

Academic Policies

Academic Credit for Non-Traditional Learning Experiences

Dakota State University allows students to earn academic credit for non-traditional learning experiences when those experiences are equivalent to coursework provided at Dakota State University. DSU will evaluate and record credit for the non-traditional learning experience of degree-seeking students currently enrolled at Dakota State University or graduates of Dakota State University seeking enhanced certification, licensure or employment opportunities.

Credits earned through validation methods other than nationally recognized examinations (AP, CLEP, etc.) is limited to a maximum of 32 hours of credit for baccalaureate degrees and 16 hours of credit for associate degrees. Validation of military credit is limited to an additional 32 hours of credit for baccalaureate degrees and an additional 16 hours of credit for associate degrees. When validation credits are accepted, equivalent courses are recorded on the student's academic record but are not calculated into the grade point average. These maximum credit limits apply, regardless of the number of majors in which the student is enrolled. Credit earned for non-traditional learning experience will not meet degree residency requirements.

Dakota State University cannot guarantee that credit earned for non-traditional learning experience at DSU will transfer to other institutions, since institutional practices/policies vary.

Advanced Placement (AP)

Credit for work accomplished in high school through the Advanced Placement program of the College Examination Board will be awarded, based on the approved exams and scores noted in the university catalog under "Advanced Placement". Advanced placement examinations do not meet the globalization or writing intensive requirements for general education.

- 1) Students complete the Advanced Placement test administered by their high schools and request that the scores be reported to Dakota State University.
- 2) AP sends scores to the students and to DSU's Office of the Vice President for Academic Affairs. The Vice President's Office notifies the Registrar of the exam results and, if the scores meet or exceed DSU's standards, the Registrar enters the credit for the examinations on the students' academic record. (Nothing is entered on academic record if the AP scores do not meet DSU credit standards.)

Discipline	Examination Title	Minimum Acceptable	
		Score	DSU Course
ART	History of Art	3	ARTH 211
ART	Studio Art-Drawing Portfolio	3	ART 111
ART	Studio Art-General Portfolio	3	ART 121
BIOL	Biology	3	BIOL 151
		5	BIOL 151 & BIOL 153
BIOL	Environmental Science	3	BIOL Elective
CHEM	Chemistry	3	CHEM 112
		5	CHEM 112 & CHEM 114
CSC	Computer Science A	3	CSC 150
CSC	Computer Science AB	3	CSC 150
		5	CSC 150 & CSC 250
ECON	Macroeconomics	3	ECON 202

Discipline	Examination Title	Score	DSU Course
ECON	Microeconomics	3	ECON 201
ENGL	English Language & Composition	3	ENGL 101
Minimum Acceptable			
ENGL	English Literature & Composition	3	ENGL 210
FREN	French Language	3	FREN 202*
		4, 5	FREN 310**
FREN	French Literature	3	FREN 202*
		4, 5	FREN 310**
* Retroactive credits for FREN 101, 102, and 201 earned if 310 is completed with a grade of "C."			
** Retroactive credits for FREN 101, 102, and 201 may be earned if an appropriate upper-division course is completed with a grade of 'C' or above.			
GEO	Geography	3	GEO 200
GERM	German Language	3	GERM 202*
GERM	German Language	4, 5	GERM 311 & GERM 312**
* Retroactive credits for GERM 101, 102 and 201 earned if 311 or 312 is completed with a grade of "C" or better.			
** Retroactive credits for GERM 101, 102 and 201 may be earned if an appropriate upper-division course is completed with a grade of "C" or above.			
POLS	Government & Policies - Comparative	3	POLS 141
POLS	Government & Politics - U.S.	3	POLS 100
HIST	History-European	3	HIST 122
HIST	History-United States	3	HIST 151
HIST	History-World	3	HIST 111
		4, 5	HIST 111 & HIST 112
LATI	Latin Literature	3	LATI 101 & LATI 102
		4	LATI 101, LATI 102 and LATI 201
		5	LATI 101, LATI 102, LATI 201 and LATI 202
LATI	Latin - Vergil	3	LATI 101 and LATI 102
		4	LATI 101, LATI 102 and LATI 201
		5	LATI 101, LATI 102, LATI 201 and LATI 202
MATH	Mathematics - Calculus AB	3	MATH 123
MATH	Mathematics - Calculus BC	3	MATH 125
		4, 5	MATH 123 & MATH 125
MATH	Statistics	3	MATH 281
MUS	Music Theory	3	MUS 110
		5	MUS 110 & MUS 111
PHYS	Physics B*	3	PHYS 111 & PHYS 113
* written record of Laboratory work (Lab Notebook required.)			
PSYC	Psychology	3	PSYC 101
SPAN	Spanish Language	3	SPAN 202*
		4, 5	SPAN 311 & SPAN 312**
SPAN	Spanish Literature	3	SPAN 202*
		4, 5	SPAN 311 & 312**
* Retroactive credits for SPAN 101, 102 and 201 earned if 311 or 312 is completed with a grade of "C" or better.			
** Retroactive credits for SPAN 101, 102 and 201 may be earned if an appropriate upper-division course is completed with a grade of "C" or above.			

College Level Examination Program (CLEP)

Students may take CLEP (College Level Examination Program) exams to earn credit for specific courses. A listing of specific course equivalencies and minimum scores follow the procedure.

DSU credit will be granted only for passing scores the first time a CLEP subject examination is taken. If a student has not successfully completed a course (a grade of D or F), a CLEP examination cannot be used to gain DSU credit for the failed course. Students cannot earn CLEP credit for courses if they have already completed higher-level courses in that content area (except foreign language). The CLEP program has a long-standing policy that an exam may not be retaken within a six-month period. This waiting period provides the student with an opportunity to spend additional time preparing for the exam or the option of taking a classroom course.

- 1) Students contact the Office of Institutional Effectiveness & Assessment (OIEA) (Heston Hall, 256-5101) for CLEP information and to schedule an appointment.
- 2) Students pay the appropriate test fee and complete the computer-based exam. Military personnel and eligible civilian employees and spouses can complete the CLEP exams at DSU without paying the exam fee. Please contact the OIEA at 256-5101 for more information on CLEP testing for military.
- 3) The Office of Institutional Effectiveness and Assessment provides an unofficial score report to the student and electronically submits the test results to Educational Testing Services. ETS sends the official results to the Office of the Vice President for Academic Affairs. The Vice President's Office notifies the Registrar and the student of the official exam results and, if the score meets or exceeds DSU's standards, the Registrar enters the credit for the exam on the student's transcript. (Nothing is entered on the transcript if the CLEP score does not meet DSU credit standards.)

CLEP examinations do not meet the globalization or writing intensive requirements for general education.

CLEP Test Equivalencies

CLEP Test	DSU Course Equivalency	Computer-based Score
Accounting	ACCT 210 & 211	50
American Government	POLS 100	50
Business Law	BADM 350	50
Calculus	MATH 123	50
College Algebra	MATH 102	50
College Composition - Freshman	ENGL 101	50
General Biology	BIOL 151 & 153	50
General Chemistry	CHEM 112 & 114	50
History of the US - I	HIST 151	50
History of the US - II	HIST 152	50
Human Growth & Development	EPSY 327	50
Information Systems and Computer Applications	CSC 105	50
Language - French	FREN 101	50
	FREN 101 & 102	51
	FREN 101, 102 & 201	52
	FREN 101, 102 201 & 202	57

CLEP Test Equivalencies (continued)

CLEP Test	DSU Course Equivalency	Computer-based Score
Language - German	GERM 101	40
	GERM 101 & 102	50
	GERM 101, 102 & 201	57
	GERM 101, 102, 201 & 202	63
Language - Spanish	SPAN 101	50
	SPAN 101 & 102	52
	SPAN 101, 102 & 201	54
	SPAN 101, 102, 201 & 202	57
Macroeconomics	ECON 202	50
Management	BADM 360	50
Marketing	BADM 370	50
Microeconomics	ECON 201	50
Precalculus	MATH 115	50
Psychology	PSYC 101	50
Sociology	SOC 100	50
Western Civilization I	HIST 121	50
Western Civilization II	HIST 122	50

DANTES SUBJECT STANDARDIZED TESTS (DSST)

Developed by The Chauncey Group International LTD., a subsidiary of the Educational Testing Services (ETS), the DSST program provides an opportunity for students to receive college credit for the knowledge acquired outside the traditional college classroom. Currently, thirty-seven DSSTs are offered in the subject areas of business, physical science, humanities, social science, and applied technology. For more information, contact the Office of Institutional Effectiveness and Assessment at 605-256-5101 or assessoffice@dsu.edu

DANTES (DSST) Test Equivalencies

DANTES Test	DSU Course Equivalency	Computer-based Score
Principles of Financial Accounting	ACCT 210	49
General Anthropology	ANTH 210	47
Art of the Western World	Pending	48
Principles of Finance	BADM 310	46
Business Law II	BADM 351	52
Organizational Behavior	Pending	48
Principles of Supervision	BADM (Electives)	46
Introduction to Business	BADM (Electives)	46
Personal Finance	BADM (Electives)	46
Criminal Justice	CJUS 201	49
Introduction to Law Enforcement	CJUS (Electives)	45
Money and Banking	ECON 330	48
Foundations of Education	EDFN 338	46
Technical Writing	ENGL 379	46
Human/Cultural Geography	GEOG 101	48
Physical Geology	GEOL 201	46
Western Europe	HIST (Electives)	48
An Introduction to the Modern Middle East	HIST 313	44
Civil War & Reconstruction	HIST 455	47
A History of the Vietnam War	HIST 459	49

Human Resource Management	BADM 460	46
Introduction to World Religions	REL 250	49
Environment & Humanity:		
Race to Save Planet	SCI (Electives)	46
Fundamentals of College Algebra	MATH 102	47
Principles of Statistics	MATH 281	48
Introduction to Computing	CSC 105	47
Management Information Systems	CIS 325	46
Principles of Public Speaking	SPCM 101	47
Ethics in America	PHIL 220	46
Principles of Physical Science I	PHSI (Electives)	47
Astronomy	PHYS 185	48
Developmental Lifespan Psychology	PSYC 221	46
Fundamentals of Counseling	PSYC (Electives)	45
Here's to Your Health	WEL 100	48

Department Credit-by-Examination

In subjects for which there is no equivalent CLEP examination, students may petition to challenge college coursework via a departmental credit-by-examination. A grade of “C” or better is required on the exam to earn course credit.

DSU credit will be granted only for passing scores earned the first time each subject department credit-by-exam is taken. If a student earned a grade of D or F in a course, a departmental credit-by-exam cannot be used to gain DSU credit for that course. Students cannot earn credit-by-exam credit for courses if they have already completed higher-level courses in that content area.

- 1) Students discuss the proposal with the dean of the college that offers the course. With the approval of the dean, students complete the “Application for Credit by Examination” form available through the Enrollment Service office or web site. Current costs for challenge exams are noted in the university catalog under Tuition, Fees, Housing and Board costs.
- 2) The dean approves the student request and makes arrangements for administration and grading of the examination. This request must be approved by the dean by the deadline for withdrawal from a full-semester course, which is published in the Academic Calendar.
- 3) The faculty person identified on the form administers and grades the exam and the exam results are reported to the dean, prior to the end of the academic term in which the grade will be recorded.
- 4) The dean notifies the student and the Registrar of the outcome. Only successful exams are noted on the student’s academic record.

Dual-credits for High School Courses

The South Dakota Board of Regents has established agreements with Dakota Wesleyan University, Central Wyoming College, Mount Marty College, Killian Community College, Western Iowa Technical Community College, Riverland Community College (MN) and Iowa Western Community College, whereby the South Dakota regental universities will accept high school, dual-credit courses for transfer. All other high school courses, for which students received college credit, must be validated by an Advanced Placement or CLEP score that meets Board of Regents guidelines for acceptance of credit. For more information, contact Enrollment Services.

Credit For Prior Learning/Work Experience

Requests for credit via prior learning/work experience must directly correspond to academic coursework offered by Dakota State University. The experiential learning must be fully described and documented by the student in writing to indicate the direct correspondence or equivalence to specific university course(s). Requests should be evaluated by external supervisors, if appropriate, and by University officials in light of the student's educational objectives.

- 1) Students prepare a cover memo to the Vice President of Academic Affairs, stating the course(s) for which he/she would like to receive prior learning credit. In addition to the memo, the student's application for prior learning should include:
 - a) Transcript for the course(s) (either an original or a copy) that includes the course prefix, number, title and date of enrollment;
 - b) Course syllabus;
 - c) Name of instructor;
 - d) Any course projects that seem appropriate;
 - e) Statement/memo from the student's DSU advisor, indicating the student and the advisor have discussed the student's application and the advisor agrees that prior learning credit is appropriate for this student in this major; and
 - f) \$25 per transcript processing fee

In cases where the prior learning application is based on experiential learning, rather than completed coursework, the documentation should include:

- a) Statements from work supervisors (or the company's human resources director) indicating job requirements and skills needed for the position held,
 - b) Examples of work projects,
 - c) Other appropriate proof of work experience
 - d) \$25 per course processing fee
- 2) Student memo plus documentation is submitted to the Vice President for Academic Affairs;
 - 3) A faculty committee is appointed to review the application and reports its recommendation to the college dean, who forwards the recommendation to the Vice President for Academic Affairs;
 - 4) Enrollment Services, the student, and advisor are notified by the Vice President for Academic Affairs of the committee's recommendation.

Military Credit

Military credits are evaluated according to guidelines set forth by the American Council on Education and published in the Guide to the Evaluation of Educational Experiences in the Armed Services. Dakota State University has been approved as a Servicemembers Opportunity College and is listed in the SOC Guide for use by military personnel.

Students requesting evaluation of military work should provide at least one of the following documents to the Registrar:

- DD Form 214 "Armed Forces of the United States Report of Transfer or Discharge"
- Copy of the course evaluation done by the American Council of Education (ACE)
- An official copy of DANTES transcript

Academic Honors

Undergraduate, full-time students may be designated for the President's Academic Honors List at the end of the fall and spring terms. The President's Academic Honors List designation does not appear on the transcript.

To be awarded President's Academic Honors designation, students must meet the following guidelines:

- 1) Students must have earned a minimum of 12 credit hours during the term.
- 2) Students must achieve a System Term GPA of at least 3.50.
- 3) Students with F, I, U, RI or RU grades in the term are not eligible regardless of System Term GPA attained.

Undergraduate, part-time students taking fewer than 12 credits per term may be designated for Academic Recognition for Part-Time Students at the end of the fall and spring terms. The Academic Recognition for Part-Time Students

To be awarded the Academic Recognition for Part-Time Students designation, students must meet the following guidelines:

- 1) Students must have completed at least 12 credit hours prior to the current semester at one or more Regental institutions.
- 2) The student must have earned at least 3 and up to 11 credit hours of 100-699 level courses during the term.
- 3) Students must achieve a System Term GPA of at least 3.50
- 4) Students with F, I, U, RI or RU grades in the term are not eligible regardless of System Term GPA attained.

Academic Integrity

Basic Standards

Registration at Dakota State University requires adherence to the University's standards of academic integrity. The following examples represent some basic types of behavior that are unacceptable:

1. **Cheating:** using unauthorized notes, study aids, devices, or information on an examination; altering a graded work and resubmitting the work for regrading; presenting another person's work as your own. Cheating also includes aiding and abetting academic dishonesty, for example: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines, defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of

the examination; (e) intentionally obstructing or interfering with another student's academic work or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students academic work.

5. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
6. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Procedures

Once a faculty member suspects a student of academic dishonesty, or another student reports an act of academic dishonesty, there is a defined process for proceeding. By following the procedure, both the student(s) and faculty member(s) concerned are protected. The faculty member's responsibilities and the student's rights are specified below.

The Process

1. Each faculty member has the responsibility and authority to deal with instances of academic dishonesty occurring within his/her classroom/laboratory setting. The faculty members' responsibility begins with the course syllabus. In the syllabus, each faculty member must include his or her academic integrity policy and the implication of violating that policy OR reference the Trojan Han book code of conduct. If a faculty member has reason to believe that a violation has occurred, he/she will evaluate the available evidence, which may include meeting with the student(s) involved, in an effort to reach a finding. If the faculty member finds the student(s) guilty of academic dishonesty, he/she will take appropriate action to impose whatever action or corrective measures he/she deems appropriate, as specified in the syllabus. Any action taken in regard to academic dishonesty is at the discretion of the faculty member but cannot exceed those actions or corrective measures specified in the syllabus.
2. As with any academic action, the student has the right to appeal the actions or corrective measures imposed by the faculty member. (See related DSU Policy 03-30-00). As indicated above, it is the obligation of every faculty member to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be incorporated into the current course syllabus and provided in writing or via the course web site to students. If a student believes that the action / corrective measure imposed by the faculty member was inappropriate, he/she may appeal the action / corrective measure by filing a formal appeal, following the process outlined below.
3. If the student appeals the action/corrective measure imposed by a faculty member, they must file the appeal within two weeks of their notification by the faculty member. The Academic Integrity Board will schedule a review of the case within one week of receiving the appeal. The Board will evaluate the

appeal and recommend a course of action to the Vice President for Academic Affairs. This recommendation may include: overturning the action / corrective measures, agreement with the faculty members' course of action / corrective measures, or further action against the appealing student(s) up to and including suspension from the university.

4. If additional sanctions are imposed on the student, then the student may appeal the committee's decision to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs will be the final arbiter in any dispute of academic honesty.
6. All findings of the Academic Integrity Board will be forwarded to the Dean of Students. The Dean of Students will be the depository of information for the Board. The findings of the Board may be used in Disciplinary Board Hearings at the discretion of the Dean of Students. However, actions taken by the Disciplinary Board will not be available for the Academic Integrity Board. Therefore, while the findings of the Disciplinary Board hearings are not available to the Academic Integrity Board, the findings of the Academic Integrity Board do become part of the student's overall disciplinary record.
7. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made.

Student Rights and Responsibilities

The enforcement of academic integrity lies with the general faculty of Dakota State University. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights.

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. The faculty member will provide the student with a written statement of the specific academic integrity violation.
3. The student will have two weeks from the date of formal notification in which to file an appeal.
4. The student will be provided an appeal hearing or meeting with the Academic Integrity Board at which time the student involved may be heard and the accuracy of the charge determined.
5. At any stage of the proceedings, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing. This person may not take part in the proceedings except as a witness if that individual's testimony is deemed relevant by the Academic Integrity Board. The student must speak on his or her own behalf.

Faculty and Administrative Responsibilities

In order to implement these principles of academic integrity, it is necessary for the administration and faculty to take certain steps that will discourage academic dishonesty and protect academic integrity. Those steps include:

1. Examination security—Each faculty member or college office should safeguard examination security.

2. Testing Procedures—Faculty should take all feasible efforts to secure the testing area.
3. Instructors should inform students of the academic requirements of each course. Such information may appropriately include (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

Sanctions

All proven cases of academic dishonesty will be penalized as appropriate under the circumstances. Sanctions beyond a failing grade may only be imposed following a hearing by the Academic Integrity Board. The imposition of any sanction should include a statement of reasons supporting it. Any student appearing before the Academic Integrity Board a second time and found guilty a second time will receive the highest level of sanction, which is expulsion from the university.

Sanctions include:

1. A letter of reprimand.
2. A defined period of academic probation, with or without the attachment of conditions.
3. A defined period of academic suspension, with or without the attachment of conditions.
4. Expulsion from the university.

Academic probation and academic suspension appeals will be directed to the Vice President for Academic Affairs.

Academic Probation/Suspension

(See Minimum Progression Standards)

Assessment

Entry Level Assessment

The Board of Regents has developed a standardized placement process to ensure that entering students are placed into math and English courses most appropriate for their ability and background. The requirements can be found in BOR Policy 2:7 Baccalaureate General Education Curriculum and BOR Policy 2:26 Associate Degree General Education Requirements.

All entering students seeking an associate or baccalaureate degree must provide valid Enhanced ACT scores (within the last five years) or must take the ACT COMPASS examination in the areas of writing skills, mathematics and reading. All non-degree seeking students enrolling in English and mathematics courses must provide Enhanced ACT scores or must take the ACT COMPASS examination in the areas of writing skills and mathematics.

Students enrolled prior to spring 2000 who have already been placed into their initial mathematics and English coursework, and transfer students who have completed equivalent general education coursework in English and mathematics are exempt from this requirement.

Students transferring within the Regental system will be allowed to transfer their placement test scores and continue their sequence of courses in English and/or mathematics.

Pre-General Education Courses

Based on entering students' Enhanced ACT score or their ACT COMPASS examination, students may be required to take pre-general education courses. Pre-general education courses include ENGL 033, MATH 021, MATH 101 and LART 010.

Unless granted an exception, students are required to enroll in the initial English and math coursework indicated by the placement process.

Students placed in pre-general education courses must enroll in and complete the courses within the first 30 credit hours attempted. If a student does not complete the pre-general education course(s) within the first 30 credit hours attempted, a registration hold is placed on the student's record. During the next 12 credit hours attempted, the student must enroll in and complete the pre-general education course(s).

If the pre-general education course(s) is not completed within the first 42 credit hours attempted, the only course(s) in which a student may enroll is the pre-general education course(s); and the student's status is changed from degree seeking to non-degree seeking.

Transfer students entering with 42 or more credit hours, who are still in need of pre-general education coursework, are required to enroll in the necessary pre-general education coursework during their first 24 credits attempted in the regental system.

Students who are placed into MATH 021 are expected to successfully complete both MATH 021 and MATH 101 with a grade of "C" or better before enrolling in MATH 102. However, a student who performs exceptionally well in MATH 021 may petition the VPAA to bypass MATH 101 and enroll in MATH 102 as their next mathematics course. These students must sit for the COMPASS Math placement exam and earn scores that meet or exceeds the placement score necessary for enrolling in MATH 102.

Credit hours for the pre-general education courses are included in the total number of credit hours attempted. The grades assigned for courses numbered less than 100 will be RS (remedial satisfactory) and RU (remedial unsatisfactory).

General Education Assessment

It is the policy of Dakota State University to assess the general education component of the curriculum on an annual basis. The assessment process is intended to evaluate the general education curriculum and to determine if the general education goals have been met. (Goals are listed under graduation requirements.)

General education assessment activities are scheduled on assessment days, one day scheduled during the first two weeks of November and one day scheduled during the last two weeks in March. All daytime classes are cancelled for these assessment activities. Students in teacher education programs must complete additional assessment activities.

1. Requirement

To be eligible to receive an associate or baccalaureate degree from a Regental university, students must fulfill the proficiency examination requirement as specified within this policy.

Enrolled students who have already earned a baccalaureate degree are exempt from this requirement.

Effective Fall 2005, entering students seeking an associate or baccalaureate degree must successfully complete the Information Literacy exam.

2. Criteria for Test Eligibility

A. Baccalaureate

1. Degree-seeking students registered for credit.

2. Completion of 48 passed credit hours at or above the 100 level.
Students will sit for the examination during the first semester in which they become eligible in terms of passed credit hours.
- B. Associate
 1. Degree seeking students registered for credit.
 2. Completion of 32 passed credit hours at or above the 100 level.
Students will sit for the examination during the first semester in which they become eligible in terms of passed credit hours.
3. **Deferments**

Students who meet the eligibility requirements but, due to extenuating circumstances, are unable to sit for the examination may petition the Vice President for Academic Affairs for a deferment prior to the test date or no later than the final day of the semester in which the examination should have been taken. Students granted deferments will sit for the examination during the next administration following the end of the deferment.
4. **Consequences of Noncompliance**

Failure to sit for the examination as scheduled, whether initially or following a deferment, will result in denial of subsequent registration at all regental institutions. Students who have been denied registration due to failure to take the proficiency examination may apply for readmission after two academic terms (fall, spring, or summer). If readmitted, they must sit for the examination during the next administration. Failure to do so will result in immediate administrative withdrawal.
5. **Retesting**

Students are required to perform satisfactorily on all components of the examination. Students failing to achieve the minimum proficiency level on one or more of the components will be allowed the opportunity to retest. Students failing to test satisfactorily in the fall must retest no later than the following fall's administration, and students failing in the spring must retest no later than the following spring's administration. In the interim, students may continue to enroll in courses.

When first sitting for the examination, students must take the examination as a whole. When retesting, however, students will take only those components on which a satisfactory score was not achieved. Students who must retest on one or more components may retake each one up to two times within the time frame allowed as outlined above. All retests must be taken during the regularly scheduled test administration periods in the fall and spring.

As preparation for retesting, students are required to develop, in collaboration with an academic advisor, a development plan for remediation to be completed within one year.
6. **Unsatisfactory Performance on the Retest**

Students who do not achieve the minimum satisfactory proficiency level on the retest will be denied subsequent registration at all regental institutions. Application for readmission will be contingent upon satisfactory performance on the proficiency examination. Students may arrange for retesting during any subsequent administration of the examination. Students may apply to retest at any regental institution. Students who perform satisfactorily on the retest will be allowed to register for the next term.

7. Appeals for Certification of Proficiency by Alternate Methods

Students failing to achieve the minimum satisfactory proficiency level as provided in section 6 above may appeal to an institutional review panel for certification of proficiency using alternate methods. Such certifications must be confirmed by the senior administrator of the Board of Regents.

8. Transfer Students

Transfer students are subject to and must meet the proficiency examination requirements. Transfer students within the South Dakota Unified System of Higher Education are subject to the policy as outlined above. For students who have been denied registration due to failure to take the proficiency examination, applications for readmission will be filed with and resolved by the receiving institution.

9. Proficiency Examination Fees

Each university is authorized to charge students fees to cover the cost of retesting.

10. Reasonable Accommodations

Each institution shall give students prior notice that it will provide reasonable accommodations for test takers in keeping with institutional practices implementing the South Dakota Human Relations Act of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act. (Refer to Board of Regents Policy 1:19.)

11. Classes Missed During Test Administration

Participation in the proficiency examination as scheduled constitutes a university excused absence. The university will supply each student with a notice to that effect. Students required to participate in the proficiency examination process may not be penalized in either their courses or in official university activities. Students required to participate in the proficiency examination will be allowed to make up any class events, including quizzes and exams, given during their absence. Students must be assured equity by being given make up exams, quizzes/assignments of equivalent content and expectations and within a reasonable time of the excused absence.

Major Field Assessment

All students enrolled in associate and baccalaureate degree programs and teacher certification programs are required to participate in major field assessment. Students who have not participated in the major field assessment will not graduate.

Major field assessment activities will be completed on selected days during the fall and spring semesters. All daytime undergraduate on-campus classes will be cancelled for one day in the fall semester and one day in the spring semester.

Candidates for graduation from teacher education programs will complete their major field assessment in education during the semester of student teaching.

Class Attendance

A student is expected to be present for all scheduled class sessions. If a class is missed, it is the student's responsibility to make up any assignments/projects for those missed classes. Students who are on academic probation must have 100% class attendance. Students on academic probation who fail to maintain 100% class attendance will be administratively suspended from the university.

A student who participates in an off-campus event sponsored by the institution (including, but not limited to, athletic events and club-sponsored trips) is expected to speak with his/her instructors prior to his/her class absence. The student is responsible for all material covered in class during his/her absence, as well as assignments given out during missed classes and assignments due during travel.

Final Exams

All courses must have a final examination activity. To determine your final exam schedule: find the final exam schedule on the DSU website and the time slot that corresponds with the weekly schedule for a class. The final for that class will be given in that time slot. PLEASE NOTE: Courses delivered other than face to face may schedule their final evaluation activity during the last, regularly scheduled class period or during finals week at the regular class time. Check the class syllabus to verify the time of the final exam.

The Vice President for Academic Affairs prepares the fall and spring final week schedule. The most current exam schedule is available to students in the semester schedule or through Enrollment Services on-line at <http://www.departments.dsu.edu/registrar/catalog/schedule/>

No student will be required to participate in more than three evaluative activities on any one day of the final week. Permission to reschedule a final evaluative activity should be sought before mid-semester if at all possible. The student, after consulting with his or her advisor, should petition the dean(s) responsible for the activity(ies) to be changed by completing the "Request to Change Final Week Schedule" form which is available in the college offices. The dean(s) will coordinate and approve the necessary rescheduling.

Any changes or deviations in the schedule for an individual student must have advance approval of the dean in whose college the course is taught.

Grading Policy

The following letter symbols indicate the quality of student academic achievement:

- A - Exceptional; 4.00 grade points per semester hour
- B - Above Average; 3.00 grade points per semester hour
- C - Average; 2.00 grade points per semester hour
- D - Lowest Passing Grade; 1.00 grade points per semester hour
- F - Failure; 0.00 grade points per semester hour
- S - Satisfactory; does not calculate into any GPA
- U - Unsatisfactory; does not calculate into any GPA
- RI - Incomplete (Remedial)
- RS - Satisfactory (Remedial); does not calculate into any GPA
- RU - Unsatisfactory (Remedial); does not calculate into any GPA
- W - Withdrawal; does not calculate into any GPA, no credit granted
- AU - Audit; does not calculate into any GPA
- I - Incomplete; does not calculate into any GPA;

An incomplete grade may be granted only when all of the following conditions apply:

- a. A student has encountered extenuating circumstances that do not permit him/her to complete the course.

- b. The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- c. The student does not have to repeat the course to meet the requirements.
- d. The instructor must agree to grant an incomplete grade.
- e. The instructor and student must agree on a plan to complete the coursework.
- f. The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs.
- g. If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, RS RU or U.
- h. If the student does not complete the course within the specified time, the grade assigned will be F (Failure), U (Unsatisfactory) or RU (Remedial Unsatisfactory) if the student had requested S/U within the time specified in BOR policy 2:6.9.

IP - In Progress; does not calculate into any GPA;

An in progress grade may be granted only when all of the following conditions apply:

- a. The requirements for the course (for every student enrolled in the course extend beyond the current term.
- b. The extension beyond the current term must be defined before the class begins.
- c. The instructor must request permission to award IP grades for a course from their department Head and Dean, and then approval must be obtained from the Vice President for Academic Affairs.
- d. A definite date for completion of the course must be established in the course syllabus.

EX - Credit by Exam; does not calculate into any GPA

CR - Credit; does not calculate into any GPA

TR - Transcribed; does not calculate into any GPA, no credit granted

LR - Lab grade linked to Recitation Grade; 0 credit course

NG - No grade - used for registration tracking courses

NR - Grade not reported by instructor; does not calculate into any GPA

* - Academic Amnesty; does not calculate in any GPA, no credit given

Grade Point Average Definition

The following grade point averages are calculated each academic term (Fall, Spring, Summer).

Institutional GPA - based on credits earned at a specific Regental university.

Utilized to determine if degree requirements have been met and to determine Honors Designation at Graduation.

System Term GPA - based on credits earned at any of the six Regental universities within a given academic term (Fall, Spring, Summer). Utilized to determine minimum progression status.

Transfer GPA - based on credits earned and officially transferred from an accredited college or university outside the Regental system. When a letter grade that normally calculates into the grade point average exists for a non-academic course (e.g. credit earned via examination), it will be included in the transfer GPA.

Cumulative GPA - based on all credits earned by the student (transfer credit plus system credit). Utilized to determine minimum progression status and to determine if degree requirements have been met.

Grade Point Average

Any course in which a grade of A, B, C, D, or F is earned is used to calculate the grade point average. Each grade is worth a specific number of honor points: A=4, B=3, C=2, D=1, F=0. The number of honor points earned for each class is computed by multiplying the points given for the letter grade by the hours of credit in the course. The total number of honor points earned is then divided by the total number of credit hours attempted (includes only those classes in which grades of A, B, C, D, F were earned). The result is the cumulative grade point average.

Example:

Grade	Hours in Course	Total Honor Points
A(4)	3	12
B(3)	3	9
C(2)	3	6
D(1)	3	3
F(0)	3	0
Total hours attempted = 15		Total honor point earned = 30

$30/15 = 2.000$ grade point average.

Grade Reports

Final grades will be reported for all students. Final grades are available to students via telephone or on-line, generally one week after the end of the semester. Each student receives information on how to access his/her grades in the mail prior to the end of their first semester at DSU. That access information remains current as long as the student is enrolled at any Regental institution. Students needing a record for employer reimbursement can print the "course listing" online.

Grade Appeal Process

It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. (See Academic Integrity policy for issues dealing with academic dishonesty.)

If a student believes that the final grade assigned in a course was inappropriate, he/she may appeal that grade by filing a formal grade appeal within two weeks of the start of the next academic session. Appropriate grounds for a grade appeal include:

1. Assignment of a grade on some basis other than the student's performance and participation in the course, or
2. Evaluation of his/her work, using more stringent or demanding criteria than were applied to other students in the class, or
3. A major departure from the instructor's published or announced standards for assigning grades.

To begin the appeal process, the student should detail his/her concerns in writing to the instructor and should request a meeting with the instructor to discuss the matter. The official Grade Appeal Form (found on the DSU web site or at the college office) should accompany the student's letter to the instructor. This meeting between the instructor and

the student should be scheduled as soon as possible after the written notice is received. It may be conducted in person, by phone, or via e-mail. The instructor should provide his/her decision on the grade appeal to the student within two weeks of student's letter to the instructor. The instructor's decision should be provided in writing to the student and should be accompanied by the official Grade Appeal Form.

If the student feels the issue has not been resolved, he/she may ask the dean of the college offering the course to act as a mediator. This request for mediation must be made in writing to the dean within two weeks of the student's notification by the instructor. The student's written request for mediation should include copies of the original documentation provided to the instructor by the student, the signed Grade Appeal Form, the student's written notification from the instructor, and any additional pertinent information.

The dean's role in the grade appeal process is to mediate the matter in consultation with the instructor and the student. This mediation should occur as soon as possible after the written notice is received. The dean should summarize the outcome of this mediation for the student and the instructor within two weeks of the student's written request to the dean. The dean's summary should be provided in writing to the student and the instructor and should be accompanied by the official Grade Appeal Form.

If the student feels the issue has not been resolved, he/she may ask the Vice President for Academic Affairs to refer the issue to a review committee. This request must be made in writing to the Vice President of Academic Affairs within two weeks of the student's notification by the dean. The student's written request for review should include copies of the original documentation provided to the instructor by the student, the signed Grade Appeal Form, the student's written notification from the instructor, the student's request to the dean and the dean's notification to the student and the instructor. The Vice President of Academic Affairs should appoint a committee of three faculty members and two students to review the appeal and make a recommendation for resolution of the issue to the Vice President for Academic Affairs. The committee should reach a decision within two weeks of notification appointment. This decision should be provided in writing to the student and the instructor by the Vice President for Academic Affairs within 1 week of receipt from the committee.

Grade Deletion (Academic Amnesty)

It is the policy of Dakota State University to allow qualifying students to remove coursework from the calculation of their grade point averages (GPA) according to the following process if the student:

1. Is an undergraduate, full-time or part-time, degree-seeking student at one of the universities in the South Dakota Regental system.
2. Has not been enrolled in any Regental university for a minimum of three calendar years (9 consecutive terms including Fall, Spring, and Summer) prior to the most recent admission to the home institution.
3. Has completed a minimum of 24 graded credit hours taken at any Regental university with a minimum grade point average of 2.0 for the 24 credit hours after the most recent admission to the home institution.
4. Has not earned a baccalaureate degree from any university.
5. Has not been granted any prior academic amnesty at any Regental university.
6. Has submitted a formal Academic Amnesty Petition at his/her home university following the procedures established by that university.

Academic amnesty does not apply to individual courses. Academic amnesty may be requested for either: a) all previous post-secondary education courses or b) all previous post-secondary education course at a specific institution. If academic amnesty is granted, it shall not be rescinded.

Courses for which academic amnesty is granted will:

- Remain on the student's permanent record
- Be recorded on the student's undergraduate transcript with the original grade followed by an asterisk (*).
- Not be included in the calculation of the student's grade point average because no credit is given.
- Not be used to satisfy any of the graduation requirements of the current degree program.

Academic amnesty decisions will be made by the student's home institution and will be honored by all other institutions within the South Dakota Regental system. Universities outside of the South Dakota Regental system are not bound by the academic amnesty decisions made by the South Dakota Regental system. Regental graduate programs and graduate professional schools may consider all previous undergraduate course work when making admission decisions.

Students considering grade deletion are urged to discuss the process with their advisers. Students applying for grade deletions under this policy must complete the "Grade Deletion Application" form, located in the College office, or online at www.dsu.edu/forms/, which requires the student's signature as well as the signature of the student's adviser. The form is then submitted to the DSU Registrar for review. The student and academic advisor are notified of the outcome by the Registrar.

Repeating a Course

A student may repeat any course to improve the course grade. Beginning Fall 2003, a student will be allowed a total of 3 takes for undergraduate courses (001-499) for which credit is counted toward graduation once. The student must petition the Vice President for Academic Affairs for permission to take an undergraduate course more than 3 times. The Audit (AU) grade is the only grade that does not count as a take of a course. All other grades, including a withdrawal (W) count as a take of a course. All completed courses remain on the student's transcript but only the last grade earned will be counted in the cumulative grade point average. (see BOR Policy 2:5-11). Please refer to BOR Policy 2:8 and BOR Policy 2:10 for additional information on grade point average calculations, academic amnesty and repeated enrollment in the same course.

Independent Study

Students interested in independent study must obtain permission to register for independent study coursework from the dean's office. A syllabus for that particular offering must be approved by the dean of the college prior to the scheduled beginning of the offering.

Military Credit (See Non-Traditional Learning Credit)

Minimum Progression Standards

Class	Credit Hour Range	GPA Standard
Freshman	0-31.99	2.0
Sophomore	32-63.99	2.0
Junior	64-95.99	2.0
Senior	96+	2.0

Minimum progression standards and related actions are based on the student's cumulative grade point average and system term grade point average.

1. A student with a cumulative grade point of 2.0 or better is considered to be in **good academic standing**.
2. If a student's cumulative grade point average falls below 2.0 in any academic term (i.e. fall, spring, summer), the student is placed on **academic probation** the following term.
3. While on academic probation, the student must earn a system term grade point average of 2.0 or better.
4. When a student on academic probation achieves a cumulative grade point average of 2.0 or better, the student is returned to good academic standing.
5. A student on academic probation who fails to maintain a system term grade point average of 2.0 or better is placed on **academic suspension** for a minimum period of two academic terms.
6. Students on academic suspension will not be allowed to register for any coursework at any Regental university except when an appeal has been approved by the Regental university from which the student is pursuing a degree. An approved appeal granted by one Regental university will be honored by all Regental universities. Also refer to policy 2:3.3.G Suspended Students.
7. Only Academic Suspension will be entered on the student's transcript. Academic probation will be noted in the internal academic record only.

Progression and graduation are contingent on satisfactory performance on the Proficiency Examination. Refer to BOR policy 2:28.

All students seeking admission to Dakota State University with less than a 2.0 cumulative grade point average or who do not meet regular admissions standards will be reviewed by the Student Readmission Committee, which determines admissibility and sets any special requirements for admission or readmission.

Readmission

A student placed on academic suspension may re-enroll only upon successful petition for readmission to the Student Readmissions Committee. The expectation of the university is that a student placed on academic suspension will sit out at least two academic terms. However, the Student Readmission Committee is empowered to grant immediate reinstatement. Students readmitted from academic suspension enter on academic probation unless they have completed coursework, at another institution, which moves their cumulative GPA above the 2.0 minimum requirement. Students which the committee recommends for readmission must maintain 100 percent class attendance. Classes missed as a result of illness or emergency circumstances must be reported to his/her instructors at the first opportunity. Students who maintain less than regular class attendance will be administratively suspended. The committee may also specify the courses to be taken and the maximum number of credit hours to be carried by the student during the first semester of readmission.

When petitioning for readmission from academic suspension, the burden of proof rests with the student to demonstrate 1) a full understanding of the factors which resulted in his/her poor academic performance, 2) a plan for overcoming previous obstacles and 3) a firm commitment to produce entirely acceptable results.

A student who has been readmitted on academic probation from academic suspension and who does not maintain good academic standing may not petition for immediate reinstatement.

Transfer Credits

Academic courses completed for credit at institutions accredited by a regional association are acceptable for transfer.

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. United States Regional Accrediting Associations: North Central Association of Colleges and Schools, Western Association of Schools and Colleges, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools.
3. Undergraduate transfer courses received from United States colleges and universities accredited by United States regional accrediting associations.
 - 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 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 and Advanced Placement or CLEP score that meets Board of Regents guidelines for acceptance of credit or the college credit is granted by a university with which the Board has a dual credit agreement. This requirement is effective for high school courses taken after Spring term 2002.
4. Undergraduate transfer technical courses received from United States colleges and universities accredited by United States regional accrediting associations
 - 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.
5. Graduate transfer courses received from United States colleges and universities accredited by a United States regional accrediting association
- 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 (700 for masters programs and 800 for doctoral programs).
 - b. If the academic discipline is not available at the university evaluating the credit, use the GEN prefix and the appropriate course level (700 for masters programs and 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.
6. 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.
- 7. Undergraduate and graduate credits received from United States colleges or universities which are not accredited by a United States regional accrediting association, and undergraduate and graduate credits received from United States colleges or universities which are not accredited by a United States regional accrediting association but are accredited by a national specialized accrediting agency recognized by the US Department of Education.

- 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.
 - 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.
8. Courses submitted in transfer from postsecondary technical institutes that are not accredited by a United States regional accrediting agency will not be accepted.
9. 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 but the grade earned at the sending institution 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.
10. Credit Received Through Validation Methods
- A. Credit earned through validation methods other than nationally recognized examinations is limited to a maximum of 32 hours of credit for baccalaureate degrees and 16 hours of credit for associate degrees.
 - 1) Validation of Military credit is limited to an additional 32 hours of credit for baccalaureate degrees and an additional 16 hours of credit for associate degrees.
 - 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.
 - 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 globalization and 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.
11. 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.
 12. Total transfer credit for work at a junior, community college (2 year), and/or two-year technical college may not exceed one-half of the hours required for completion of the baccalaureate degree 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.
 13. 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 noncourse work, equivalencies for system common courses and system general education courses will not be changed.
 14. 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.
 15. Each institution will develop and maintain a procedure for the appeal of transfer credit decisions.
 16. 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.