registrar)		
	transfer credit has a ne, a master's degree an	_				
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							
	wed the instructor informalit be accepted or denied	nation and course materials for the follo as indicated below.	wing course(s) and i	recommend that			
Cour	rse No. & Name	Name of Institution		☐ Denied			
Cour	ise no. & maine	Name of institution		□ Daniad			
Course No. & Name		Name of Institution	🗅 Ассерии	Demed			
Cour	rse No. & Name	Name of Institution		☐ Denied			
	Departmental Signatu	re		Date			
Additional Departmental Signature (if required by department)				Date			

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):				
Signature	Date			





MEMO

Date:	March 26, 2012					
То:	(Transfer Institution)					
From:	Registrar's Office The University of South Dakota					
Subject:	bject: Verification of Information for Transfer Credit Request					
	·	to accept credit. Transfer credit is requested for the				
Course Name & Number		Date Taken				
Сог	urse 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. Cou s s onsid d fo t ansf a subj t to all BOR poli i s and any onditions fo validation that may b p s ib d by th a pting institution.
- 2. When the our sea a pt d fo t ansfer, uival nto uses a odd on the tans ipt but the g ad a n d at the non-a dit d institution is not rood do all ulat d into the g ad point averages.
- 3. In any subs u nt valuation, uival n i s fo syst m ommon ou s s and syst m g n al du ation ou s s will not b hang d. E uival n i s fo uni u ou s s may b hang d, valuat d, o ina tivat d. Additional uival n i s may b add d and valuat d.
- 4. The university-spiffing given in the student's digree group group and a student's digree group grou
- 5. Cou s s submitt d in t ansf f om posts onda y t hni al institut s that a not a dit d by a Unit d Stat s gional a diting ag n y will not b a pt d.

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.