

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Proficiency Examinations

NUMBER: 2:28

1. Requirement

Satisfactory performance on the proficiency examination is required for all students seeking an associate or a baccalaureate degree from the South Dakota Unified System of Higher Education. 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 if the following conditions are met: 1) the institution awarding the degree is accredited by a United States Department of Education recognized accrediting organization; and 2) the degree required the completion of a minimum of 18 credit hours of general education requirements including the requirements specified in Board Policy 2:7.3 (Lower Division Credit Hour and Course Requirements/Student Proficiencies).

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. Deferrals

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 system's Chief Academic Officer who may empanel a system-wide faculty review committee to review the appeal.

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 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.

SOURCE: BOR, December 1997; BOR, March 1998; BOR, August 1999; BOR, January 2000; BOR, October 2000; BOR December 2007.