

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 6 – D (2)

DATE: April 2-3, 2025

SUBJECT

Request to Seek Accreditation – SDSU – National College Testing Association (NCTA)

CONTROLLING STATUTE, RULE, OR POLICY

[BOR Policy 2.3.5](#) – Accreditation

[AAC Guideline 2.3.5.B](#) – Request to Seek Program Accreditation

BACKGROUND / DISCUSSION

AAC Guideline 2.3.5.B specifies that universities must seek and receive Board approval before applying for initial accreditation for academic programs. South Dakota State University requests approval to seek accreditation from the following accrediting agency:

Accrediting Agency: National College Testing Association (NCTA)

Program: Testing Center

Advantages: Certification will demonstrate that the testing center adheres to best practices in test administration and proctoring, and increases access to useful testing ideas, documentation, and procedures.

IMPACT AND RECOMMENDATION

SDSU anticipates a one-time application fee of \$200 for initial accreditation and an annual fee of \$500. There is also a \$100 recertification fee every five years. These costs will be covered by revenue from the administration of third-party exams.

Board staff recommends approval.

ATTACHMENTS

Attachment I – SDSU Request to Seek Accreditation Form: National College Testing Association (NCTA)

DRAFT MOTION 20250402_6-D(2):

I move to approve SDSU’s request to seek accreditation from the National College Testing Association (NCTA) for their Testing Center.



**SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS**

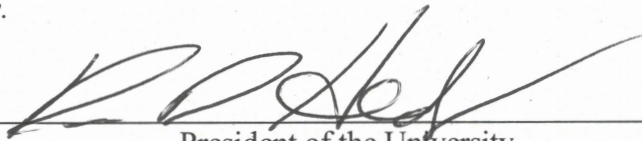
Request to Seek Accreditation

Use this form to request permission to seek accreditation of an approved program. Board of Regents (BOR) action is required to seek program accreditation.

UNIVERSITY:	SDSU
PROGRAM:	Testing Center
CIP CODE:	
UNIVERSITY DEPARTMENT:	
UNIVERSITY DIVISION:	Academic Affairs

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.



 President of the University

Click here to enter a
 12-5-24

 Date

1. Level of program seeking accreditation (place an "X" in the appropriate box):

- Certificate Associate Bachelor's
 Doctoral Master's

2. Accrediting Agency: National College Testing Association (NCTA)

3. What are the advantages of accreditation?

Testing center certification by NCTA is designed to assist testing centers in improving their testing processes and their service delivery to examinees. Specific advantages of testing center certification include:

- Demonstrated mastery of best practices in the testing industry
- Assurance to prospective distance learning students, vendors, and other organizations of the testing center's expertise and adherence to best practices in test administration and proctoring
- Demonstration to outside testing entities that a testing center operates under the highest accepted standards and procedures for all types of testing
- Increased access to useful testing ideas, documentation, and procedures through the certification process

- 4. What are the anticipated costs involved in accreditation, including:**
- A. Costs involved in undergoing self-study and preparing the application for accreditation:**
A \$200 application fee is required for initial certification.
 - B. Out-of-pocket costs related to dues or site visits:**
NCTA charges a \$500 annual fee. An additional \$100 fee is assessed for recertification every 5 years.
 - C. Base budget implications including incremental costs and minimum base resources required (dollars and FTE):**
The Testing Center has been following NCTA best practices and does not anticipate that major changes to staffing, facilities, or equipment will be required to achieve full compliance with the certification standards. Therefore, no adjustments to base budget will be requested.
- 5. What is the source of the revenue needed?**
Revenue from administration of third-party exams will be used to pay for certification expenses.
- 6. What is the estimated date for submission of accreditation application?**
Summer 2025