

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: System Undergraduate Admissions

NUMBER: 2:3

1. Authorization for Individual Institutional Policies

Each university may adopt specific admission regulations, consistent with law and the requirements set by the Board of Regents, as may be required for each school or program to assure acceptable student preparation and enrollment levels. A copy of such regulations and any subsequent amendments shall be filed with the Executive Director and shall be subject to review by the Board of Regents.

2. Undergraduate Admissions Requirements

A. Baccalaureate Degree Admissions for High School Graduates

For admission to baccalaureate degree programs, high school graduates must:

- meet the minimum course requirements with an average grade of C (2.0 on a 4.0 scale);

OR

- demonstrate appropriate competencies in discipline areas where course requirements have not been met;

AND

- rank in the top 60 percent of their high school graduating class;

OR

- obtain an ACT composite score of 18 (SAT-I score of 870) or above;

OR

- obtain a high school GPA of at least 2.6 on a 4.0 scale.

1) Minimum Course Requirements

Effective the fall of 1996, all baccalaureate or general studies students under twenty four (24) years of age, including students transferring with fewer than twenty-four (24) credit hours, must meet the following minimum high school course requirements.

- a. Four years of English - Courses with major emphasis upon grammar, composition, or literary analysis. One year of debate instruction may be included to meet this requirement.
- b. Three years of advanced mathematics - Algebra, geometry, trigonometry or other advanced mathematics including accelerated or honors mathematics (algebra) provided at the 8th grade level; not included are arithmetic, business, consumer or general mathematics or other similar courses.
- c. Three years of laboratory science - Courses in biology, chemistry, or physics in which at least one (1) regular laboratory period is scheduled each week. Accelerated or honors science (biology, physics or chemistry) provided in the 8th grade shall be accepted. Qualifying physical science or earth science courses (with lab) shall be decided on a case-by-case basis.
- d. Three years of social studies - History, economics, sociology, geography, government, including United States and South Dakota, American Problems, etc.
- e. At the time of admission to a South Dakota Board of Regents university, it is expected that students will have basic keyboarding skills and have had experience in using computer word-processing, database and spreadsheet packages and in using the Internet or other wide area networks. These expectations may be met by high school course work or demonstrated by some other means. Incoming students assessed and found deficient in this area may be required to complete specific computer skills courses.
- f. One year of fine arts* effective Fall 2005 for students graduating from South Dakota high schools in 2005 – Art, theatre or music (appreciation, analysis, or performance). Documented evidence of high school level non-credit fine arts activity will be accepted for students graduating from high schools in states that do not require completion of courses in fine arts for graduation.

*One-half year of fine arts remains effective through Fall 2004.

2) Alternate Criteria for Minimum Course Requirements

- a. Students who do not successfully complete four years of English may meet minimum course requirements through one of the following:
 - i. An ACT English subtest score of 18 or above;

- ii. An Advanced Placement Language and Composition or Literature and Composition score of 3 or above.
- b. Students who do not successfully complete three years of advanced mathematics may meet minimum course requirements through one of the following:
 - i. An ACT mathematics subtest score of 20 or above;
 - ii. An Advanced Placement Calculus AB or Calculus BC score of 3 or above;
- c. Students who do not successfully complete three years of laboratory science may meet minimum course requirements through one of the following:
 - i. An ACT science reasoning subtest score of 17 or above;
 - ii. An Advanced Placement Biology, Chemistry, or Physics B score of 3 or above.
- d. Students who do not successfully complete three years of social studies may meet minimum course requirements through one of the following:
 - i. An ACT social studies/reading subtest score of 17 or above;
 - ii. An Advanced Placement Microeconomics, Macroeconomics, Comparative or United States Government and Policies, European or United States History, or Psychology score of 3 or above.
- e. Effective Fall 2005 students graduating from South Dakota high schools in 2005 who do not successfully complete one year of fine arts may demonstrate fine arts knowledge or competency through the following:
 - i. An Advanced Placement History of Art, Studio Art drawing or general portfolio or Music Theory score of 3 or above.

B. Associate Degree Admissions for High School Graduates

A student who seeks admission to an associate degree program may gain acceptance by meeting any one of the following criteria:

- Baccalaureate admissions requirements

OR

- Ranking in the top 60 percent of their graduating class

OR

- A composite score of 18 or above on the enhanced ACT

OR

- A cumulative GPA of 2.6 while in high school.

Individual degree programs may have additional admissions requirements.

Associate Degree students who did not meet the baccalaureate degree admission requirements and who want to enter a baccalaureate degree program must:

- Complete at least 15 credit hours of the system general education requirement with a 2.0 GPA

AND

- Meet university minimum progression standards.

Exception Group: Each university may admit a group of students to associate programs, limited in size to 10 percent of the previous year's freshman class, at the discretion of the university.

C. Non-High School Graduates, Including Home Schooled Students

An applicant for baccalaureate or associate admissions who is not a high school graduate must

- obtain an ACT composite score of 18, ACT English sub-test score of 18 or above, Mathematics sub-test score of 20 or above, Social Studies/Reading and Science Reasoning sub-test scores of at least 17 and meet any university determined requirements for admission to baccalaureate programs. Students must be at least 18 years of age, or the high school class of which the student was a member must have graduated from high school.

OR

- completed the General Educational Development (GED) High School Equivalency Certificate with the following minimum test scores: The total cumulative standard test scores for all five test items must total 2250 with no standard test score below 410.

D. Non-Traditional Students

Applicants who are at least twenty-four (24) years of age or older and who have not previously attended college will be admitted in good standing if they have graduated from high school or have completed the GED with scores as indicated in C above.

E. Exception Group

Each university may admit a group of students to baccalaureate programs, limited in size to 3 percent of the previous year's freshman class, at the discretion of the university.

F. Regents Scholars

Effective Fall 2001 for students who graduated from high school in 2001, South Dakota high school graduates completing the following high school courses with no final grade below a "C" (2.0 on a 4.0 scale) and an average grade of "B" (3.0 on a 4.0 scale) shall be designated as Regents Scholars and shall be eligible to receive a Regents Scholar Diploma upon request by a high school administrator to the Department of Education and Cultural Affairs. High school graduates designated as Regents Scholars automatically are admitted to all six public universities.

4 units of English: Courses with major emphasis upon grammar, composition, or literary analysis; one year of debate instruction may be included to meet this requirement.

4 units of algebra or higher mathematics: Algebra, geometry, trigonometry or other advanced mathematics including accelerated or honors mathematics (algebra) provided at the 8th grade level; not included are arithmetic, business, consumer or general mathematics or other similar courses.

4 units of science including 3 units of approved laboratory science: Courses in biology, chemistry, or physics in which at least one (1) regular laboratory period is scheduled each week. Accelerated or honors science (biology, physics or chemistry) provided in the 8th grade shall be accepted. Qualifying physical science or earth science courses (with lab) shall be decided on a case by case basis.

3 units of social studies: History, economics, sociology, geography, government--including U.S. and South Dakota, American Problems, etc.

2 units of a modern (including American Sign Language) or classical language: The two units must be in the same language.

1 unit of fine arts*: Effective Fall 2005 for students graduating from South Dakota high schools in: Art, theatre or music--appreciation, analysis, or performance

* One-half unit of fine arts remains effective through Fall 2004.

1/2 unit of computer science: Students will have basic keyboarding skills and have had experience in using computer word-processing, database and spreadsheet packages and in using the Internet or other wide area networks.

3. Transfer Students

A. Students who Transfer to Baccalaureate Programs

Students who are under the age of twenty four (24) at the start of the term and who are transferring into baccalaureate degree programs with fewer than 24 transfer credit hours must meet the baccalaureate degree admission requirements. Students with 24 or more transfer credit hours with a cumulative GPA of at least 2.0 may transfer into baccalaureate degree programs. Specific degree programs may include additional admissions requirements. If students are applying for federal financial aid, they must meet federal guidelines for transfer students.

B. Students who Transfer to Associate Programs

Students who are under the age of twenty four (24) at the start of the term and who are transferring into associate degree programs with fewer than 12 transfer credit hours must meet the associate degree admission requirements. Students with 12 or more transfer credit hours with a cumulative GPA of at least 2.0 may transfer into associate degree programs. Specific degree programs may include additional admissions requirements. If students are applying for federal financial aid, they must meet federal guidelines for transfer students.

C. Students from Non Regental Accredited Colleges or Universities

Students may be accepted by transfer from other non Regental universities outside of the SD system; preferential consideration shall be given to applicants from institutions which are accredited by their respective regional accrediting association. Advanced standing shall be allowed within the framework of existing rules in each college. (Refer to BOR policy 2:5 Transfer of Credit)

D. Students from Non-Accredited Colleges

A university is not required to accept credits from a non-accredited college or university. The university may admit the applicant on a provisional basis and provide a means for the evaluation of some or all of the credits. Credits from colleges or universities which are not accredited by a regional accrediting association may be considered for transfer, subject to all other provisions in BOR Policy 2:5 and any conditions for validation which may be prescribed by the accepting institution.

The validation period for credit from a non-accredited institution shall be no less than one (1) semester and no longer than one (1) academic year.

E. Former Students

A student returning to the institution at the same academic level or a student who has attended another higher education institution in the Board of Regents system at the same academic level is not required to pay the application fee but he or she must submit an application for readmission and other required documents if he or she has interrupted attendance by one or more regular semesters (Fall or Spring). A former student shall be considered as a transfer student if he or she has attended a non-Regental university during the period of interruption of attendance.

F. Students Transferring Within the Regental System

Students transferring from a degree seeking program at one Regental university to a degree seeking program at another Regental university will be required to apply for admissions. (Refer to BOR policy 2:5 Transfer of Credit)

Students who have been admitted to a degree seeking or special program at one Regental university may register for courses at any Regental university without submitting another application.

G. Students on Probation/Suspension

A transfer student or former student is admitted on probation if they do not have a minimum cumulative GPA of 2.0.

If the last institution attended was outside the Regental system, and the transfer applicant left under academic suspension, the applicant shall not be considered for admission during the period of suspension or, if suspended for an indefinite period, until one (1) semester has passed since the last date of attendance at the previous school.

Students on academic suspension from a Regental university 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. (Refer to BOR Policy 2:10)

H. Disciplined Students

A transfer applicant under disciplinary suspension shall not be considered for admission until a clearance and a statement of the reason for suspension is filed from the previous institution. The university shall take into account the fact of the previous suspension in considering the application.

4. Non-degree Seeking

- A. Undergraduate students not admitted to a degree program are admitted with non-degree seeking student status.
- B. A degree-seeking undergraduate student admitted at one Regental institution may apply to take classes under non-degree seeking admission status at any other Regental institution.

5. Applications and Procedures

A. Application for Tuition and Fee Reductions and Scholarships Established by the Legislature

Students should contact the Admissions Office at each university for information on eligibility for tuition and fee reductions and scholarships established by the Legislature.

B. Application Submission

An applicant for admission must submit the required application for admission and the necessary official transcript or transcripts and other required documents to the Enrollment Services Center.

C. Records Required

Applicants who are 21 years of age or younger must submit Enhanced ACT (or SAT-I) results, an official high school transcript, if a high school graduate, or

proof of GED and an official transcript for all previous college work as part of their application. Applicants who are older than 21 years of age and who have valid ACT / SAT-I exam results (taken within the last 5 years) must submit those scores, along with an official high school transcript or proof of GED and an official transcript for all previous college work. Applicants who are older than 21 years of age and who do not have valid ACT / SAT-I exam results or who have not taken the exams are not expected to take the exam. However, they are required to submit an official high school transcript, if a high school graduate, and an official transcript for all previous college work. Applicants should also submit any other records, data or letters required to support eligibility for admission, including competency test scores. SAT scores will be converted to ACT equivalences according to a conversion table approved by the Board of Regents. Note: An official transcript is one that bears the original seal and signature of the official in charge of records at that institution and is transmitted directly between institutions.

D. Preadmission Immunization Requirements

1) All students born after December 31, 1956, who reside on campus or who receive instruction at one of the residential campuses (Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and University of South Dakota), and students who attend classes at USDSU in Sioux Falls must document their immune status for measles, mumps and rubella. Students are not required to document their immune status to attend classes at other locations or through the Internet. Proof of two doses of measles vaccine or of the presence of an immune antibody titer against measles shall be required. This documentation may be accomplished by either a State Health Department certificate, or it may be included as part of the institution's physical exam report.

A student who fails to provide satisfactory documentation of his or her immune status shall not be permitted to register for or to attend classes. Every attempt should be made to collect this information at the time of admission. For special circumstances, an institution's president or the president's designee may grant an extension of the deadline for an amount of time determined necessary. In no case may the extension be longer than one semester. A medical waiver may also be requested when necessary. Requests for medical waivers will be forwarded to the admitting institution for its review and action.

2) 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.

3) In the event the South Dakota State Department of Health declares an epidemic of measles or rubella, the institution involved shall provide to the State Department of Health a list of students who have not submitted immunization documentation. Subsequent campus actions shall consider the advice and authority of the South Dakota State Department of Health. Students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the campus.

4) Vaccination for hepatitis B is required for students before they can be admitted to certain health profession programs. 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. It will be the responsibility of the department of the specific health profession program to ensure that the vaccination requirement has been met.

5) Immunization for tetanus, diphtheria, poliomyelitis, varicella and meningitis is recommended, as is a tuberculin test. Vaccination for hepatitis B is also recommended.

SOURCE: BOR, April 1987; BOR, October 1991; BOR, June 1991; BOR, August 1992; BOR, December 1992; BOR, June 1994; BOR, March 1995; BOR, March 1996; BOR, May 1996; BOR, October 1996; BOR, December 1996; BOR, March 1998; BOR, December 1998; BOR, January 1999; BOR, March 1999; BOR, August 1999; BOR, December 1999; BOR, March 2000; BOR, January 2001; BOR, March 2001; BOR, June 2001; BOR, October 2001, BOR, March 2002; BOR, May 2002; BOR, June 2002; BOR, March 2003; BOR, October 2003; BOR, August 2004.