Academic and Student Affairs
Consent

AGENDA ITEM: 5 – A
DATE: October 2-3, 2024

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SUBJECT
  New BOR Admission Policy Series (Second Reading)

CONTROLLING STATUTE, RULE, OR POLICY
  BOR Policy 2.2.1 – System Undergraduate Admissions

BACKGROUND / DISCUSSION
  In August of 2022, the Academic Affairs Council (AAC) and the Student Affairs Council (SAC) considered an enhancement to the current admission policy for the Regental system. This policy was adopted in 1987 with substantial changes prior to 2020. Therefore, to better understand best practices for admission policies, several committees were developed to explore, research, and recommend changes to the current policy. The committees included the following:

Adult Learner and Graduate Studies
NSU – Erin Fouberg, Anna Schwan
SDSU – Victor Taylor
USD – Jennifer Thompson

Transfer and Prior Learning
NSU – Erin Fouberg, Anna Schwan
SDM – Cicily Strong Hughes
SDSU – Victor Taylor
USD – Jennifer Thompson

High School Student Enrollment
BHSU – John Allred
DSU – Amy Crissinger
NSU – Cooper Layton
SDSU – Joyce Kepford, Michelle Kuebler
USD – Mark Petty, Carla Behr

Traditional and Readmit
BHSU – Joe Rainboth
DSU – Amber Schmidt
SDM – Molly Moore
USD – Mark Petty

International
BHSU – John Allred
SDSU – Joyce Kepford, Michelle Kuebler
DSU – Amy Crissinger
NSU – Cooper Layton
USD – Carla Behr

(Continued)

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DRAFT MOTION 20241002_5-A:
  I move to approve the second and final reading of the new draft BOR Policy Admission Series 2.2.1.1 through 2.2.1.11, as presented.

The goal was to evaluate all portions of the current policy and differentiate a sub-policy for the student-applicable portions to streamline the readability of the policies. The teams were facilitated by system academic and student affairs stakeholders. Each team researched other universities, colleges, and systems as well as evaluated reports and research from organizations.

What is presented to the Board today is a culmination of work over the past two (2) years. Since these policies reflect a new and enhanced version all are new policies. Each has been embedded into the system policy template.

IMPACT AND RECOMMENDATION

The Academic Affairs Council (AAC) and Student Affairs Council (SAC) have reviewed the policy revisions with several iterations (up to three review passes) to ensure adequate time and stakeholder discussion at the campuses. Revisions have been made since the first reading at the August 2024 BOR meeting and are highlighted yellow within Attachments II and IV.

Board academic staff supports the new and enhanced policies for Admissions.

ATTACHMENTS

Attachment I – Proposed New Draft of BOR Policy 2.2.1.1 – System General Admissions
Attachment II – Proposed New Draft of BOR Policy 2.2.1.2 – General Admission Immunization Requirements
Attachment III – Proposed New Draft of BOR Policy 2.2.1.3 – General Admission Standardized Exam
Attachment IV – Proposed New Draft of BOR Policy 2.2.1.4 – Undergraduate Traditional Admission
Attachment V – Proposed New Draft of BOR Policy 2.2.1.5 – Undergraduate Post-Traditional Admission
Attachment VI – Proposed New Draft of BOR Policy 2.2.1.6 – High School Dual Enrollment Admission
Attachment VII – Proposed New Draft of BOR Policy 2.2.1.7 – Undergraduate Transfer Admission
Attachment VIII – Proposed New Draft of BOR Policy 2.2.1.8 – International Student Admission
Attachment IX – Proposed New Draft of BOR Policy 2.2.1.9 – Non-Degree Seeking Admission
Attachment X – Proposed New Draft of BOR Policy 2.2.1.10 – Undergraduate Readmit
Attachment XI – Proposed New Draft of BOR Policy 2.2.1.11 – Graduate Admission

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: System General Admissions

NUMBER: 2.2.1.1

A. PURPOSE

The Regental system is the largest public post-secondary education system in South Dakota. This system offers both undergraduate and graduate education. The purpose of this policy is to set admission standards for the system.

B. DEFINITIONS

Note: These definitions may be used in the entirety of the policy sub-series 2.2.1 (2.2.1.1-2.2.1.11).

1. **ACT:** A national standardized exam that may be used for undergraduate admission and merit scholarships.

2. **Application:** An institutional application for prospective students to apply.

3. **Class Rank:** A measurement of a student's academic achievement compared to students within the same class during their secondary education.

4. **Degree Seeking:** A student enrolled in any courses for credit leading to a degree or other recognized postsecondary credential.

5. **Disenrolled Status:** A degree-seeking student status where no registration has occurred for up to twelve (12) months.

6. **English Placement:** An assessment of a student's aptitude to demonstrate proficiency in English.

7. **Enrolled Student:** A student who has been admitted, registered, matriculated, and is engaged in the course(s).

8. **FAFSA:** Free Application for Federal Student Aid, which is a form to apply for federal student aid. Information from the FAFSA may also be used to determine eligibility for other forms of merit-based and need-based aid, including scholarships.

9. **Federal Financial Aid:** A program that provides financial assistance to students in the form of grants, work-study funds, and student loans.

10. **General Education Development (GED):** A high school equivalency diploma comprised as a series of four (4) exams that demonstrate proficiency in mathematics, language arts, social studies, and science.

11. **Grade Point Average (GPA):** An average of all the grades earned; this calculation is obtained by dividing the total number of grade points earned by the total number of credits attempted.

12. **High School Transcript:** A copy of the student's high school academic record.

13. **Inactive Status:** A degree-seeking student status when a student has not been actively enrolled for more than twelve (12) months.

14. **Institution:** One of the six (6) public universities: Black Hills State University, Dakota State University, Northern State University, South Dakota Mines, South Dakota State University, and University of South Dakota.

15. **Math Placement:** An assessment of a student's aptitude to demonstrate proficiency in mathematics.

16. **Non-Resident**: A person who has not continuously resided in South Dakota for at least twelve (12) consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual enters the regental system. SDCL § 13-53-26.

17. **Non-Degree Seeking:** A student enrolled who is not seeking a postsecondary credential.

18. **Official Transcript:** A certified record of a student's complete academic history, compiled and issued by the institution.

19. **Post-Traditional Students:** Students entering a post-secondary educational institution with a break between secondary and post-secondary education.

20. **Program of Study:** A program declared by the student prior to a graduation application submission that includes a credential which requires a primary major as well as secondary majors, specializations, and minors that are packaged under the same degree level and outlined in the academic catalog and the student information system.

21. **Prospective Student:** Defined as one (1) of the following:
   - Lead – an individual thought to be interested in enrolling in university coursework.
   - Applicant – an individual who has applied for admission.
   - Admitted – an individual who has been admitted to the university.
   - Deposited – an individual who has paid a deposit for institutional housing or has had said deposit waived *(note: relevant to undergraduate level only)*.

22. **Provisional Admittance Status:** Students admitted on a temporary status for up to two (2) semesters or until the student meets full admission eligibility.

23. **Public or Private Postsecondary Educational Institution:** Any entity permitted to offer postsecondary education credits or degrees in South Dakota under SDCL § 13-49-27.1.

24. **Regular Admittance Status:** Full admission to the institution and program of study.

25. **Resident:** A resident of South Dakota as defined by BOR Policy 3.1.1 and South Dakota Codified Law.

26. **Traditional Students:** Students graduating from high school and entering a post-secondary educational institution immediately following their graduation.

27. **SAT:** A national standardized exam that may be used for undergraduate admission and merit scholarships.

28. **Standardized Exam:** Nationally standardized exams used as an additional placement tool providing information about the academic readiness of the applicant.

29. **Student Level:** Level refers to undergraduate and graduate.

30. **Student Status:** A student may be active, inactive, or disenrolled.

31. **Student Type:** A student descriptor assigned once enrolled as a student.

32. **Unofficial Transcript:** An unofficial record of a student's academic history.

33. **Validated Credit:** Credit earned for college-level courses by validation methods such as Credit by Exam, CLEP, AP, portfolio, etc.

34. **Visitor Program:** A program of limited courses designated by the institution that allows a student to participate in course activities for no credit.

35. **Visitor Student:** A non-degree seeking student participating in the Visitor Program for which no credit is earned.

C. **POLICY STATEMENTS**

1. Board of Regents Policy 1.1.1, 1.1.2 and SDCL § 13-49 through § 13-53, and the South Dakota constitution provides the authority to govern the university system.

2. Each university may adopt specific admission guidelines, consistent with law and the requirements set by the Board of Regents, as may be required for each institution, school, unit/division, or program to assure acceptable student preparation and enrollment levels. A copy of such admission requirements and any subsequent changes shall be filed with the Executive Director's office and shall be subject to review by the Board of Regents.

3. Institutions shall use a customer relationship management (CRM) solution that is approved by the system as the approved system vendor.

4. Institutions shall use the Regental approved and required undergraduate application questions for the integration process into the student information system.

5. The Board of Regents requires a non-weighted GPA where a high school transcript is required. If the transcript has only a weighted GPA, the system will unweight the GPA.

6. All prospective students whose native language is not English (regardless of citizenship) as provided on their application must provide proof of English proficiency.

7. Students must provide proof of compliance with South Dakota Immunization Requirements according to South Dakota Codified Law is required and BOR Policy 2.2.1.2.

8. Individuals can be admitted as a visitor student status when participating in a visitor program (see AAC Guideline 2.2.1.9.A). These visitors shall not be required to apply and are not considered enrolled students.

D. PROSPECTIVE STUDENT ADMISSION CONSIDERATIONS

1. Aid and Scholarships[1]

1.1. Federal Financial Aid: Applicants and students should contact the Financial Aid Office at the institution of choice for information on federal financial aid.

1.2. State Legislative Merit Scholarships: The legislature has provided several opportunities for prospective students to receive state-funded merit scholarships. For more information on state scholarships, see BOR Policy 3.6.1.

1.3. Freedom Scholarship: The legislature approved, and private partners supported, the state's Freedom Scholarship. This is a needs-based scholarship managed by the SD Community Foundation. Prospective students should contact the Admissions Office at the institution of choice for information.

1.4. Other Institution and Local Needs-Based and Merit-Based Scholarships: Prospective students should contact the Admissions Office or Financial Aid Office at the institution of choice for information.

2. Tuition and Fees[2]

Each year the Regents set tuition and fees. A list of the tuition and fee schedule can be found on the Board of Regents website.

E. ADMISSION PROCESS

1. South Dakota Resident – Exceptions

The Board of Regents will implement admissions campaigns that may be exempted from the process outlined in 3.2. Where that occurs, a memorandum of understanding must be completed with the participating agency and the Regental system.

2. Admission Process

2.1. Prospective students shall apply for admission through the institution's application process. Institution applications can be found on the institution's website.

2.2. Proof of compliance with South Dakota Immunization Requirements according to South Dakota Codified Law and BOR Policy 2.2.1.2 is required.

2.3. An official notification of acceptance issued by the Institution shall be processed prior to any prospective student enrolling in a course.

2.4. Prospective students shall submit all required institutional documents for accurate placement into a course. If the appropriate credentials and tests are not submitted students will either be registered in a course based on their placement criteria and or not allowed to register.

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[1] SDBOR Policy 3.6.1 – Scholarships, Grants, and Loans
[2] BOR Policy 5.5 and its sub-policies govern tuition and fees.

3. **Accurate Data**

   Prospective students shall certify that the admissions information provided in the application is accurate. Applicants or current students who submit false information or documentation for the admissions process will be subject to BOR Policy 3.4.1 – Student Code of Conduct.

4. **Admission Status**

   Prospective students who are admitted by an institution must be admitted in one (1) of two (2) categories: regular admittance status or provisional admittance status. Provisional status occurs when the applicant does not meet all the admission requirements.

5. **Appeal Process**

   Prospective students who are not accepted for admission may appeal for special consideration through a process defined by the institution.

F. <u>PROSPECTIVE AND ENROLLED STUDENT RECORDS</u>

Proper recordkeeping shall be required of the institutions.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: General Admission Immunization Requirements

NUMBER: 2.2.1.2

A. PURPOSE

The purpose of this policy is to comply with South Dakota Codified Law § 13-53-46 through § 13-53-48 and to ensure student health and safety.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

1. **Student:** For the purposes of this policy, per SDCL § 13-53-46, a student is defined as, "any person born after 1956 who is registering for more than one class during an academic term, such as a quarter or a semester. The term includes any person who meets face-to-face at least once per week to receive instruction. The term does not include any person who receives non-credit-bearing or on-the-job training services.

C. SOUTH DAKOTA CODIFIED LAW IMMUNIZATION REQUIREMENTS

1. **Immunization for Measles, Mumps, and Rubella (MMR)**

   1.1   Required doctor's certificate of immunization must be provided to the institution.

   1.2   As an alternative to the requirement for a physician's certification, the student may present:

   1.2.1   Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health;

   1.2.2   Certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects;

   1.2.3   Confirmation from a laboratory of the presence of adequate immunity; or

   1.2.4   A written statement signed by the student that the student is an adherent to a religious doctrine whose teachings are opposed to such immunizations. If the student is under the age of eighteen (18), the written statement shall be signed by one parent or guardian.

2. **Timeline**

   2.1   The institution shall require that the documentation from the student be submitted within forty-five (45) days after the start of classes.

2.2   A student may register and be enrolled during the first semester period up to forty-five (45) days, however, for clinical programs these requirements must be met before matriculation to certain clinical sites.

2.3   Every attempt should be made to collect this information at the time of admission.

2.4   Students who are unable to ascertain their immunization status may obtain, at their own expense, the necessary tests and vaccination from the Student Health Service of their university.

D. STATE EPIDEMIC – MEASLES, MUMPS, OR RUBELLA (MMR)

In the event the South Dakota State Department of Health declares an epidemic of measles, mumps or rubella, the institution involved shall provide to the State Department of Health a list of students who have not submitted immunization documentation.

1. Subsequent campus actions shall consider the advice and authority of the South Dakota State Department of Health.

2. Students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the institution for the safety of that student or students.

E. MISCELLANEOUS VACCINATIONS

For the protection of the health of the students and because of the risks of exposure to infectious diseases, certain tests and immunizations are required. In part, these additional immunizations are part of the institution's ongoing affiliation agreements with third-party sites. This is not an exhaustive list as each institution may vary in mission and programming that partner with external agencies or organizations. Some of the more common immunizations required for internships or clinical placements include:

- Hepatitis B
- MMR (Measles, Mumps, Rubella)
- Tetanus, Diphtheria, Pertussis
- Varicella
- Covid
- Annual Influenza

Each institution will compile information about current program-related vaccination requirements and make this information available to students along with other curricular and registration materials. If the immunization is a requirement for program enrollment, then this must be met prior to any registration. It will be the responsibility of the department of the specific health profession program to ensure that the vaccination requirement has been met.

Additional vaccinations may be highly recommended for campus residential living.

F. WAIVERS AND EXEMPTIONS

A student can request a waiver and/or an exemption for MMR under sections C.1 or E by first communicating with the institution they are enrolled. Each institution will establish a procedure for requesting a waiver or exemption. It is important to note that this exemption or waiver is only eligible for the institution and not for a third party. For some programs, waivers will not extend to third-party organizations (i.e., clinical sites).

G. FAILURE TO PROVIDE VACCINATION RECORD

A student who fails to provide satisfactory documentation of his or her immune status shall not be permitted to continue classes except with proper approval for accommodation exempting them from any required vaccinations.

1. The student will be removed from the current class(es) after the forty-fifth (45th) day.

2. In the case of classes delivered in less than forty-five (45) days, students will not be able to register for or to attend classes beginning in a subsequent term.

3. Nothing in this policy shall prohibit a program from removing a student from a clinical placement or internship course prior to the timelines outlined above if vaccination is required by the facility hosting the internship or clinical placement.

FORMS/APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: General Admission Standardized Exam

NUMBER: 2.2.1.3

A. PURPOSE

The Board of Regents supports an admissions strategy where prospective students are evaluated by the entirety of their record and their experiences. The purpose of this policy shall be to define the use of standardized exams for admission.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

C. TEST-FLEXIBLE ADMISSIONS

1. Admission

Admission consideration for prospective students who apply for general admission into the institution shall be based on a review of the prospective student per BOR Policy 2.2.1.1 as well as any institutional requirement with respect to standardized exams.

1.1 Mission

The mission statements for the institutions may be found in BOR Policy section 1.2. The mission of the institution shall reinforce requirements for the use of standardized exams. The two (2) Regental classifications authorized to require standardized exams shall include Special Focus and Research due to mission as outlined in BOR Policy.

1.2 Program of Study Secondary Admission Requirements

Program accreditation may require secondary admission standards. Those accreditation standards authorize required standardized exam scores as well as any other specific GPAs or other exemplars of academic preparedness for admission. Prospective students who intend to pursue a program with secondary admission standards must review and submit their records as required by the institution.

2. Merit and Need-Based Scholarships

Each institution has merit-based and need-based scholarships. Prospective students applying for scholarships must review and submit their records *(including any required standardized exam scores)* as required by the institution to be considered for the scholarships. When scholarships require a standardized exam score, prospective students shall submit ACT or SAT with their admission records.

3. **Placement (General Education/Undergraduate)**

   The Board of Regents manages the undergraduate general education requirements for course placement. Standardized exam scores, GPA Math Index, or other tests shall provide entrance into the course that best fits the prospective student's academic and skill level.

4. **Placement (Graduate)**

   BOR Policy 2.2.1.11 – Graduate Admission outlines the general admission requirements. The institutions shall manage the requirements set forth for graduate school.

D. **STANDARDIZED EXAM SCORE SUBMISSION**

1. Prospective students who wish to submit standardized exam scores will have their test data entered into the student information system (SIS).

2. When submitting ACT or SAT scores, only scores dated within the last five (5) years shall be recognized. SAT scores will be converted to ACT equivalences according to a concordance table approved by the Board of Regents and included in AAC Guidelines.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Undergraduate Traditional Admission

NUMBER: 2.2.1.4

A. PURPOSE

The undergraduate admissions policy for students that apply right from high school to attend a post-secondary institution without a gap.   This policy is guided by the Regent's commitment to serve the people of South Dakota and the needs of the state. This policy sets forth the entrance requirements for undergraduate traditional admission policies.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

C. POLICIES AND PROCEDURES

1. **Comprehensive Review**

   Institutions shall institute a comprehensive review process by which prospective students applying to the institution are evaluated for admission using multiple measures of achievement. Institutions may have differing criteria based on their mission and their array of programs and degrees. Criteria considerations may include the following:

   1.1. University Mission: The mission of the institutions provides specific academic programming that aligns with their Regental mission. The mission statements are found in Section 1.2 of the Board of Regents Policy.

   1.2. Academic Achievement: Institutions may use available academic indicators such as grade point average (GPA), course preparation, graduation ranking, corequisite learning, community service, employment, references, and any additional standardized exams in admissions criteria.

   1.3. Program of Study: Institutions should evaluate the preparedness of each prospective student for success. If secondary requirements exist due to programming accreditation, those must be met.

   1.4. Classification of the undergraduate student shall be based on the credit hours applied toward the program of study.

   - Credit hours at 30 or less shall be freshman classification.
   - Credit hours at 60 or less shall be sophomore classification.
   - Credit hours at 90 or less shall be junior classification.
   - Credit hours above 90 shall be senior classification.

2. **Required Records**

    2.1. <u>University Application:</u> Prospective students as outlined in BOR Policy 2.2.1.1 are required to complete an application for admission.

    2.2. <u>High School Transcript:</u> When a prospective student has graduated a high school transcript must be submitted to the institution. <mark>The transcript must show that the student has graduated.</mark> Transcripts may be submitted by the official agency via electronically or may be submitted by the prospective student.

    2.3. <u>Residency:</u> Students must provide residency per BOR Policy 3.1.1 – Resident and Nonresident Classification of Students and BOR Policy 2.2.1.1.

    2.4. <u>Immunization Records:</u> Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

3. **Placement Review**

    3.1. Prospective students must meet appropriate Math and English placement criteria for course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall document requirements for course placement.

    3.2. BOR Policy for validated credit shall be applied as provided in BOR Policies 2.2.1.1 and 2.2.2.5.

4. **Enrollment/Residential Life Requirements**

    4.1. <u>Prospective Students Under Age Eighteen (18):</u> Institutions may admit prospective students as full-time, first-time students as early as age sixteen (16). The Board may also admit students below age 16 on case-by-case determinations. Such determinations will be made by the institutional vice president of student affairs or enrollment management, or the designee based on a student's academic history and proof of completion of high school graduation requirements. Students admitted pursuant to this provision must provide documentation with parent or guardian consent.

    4.2. <u>Prospective Students Under Age Sixteen (16):</u> Students aged 16-17 may be permitted to reside in residential life if they obtain university authorization, otherwise, meet the criteria for residential life placement, and submit parent or guardian consent. Students under the age of 16 may not reside in residential life.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Undergraduate Post-Traditional Admission

NUMBER: 2.2.1.5

A. PURPOSE

The undergraduate admissions policy governs admission for students who experienced a break between their secondary and post-secondary education. This policy sets forth the entrance requirements for undergraduate post-traditional students.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

C. POLICIES AND PROCEDURES

1. Comprehensive Review

Institutions shall institute a comprehensive review process by which prospective students applying to the Institution are evaluated for admission using multiple measures of achievement. Institutions may have differing criteria based on their mission and the array of programs and degrees. Criteria considerations may include the following:

1.1 University Mission: The mission of the institutions provides specific academic programming that aligns with their Regental mission. The mission statements are found in Section 1.2 of the Board of Regents Policy.

1.2 Academic Achievement: Institutions may use available academic indicators such as grade point average (GPA), course preparation, graduation ranking, corequisite learning, community service, employment, references, and any additional standardized exams in admissions criteria.

1.3 Program of Study: Institutions should evaluate the preparedness of each prospective student for success. If secondary requirements exist due to programming accreditation, those must be met.

1.4 Military experience, employment, and any other opportunity or experience the prospective student shares may be used in the admissions evaluation.

2. Required Records

2.1 University Application: Prospective students as outlined in BOR Policy 2.2.1.1 are required to complete an application for admission.

2.2 <u>High School Transcript or General Education Development (GED):</u> When a prospective student has graduated or obtained their GED in less than five (5) years of the application date, they must submit high school transcripts or GED transcripts to the institution. Transcripts may be submitted by the official agency via electronically or may be submitted by the prospective student if an original can be found.

    2.2.1 If a prospective student has graduated from high school or obtained their GED five (5) years or more from their application date, they may submit an affidavit of successful completion. The institution's Office of Admissions will accept the affidavit as evidence of high school graduation.

2.3 <u>Residency:</u> Students must provide residency per BOR Policy 3.1.1 - Resident and Nonresident Classification of Students and BOR Policy 2.2.1.1.

2.4 <u>Immunization Records:</u> Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

3. Placement Review

3.1. Prospective students must meet appropriate Math and English placement criteria for course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall document requirements for course placement.

3.2. BOR Policy for prior learning credit and validated credit shall be applied for prospective students who qualify under BOR Policy 2.2.2.5 and AAC Guidelines section 2.2.2.5.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: High School Dual Enrollment Admission

NUMBER: 2.2.1.6

A. PURPOSE

The high school dual enrollment admission policy is for those students who are currently enrolled in high school and wish to complete college coursework as both high school and college credit. This policy is guided by the Regent's commitment to serve the people of South Dakota and the needs of the state. This policy sets forth the entrance requirements designed for high school students.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

1. **Concurrent Enrollment/Rising Scholar Program:** College credit earned by a high school student who enrolls in a course that is offered through the school district and taught by a qualified individual approved by the school district and the institution.

2. **High School Dual Credit (HSDC) Program:** Refers to a state-supported dual credit program managed by the South Dakota Department of Education. HSDC courses are offered at a reduced tuition rate set by the Board of Regents.

3. **High School Full Tuition Rate Program:** Students enrolling at the full tuition rate.

C. HIGH SCHOOL ENROLLMENT OPPORTUNITIES

To offer concurrent enrollment, the school district must sign the appropriate paperwork with the institution and be approved by the Board of Regents. To offer HSDC, the school must submit the appropriate paperwork to the South Dakota Department of Education. In both, the school must agree to record coursework on the student's transcript and use it to calculate academic credit. Requirements are outlined in SDCL § 13-28-37.

1. **Concurrent Enrollment/Rising Scholar Program**

    1.1. Program Overview: Concurrent enrollment/Rising Scholar courses provide high school students the opportunity to take college-credit bearing courses at the high school, taught by a qualified individual approved by the school district.

    Institutions partner with local school districts to deliver college-level coursework at the high school. The expectation is that these courses shall cover the same material and content at the same level required for the same course offered at the institution, and instructors and students are held to the same college-level standards.

1.2. <u>Faculty Qualifications</u>: Faculty must be approved by the institution and must comply with Section E of BOR Policy 2.4.5 and AAC Guideline 2.4.5.A.

1.3. <u>Tuition and Fees</u>: The tuition rate for concurrent enrollment courses is the externally supported tuition rate, which is outlined in BOR Policy 5.5.3 – Tuition and Fees: Special Course Types. This rate may be supported by the school district or directly supported by the student.

1.4. <u>Student Eligibility</u>: Students must meet the concurrent program eligibility requirements and any other course placement or prerequisites as outlined in AAC Guideline 2.2.1.6 – High School Enrollment Guidelines – Concurrent/Rising Scholar Program.

2. High School Dual Credit (HSDC) Program

2.1. <u>Program Overview</u>: HSDC courses provide high school students the opportunity to register for existing university courses taught by university faculty. Courses may be delivered on campus, online, or at the school district.

2.2. <u>Faculty Qualifications</u>: HSDC courses are taught by highly qualified faculty employed by the institution.

2.3. <u>Tuition and Fees</u>: The reduced tuition rate for the HSDC program is set by the BOR and established by South Dakota Codified Law[1]. Students pay one-third of this reduced rate, and the State, through the Department of Education, pays the remaining two-thirds. This policy will not supersede SDCL; if the law changes, the law shall prevail. Students shall not pay any student fees *(e.g., lab fee, program fee, discipline fee, laptop fee, delivery fee, etc.)*.

2.4. <u>Student Eligibility</u>: Students must meet the HSDC program eligibility requirements and any other placement or prerequisites as outlined in AAC Guideline 2.2.1.6 – High School Enrollment Guidelines – High School Dual Credit Program.

3. High School Full Tuition Rate Program

3.1. <u>Overview</u>**:** High school students who do not meet the requirements for the HSDC or Concurrent Enrollment/Rising Scholar programs, or who wish to take courses that are not offered as part of either program, may enroll in the BOR system through this program.

3.2. <u>Faculty Qualifications</u>: Courses are taught by highly qualified faculty employed by the institution.

3.3. <u>Tuition and Fees</u>: High school students who are enrolled will be charged the full tuition rate and must pay all associated student fees.

3.4. <u>Student Eligibility</u>: Students must meet the requirements as outlined in SDCL § 13-28-37.

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[1] SDCL § 13-28-37.1

D. FEDERAL FINANCIAL AID

High school students are not eligible for federal financial aid.

E. REQUIRED RECORDS

1. High School Dual Enrollment Application: A South Dakota (SD) Regental common application is required for admission. The parent or guardian and the school administrator are required to approve the application prior to the official enrollment.

2. High School Transcript: The student's partial high school transcript must be submitted by the high school or other official agency to the Regental system through the application process.

3. Standardized Exams and Previous College Course Information: Students must submit any standardized exam *(i.e., ACT)* or previous college-level course information to the institution to qualify for any placement.

4. Immunization Records: Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

F. PLACEMENT REVIEW

1. High school students must meet one (1) of the criteria for placement into the appropriate Math and English courses prior to course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall be used for proper course placement.

2. BOR Policy for validated credit shall be applied as provided in BOR Policies 2.2.1.1 and 2.2.2.5.

FORMS / APPENDICES:

- SDCL § 13-28-37
- SDCL § 13-28-37.1

SOURCE:

SDCL § 13-28-37; SDCL § 13-28-37.1; BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Undergraduate Transfer Admission

NUMBER: 2.2.1.7

A. PURPOSE

The transfer admissions policy of the Regental system is guided by the Regent's commitment to serve the people of South Dakota and the needs of the state. This policy sets forth the entrance requirements for prospective transfer students.

B. DEFINITIONS

See BOR Policy section 2.2.1.1 – System General Admissions.

See BOR Policy section 2.2.2 Seamless Transfer Policy series.

C. POLICIES AND PROCEDURES

1. Comprehensive Review

Institutions shall institute a comprehensive review process by which students applying to the Institution are evaluated for admission using multiple measures of achievement. Institutions may have differing criteria based on their mission and their array of programs and degrees. Criteria considerations may include the following:

1.1 University Mission: The mission of the institutions provides specific academic programming that aligns with their Regental mission. The mission statements are found in Section 1.2 of the Board of Regents Policy.

1.2 Academic Achievement: Institutions may use available academic indicators such as grade point average (GPA), course preparation, graduation ranking, corequisite learning, community service, employment, references, and any additional standardized exams in admissions criteria.

1.3 Program of Study: Institutions should evaluate the preparedness of each prospective student for success. If secondary requirements exist due to programming accreditation, those must be met.

1.4 Military experience, employment, and any other opportunity or experience the prospective student shares may be used in the admissions evaluation.

1.5 Classification of the undergraduate student shall be based on the credit hours applied toward the program of study.

1.5.1   Credit hours at 30 or less shall be freshman classification.

1.5.2   Credit hours at 60 or less shall be sophomore classification.

1.5.3   Credit hours at 90 or less shall be junior classification.

1.5.4   Credit hours above 90 shall be senior classification.

1.6   Transfer Credit: The Regental system transfers credit for a program of study and utilizes courses transferred per BOR Policy section 2.2.2. This policy series provides information on approved types of transfer.

1.7   Transfer Grade Point Average (TGPA): Transfer courses shall be included in the calculation of the Transfer Grade Point Average which will also be applied to the system cumulative grade point average (CGPA). BOR Policy 2.8.1 defines the grade point averages for the Regental system.

2. Program of Study Articulation Agreements

Prospective students may utilize an articulation agreement between the sending and receiving institutions.

3. Required Records

3.1   University Application: Prospective students as outlined in BOR Policy 2.2.1.1 are required to complete an application for admission.

3.2   College Transcript: Upon request from the student, the sending institution must submit college transcripts to the receiving institution.

3.3   Residency: Students must provide residency per BOR Policy 3.1.1 – Resident and Nonresident Classification of Students and BOR Policy 2.2.1.1.

3.4   Immunization Records: Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

4. Placement Review

4.1   Prospective students must meet appropriate Math and English placement criteria for course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall document requirements for course placement.

4.2   Seamless Transfer Policies that apply to the prospective student shall be found in Board Policy section 2.2.2.

4.3   BOR Policy for prior learning credit and validated credit shall be applied for prospective students who qualify under BOR Policy 2.2.2.5 and AAC Guidelines section 2.2.2.5.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

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SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: International Student Admission

NUMBER: 2.2.1.8

A. PURPOSE

The international student admissions policy sets forth the entrance requirements for international students and sets standards in the collection of transcripts and test scores.

B. DEFINITIONS

See BOR Policy section 2.2.1.1 – System General Admissions.

See BOR Policy section 2.2.2 Seamless Transfer Policy series.

C. POLICY STATEMENTS

1. Applicable Prospective Students: An international student is categorized as a foreign-born person who has an international F-1 or J-1 visa.

2. Residency/Citizenship Applicants: Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted.

3. Transfer Students: Students must have the appropriate SEVIS process for transfer to apply and transfer. BOR Policy 2.2.2.4 provides additional transfer information.

D. COMPREHENSIVE REVIEW

Institutions shall institute a comprehensive review process by which prospective students applying to the Institution are evaluated for admission using multiple measures of achievement. Institutions may have differing criteria based on their mission and the array of programs and degrees. Criteria considerations may include the following:

1. University Mission: The mission of the institutions provides specific academic programming that aligns with their Regental mission. The mission statements are found in Section 1.2 of the Board of Regents Policy.

2. Academic Achievement: Institutions may evaluate the prospective international students based on their application, any additional institutional requirement, and the required test scores.

3. <u>Program of Study</u>: Institutions should evaluate the preparedness of each prospective student for success. If secondary requirements exist due to programming accreditation, those must be met.

E. <u>REQUIRED RECORDS</u>

1. <u>University Application</u>: Prospective students shall complete an application for admission into undergraduate and graduate programs.

2. All prospective students are required to complete the necessary international visa status documentation and this may satisfy the requirements set forth in <u>BOR Policy 3.1.1 – Resident and Nonresident Classification of Students</u>.

3. <u>Immunization Records</u>: Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

4. <u>Undergraduate Records</u>:

   4.1. Evidence of successful high school completion or standardized exam(s), or

   4.2. Evidence of a minimum of twenty-four (24) credit hours of satisfactory college work from an accredited accepted institution.

5. <u>Graduate Records</u>:

   5.1. BOR Policy 2.2.1.11 governs the graduate admission process. The institutions may have additional graduate school requirements.

F. <u>PLACEMENT REVIEW</u>

1. Prospective students must meet appropriate Math and English placement criteria for course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall document requirements for course placement.

2. BOR Policy for validated credit shall be applied as provided in BOR Policies 2.2.1.1 and 2.2.2.5.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Non-Degree Seeking Admission

NUMBER: 2.2.1.9

A. PURPOSE

The purpose of this policy is for prospective students desiring to take courses without selecting a program of study. This policy sets forth the entrance requirements for non-degree seeking students.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

C. ADMISSION FOR COURSEWORK

1. Undergraduate Level

Institutions may offer admission to undergraduate level coursework in a non-degree seeking status.

2. Graduate Level

Institutions may offer admission to graduate level coursework in a non-degree seeking status.

D. FINANCIAL AID

This student is not eligible for federal financial aid.

E. REQUIRED RECORDS

1. University Application: Prospective students as outlined in BOR Policy 2.2.1.1 are required to complete an application for admission.

2. Transcript: Students in this classification do not need to submit a transcript. However, if a student determines to later move to a degree-seeking program, a transcript or other educational record will be required.

3. Residency: Students must provide residency per BOR Policy 3.1.1 - Resident and Nonresident Classification of Students and BOR Policy 2.2.1.1.

4. <u>Immunization Records:</u> Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

F. <u>PLACEMENT REVIEW</u>

Prospective students must meet appropriate Math and English placement criteria for course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall document requirements for course placement.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Undergraduate Readmit

NUMBER: 2.2.1.10

A. PURPOSE

The undergraduate readmit policy is designed for previously degree-seeking matriculated and enrolled students who have stopped out for a period not exceeding twelve (12) months. This policy sets forth the requirements for readmit students.

B. DEFINITIONS

See BOR Policy section 2.2.1.1 – System General Admissions.

See BOR Policy section 2.2.2 Seamless Transfer Policy series.

C. POLICIES AND PROCEDURES

1. Disenrolled Status

1.1. Former Regental degree-seeking students who have not been registered and enrolled for up to twelve (12) months may complete a Readmit Change Form to register for courses. No fee shall be applied to this form.

1.2. Students must complete the institution Readmit Change Form to validate the current major program of study and any personal information that may have changed *(i.e., address, cell phone, etc.)*. This notifies the institution and advisor of the return.

1.3. Students shall meet with their advisor prior to registering.

1.4. All previous application-required records shall be utilized from the initial matriculation of that student's application process.

1.5. Depending on the previous academic history, BOR Policy 2.8.1 shall govern the academic standing of the returning student. If a student was not in good standing, the student may not be admitted without additional processing and advising.

2. Inactivated Status

2.1. If a student is past the twelve (12)-month window, that student shall become inactivated.

2.2. Students will be required to reapply based on BOR Policies 2.2.1.4 and 2.2.1.5.

2.3. Application fees may be waived.

D. PLACEMENT REVIEW

Readmit students must meet appropriate Math and English placement criteria for course registration. AAC Guidelines 2.2.1.1.A and 2.2.1.1.B shall document requirements for course placement.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Graduate Admission

NUMBER: 2.2.1.11

A. PURPOSE

The Board of Regents is committed to providing various options for graduate programs. This policy sets forth the entrance requirements for graduate admission.

B. DEFINITIONS

See BOR Policy 2.2.1.1 – System General Admissions.

See BOR Policy 2.2.2.1 – Seamless Transfer of Credit.

C. POLICIES AND PROCEDURES

1. Comprehensive Review

Institutions shall institute a process by which prospective graduate students applying to the university are evaluated for admission using measures of achievement and promise while considering the context in which each student has demonstrated academic accomplishment.

1.1. University Mission: The mission of the institutions provides specific academic programming that aligns with their Regental mission. The mission statements are found in Section 1.2 of the Board of Regents Policy.

1.2. Undergraduate Academic Achievement: Institutions may evaluate the prospective student based on their undergraduate academic accomplishment.

1.3. Program of Study: Institutions should evaluate the preparedness of each prospective student for success. If secondary requirements exist due to programming accreditation, those must be met.

2. General Graduate Admission Eligibility

General Admission Eligibility Shall Include:

2.1. An earned baccalaureate or master's degree from an institution of higher education accredited by a Council for Higher Education Accreditation (CHEA) recognized national or regional accrediting agency, United States (US) Department of Education recognized institutional accrediting agency, or a comparable degree from a recognized college or university in another country.

      2.1.1. Students may be admitted and may matriculate in a graduate program while concurrently completing their baccalaureate work where there is a program agreement and with the program's permission.

   2.2. A satisfactory academic record as defined by each program.

3. **Student Admission Status**

   3.1. <u>Regular Admittance:</u> If a student meets all required elements of the institution, college, and academic unit and program, they shall matriculate with full admission to the institution.

   3.2. <u>Provisional Admittance:</u> An institution may offer provisional admission.

      3.2.1. Students must meet general graduate admission eligibility requirements.

      3.2.2. Each institution will establish a time limit on provisional status.

      3.2.3. Once the student has satisfied the provisions specified in the offer of admission and submitted all documentation required by the institution or academic program, the provisional qualifier will be removed from the student's record.

4. **Graduate Non-Degree Seeking Admission**

Universities may offer admission for graduate-level professional development to applicants who wish to enroll in graduate-level courses but who may not wish to complete a graduate degree. See BOR Policy 2.2.1.9.

5. **Required Records**

   5.1. <u>University Application:</u> Prospective students as outlined in BOR Policy 2.2.1.1 are required to complete an application for admission.

   5.2. <u>Post-Secondary Transcript:</u> Transcripts must be submitted by the sending institutions *(prior undergraduate and graduate)* to the receiving institution.

   5.3. <u>Residency:</u> Students must provide residency per <u>BOR Policy 3.1.1 - Resident and Nonresident Classification of Students</u> and BOR Policy 2.2.1.1.

   5.4. <u>Immunization Records:</u> Students must comply with South Dakota Codified Law as outlined in BOR Policy 2.2.1.2.

6. **Transfer**

See BOR Policy section 2.2.2 on Seamless Transfer and AAC Guideline section 2.2.2. Graduate programs may require additional transfer processes and policies. Prospective students should contact the institutional graduate office for more information.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2024.

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