ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – A

DATE: July 13, 2017

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SUBJECT: Reformatted BOR Policies

The Board of Regents recently adopted a new format for BOR Policies. In an effort to change the academic BOR Policies to this new format, we will be reformatting several BOR Policies for each Board meeting with a goal of completing the reformatting process in FY18. As an initial starting point all policies that reference BOR Policy 2:28 have been revised to the new format. The revised policies include:

1. BOR Policy 2:5 – Transfer of Credit (Attachment I)
2. BOR Policy 2:10 – Grades and Use of Grade Point Averages (Attachment II)
3. BOR Policy 2:25 – Articulation of General Education Courses: South Dakota Technical Institutes without a Memorandum of Agreement with the Board of Regents (Attachment III)
4. BOR Policy 2:31 – Articulation of General Education Courses: South Dakota Technical Institutes with a Memorandum of Agreement with the Board of Regents (Attachment IV)

Specifically, the changes referenced in these four policies include:

- All references to repealed BOR Policy 2:28 – Proficiency Examinations have been removed.
- The addition of numerical parentheticals per the new format. (e.g., Students must take a minimum of twelve (12) credit hours.)
- Some new headers were created in sections to reduce complexity in various subsections.

AAC representatives should review the updated policies in the attachments and raise any issues with the proposed changes, and identify other potential revisions that should be addressed as these move forward for the Board to consider.

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RECOMMENDED ACTION

Review and approve the proposed formatting and clerical revisions to the four academic BOR Policies listed above.
A. PURPOSE

To establish the framework for the consistent transfer of credit among Regental institutions, and by students earning credit external to the six institutions managed by the South Dakota Board of Regents. Additionally, guidance is provided for the accepting credit through approved validation methods.

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.

B. DEFINITIONS

1. Accredited Institution: For the purposes of this policy, an accredited institution is an institution holding accreditation from one of the following regional accrediting bodies, unless otherwise specified: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Accreditation Commission, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.

C. POLICY

1. Transfer of Courses to Meet Graduation Requirements

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. Transfer of General Education Coursework

2.1. Student Transfer Within the Regental System

2.1.1. A student who has completed the general education requirements outlined in Policy 2:7 and 2:26 at the sending Regental institution will have completed the equivalent degree level requirements at the receiving institution regardless of the course distributions or approved course lists.

2.1.2. A student who has not completed all general education requirements at the sending institution will be required to complete additional coursework
consistent with the course requirements at the receiving South Dakota Regental institution.

2.2. Student Transfer from Accredited Non-Regental Institutions with an Associate’s Degree (AA and AS)

2.2.1. A student who has completed General Education requirements that are consistent with the six (6) goals and credit hour requirements outlined in Policy 2:7 and 2:26 will enter the Regental system having fulfilled the General Education program requirements. Students will be expected to meet all degree program requirements including course prerequisites.

2.2.2. When considering whether undergraduate transfer of academic courses received from non-Regental accredited institutions shall qualify to meet the System General Education credit hour requirements outlined in Policy 2:7 and 2:26, a Regental institution shall:

2.2.2.1. Evaluate the general education goals and student learning outcomes rather than specific course equivalencies;

2.2.2.2. Ensure that a minimum of three (3) credit hours of coursework is required for each of the six general education goals; and

2.2.2.3. Request a general education transfer agreement be approved for students entering from the institution.

2.2.3. When it is determined that the goals and credit hour requirements from a non-Regental accredited institution do not align with Policy 2:7 and 2:26, a Regental institution may request a partial general education transfer agreement be approved where goal consistency does exist.

3. Determining Course Equivalencies for Transferred Courses

Undergraduate courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution. When a university evaluates and accepts the transfer of undergraduate credit under the provisions of this policy, these courses will be recorded and equivalencies granted using the following guidelines:

3.1. If there are specific undergraduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.

3.2. 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 (100 for Freshman level, 200 for Sophomore level, 300 for Junior level, and 400 for Senior level).

3.3. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (100 for Freshman level, 200 for Sophomore level, 300 for Junior level, and 400 for Senior level).

4. Undergraduate Transfer of Academic Courses Received from Accredited United States Colleges and Universities
4.1. 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.

4.2. 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.

4.3. 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).

4.4. 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.

4.5. 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.

4.6. Orientation, Life Experience, General Educational Development Tests, and high school level courses are not recorded in Colleague as transfer credit nor are they granted equivalent credit.

4.6.1. High school courses for which students received college credit will not be entered as transfer credit, or given equivalent credit, unless validated by an Advanced Placement or CLEP score that meets Board of Regents guidelines for acceptance of credit, the college credit is granted by a university with which the Board has a dual credit agreement, or the college credit is granted by an institution meeting the accreditation standards of the National Alliance of Concurrent Enrollment Partnerships (NACEP).

5. Undergraduate Transfer of Technical Courses Received from Accredited United States Colleges and Universities

5.1. 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.

5.2. 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.

5.3. 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.

5.4. 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.
6. Graduate Transfer Courses Received from Accredited United States Colleges and Universities

6.1. 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.

6.2. If transfer credits are judged acceptable; these courses will be recorded, and equivalencies granted, using the following guidelines:

6.2.1. If there are specific equivalent graduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.

6.2.2. 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:

6.2.2.1. 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 (500/600 for master's programs and 700/800 for doctoral programs).

6.2.2.2. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (500/600 for master's programs and 700/800 for doctoral programs).

6.3. Transfer grades not existing in the Regental grading scheme will be equated to the Regental grading system.

6.4. 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.

6.5. The university-specific plan of study requirements determines if the courses transferred are applicable to the student’s degree program at that university and if they meet the minimum grade criteria.

7. Transfer Courses Received from Accredited Postsecondary Technical Institutes

7.1. An academic course is defined as a course that is equivalent to a Regental general education requirement at the 100 or 200 level.

7.2. 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.

7.3. South Dakota Technical Institutes

7.3.1. 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.

7.3.1.1. Transfer grades not existing in the Regental grading scheme will be equated to the Regental grading system.
7.3.1.2. 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.

7.3.2. Academic courses taken under articulation agreements in effect between July 1, 1999 and June 30, 2005 will be transferred according to those agreements.

7.3.3. **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.

7.3.3.1. The transfer of technical course credit hours occurs as a block of credit hours upon completion of requirements for the university articulated program.

7.3.3.2. The CR grade is used for the block of technical course credit hours.

7.4. Other Technical Institutes

7.4.1. 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.

7.4.1.1. When the academic courses are accepted for transfer, equivalent courses are recorded on the transcript.

7.4.1.2. 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.

7.4.1.3. 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.

7.4.2. 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.

7.4.2.1. The transfer of technical course credit hours occurs as a block of credit hours upon completion of requirements for the university articulated program.

7.4.2.2. The CR grade is used for the block of technical course credit hours.

8. Undergraduate and Graduate Credits Received from United States Colleges or Universities That Are Not Accredited

8.1. 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.
8.2. 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 using the following guidelines:

8.2.1. If there are specific equivalent graduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.

8.2.2. 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:

8.2.2.1. 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 (500/600 for master’s programs and 700/800 for doctoral programs).

8.2.2.2. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (500/600 for master’s programs and 700/800 for doctoral programs).

8.3. 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.

8.4. 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.

9. Undergraduate and Graduate Courses from Technical Institutions That Are Not Accredited

Courses submitted in transfer from postsecondary technical institutes that are not accredited will not be accepted.

10. Undergraduate and Graduate Courses from Postsecondary Institutions Outside the United States

10.1. Courses considered for transfer are subject to all BOR policies and any conditions for validation that may be prescribed by the accepting institution.

10.2. When the courses are accepted for transfer, equivalent courses are recorded on the transcript. Most commonly, the grade earned at the sending institution is not recorded or calculated into the grade point averages. However, at the discretion of the institution’s chief academic officer, grades may be recorded and used to determine the transfer and cumulative GPA’s. The following guidelines will be used:

10.2.1. If there are specific equivalent undergraduate or graduate courses at the university evaluating the credit, these specific courses should be used when granting equivalencies.
10.2.2. 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:

10.2.2.1. 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 (500/600 for master’s programs and 700/800 for doctoral programs).

10.2.2.2. If the academic discipline is not available at the university evaluating the credit, use the GEN, ELEC, or UNSP prefix and the appropriate course level (500/600 for master’s programs and 700/800 for doctoral programs).

10.2.2.2.1. 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.

10.2.2.2.2. 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.

11. Credit Received Through Validation Methods & Prior Learning Assessment

11.1. Credit earned through validation methods other than nationally recognized examinations is limited to a maximum of thirty (30) hours of credit for baccalaureate degrees and fifteen (15) hours of credit for associate degrees. Credits may be earned through established procedures for prior learning assessment, including but not limited to assessment of military training and education; each campus may determine appropriate course equivalencies as warranted.

11.1.1. Validation of military credit is limited to an additional thirty (30) hours of credit for baccalaureate degrees and an additional fifteen (15) hours of credit for associate degrees.

11.1.2. University discretion is permitted in acceptance of validated military credit for graduate programs, limited to a maximum of twelve (12) credit hours.

11.2. 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. Such credits are only valid if transcripted by a university within five years of the student taking the examination. Regental institutions shall honor credits from nationally recognized examinations transcripted to meet degree requirements at a non-Regental institution.

11.2.1. If credit received through validation is applied as elective credit, it may only be applied at the 100 or 200 level.

11.2.2. Credit received through validation may apply to System General Education Requirements and Institutional Graduation Requirements.
11.2.3. Credit received through validation may not apply to writing intensive requirements.

11.3. When validation credits are accepted, equivalent courses are recorded on the transcript but are not calculated into the grade point averages.

11.4. 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.

11.5. The university-specific degree requirements determine if the validation credits accepted also are applicable to the student’s degree program at that university.

12. Transcribing Repeated Courses

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.

13. Total Transfer of Credit Limit

13.1. Total transfer credit for work at a two-year technical or community college may not exceed one-half of the hours required for completion of the baccalaureate degree at the accepting institution unless an approved program-specific waiver exists.

13.2. The System Vice President for Academic Affairs may approve program-specific waivers of up to seventy-five (75) total transfer credit hours at the accepting institution; Board of Regents approval is required for program-specific waivers of seventy-six (76) total transfer credit hours up to a maximum of ninety (90) total transfer credit hours at the accepting institution.

13.3. 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.

14. Transfer of System General Education Requirements

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 non-course work, equivalencies for system common courses and system general education courses will not be changed.

15. Course Evaluations

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.

16. Institutional Procedures for Appealing Transfer of Credit

Each institution will develop and maintain a procedure for the appeal of transfer credit decisions.
17. Regental Internal Transfer Process

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.

FORMS/APPENDICES:
None

SOURCE:
SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Grades and Use of Grade Point Averages (GPA)

NUMBER: 2:10

A. PURPOSE

To define and describe the uses of Undergraduate and Graduate grades and Grade Point Averages.

B. DEFINITIONS

1. Academic Probation: Students are placed on Academic Probation when his or her cumulative grade point average falls below 2.0 in any academic term (i.e. fall, spring, summer).

2. Academic Suspension: Students on Academic Probation who fail to maintain a system term grade point average of 2.0 or better are placed on Academic Suspension for a minimum period of two (2) academic terms. Students on Academic Suspension will not be allowed to enroll 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.

3. Good Academic Standing: A student with a cumulative grade point average of 2.0 or better

C. POLICY

1. Undergraduate Grades

Undergraduate Grades will be assigned to the undergraduate academic level and to all courses and sections with course numbers ranging from 001 to 499. Plus and minus grades are not used.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Lowest Passing Grade</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>RI</td>
<td>Incomplete (Remedial)</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>RS</td>
<td>Satisfactory (Remedial)</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>RU</td>
<td>Unsatisfactory (Remedial)</td>
<td>Does not calculate into any GPA</td>
</tr>
</tbody>
</table>
2. Undergraduate Grade Descriptions, Uses, and Restrictions

2.1. An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term.

2.2. A credit (CR) grade may be granted only for non-course credit that is not related to an examination or to equating transfer grades to the BOR grading system. This grade is not used for any Regental university course.

2.3. An examination for credit (EX) grade may be granted only for non-course credit validation obtained through a validation process. This grade is not used for any Regental university course.

2.4. An incomplete (I) grade may be granted only when all of the following conditions apply:

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

2.4.2. 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.

2.4.3. The student does not have to repeat the course to meet the requirements.

2.4.4. The instructor must agree to grant an incomplete grade.

2.4.5. The instructor and student must agree on a plan to complete the coursework.

2.4.6. The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs.

2.4.7. 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.

2.4.8. If the student does not complete the course within the specified time, the grade assigned will be F (Failure) or U (Unsatisfactory) or RU (Remedial
Grades and Use of Grade Point Averages

2.10. Beginning with the Fall 2015 term, a grade of withdrawal (WD) may be assigned only six (6) times during a student’s undergraduate career. If the student drops additional classes, a grade of WFL will be assigned. Withdrawal grades assigned to continuously enrolled students prior to this term will not count against the limit. Additionally, those withdrawal grades assigned at a non-Regental institution prior to entry as a transfer student will not be counted against the six course limits. This limit does not include W grades assigned if a student withdraws from all classes in a given term, which will be assigned a WW grade. The campus chief academic officer may make exceptions to this requirement in those cases where there are unique factors.

3. Definition and Calculation of Grade Point Averages

3.1. The following grade point averages are calculated each academic term (Fall, Spring, Summer):
3.1.1. 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.

3.1.2. 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.

3.1.3. 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.

3.1.4. 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 and to determine Honors Designation at graduation.

3.2. 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 cumulative grade point average (See also 2:5.11).

4. Minimum Progression Standards

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hour Range</th>
<th>GPA Standard</th>
</tr>
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<tbody>
<tr>
<td>Freshman</td>
<td>0-29.99</td>
<td>2.0</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59.99</td>
<td>2.0</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89.99</td>
<td>2.0</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

4.1.1. A student with a cumulative grade point average of 2.0 or better is considered to be in good academic standing.

4.1.2. 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.

4.1.3. While on academic probation, the student must earn a system term grade point average of 2.0 or better.

4.1.4. 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.

4.1.5. 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 (2) academic terms.

4.1.6. Students on academic suspension will not be allowed to enroll 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 Probation/Suspension of Students.

4.1.7. Only Academic Suspension will be entered on the student’s transcript. Academic probation will be noted in the internal academic record only.

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

5. Minimum Progression Standard Report

A Minimum Progression Standard Report will be submitted to the Board of Regents each October. It will contain information on the number of all undergraduate students in Regental universities in Good Standing, Returned to Good Standing, Placed on Probation, and Suspended during the previous Summer, Fall, and Spring terms. Subdivisions of this report will provide information on non-traditional students who did not meet baccalaureate admissions requirements, students admitted as exceptions to baccalaureate programs, and students admitted to associate degree programs.

6. Minimum Graduation Standards

To be awarded a baccalaureate degree, an associate degree or a certificate a student must at a minimum have a cumulative GPA of 2.0 or higher. With Board approval, additional requirements including more specific GPA requirements may be established for some programmatic offerings and these must be met.

7. Academic Amnesty

7.1. The goal of academic amnesty is to respond to the academic needs of matured individuals as they develop newly identified potential. Through the application of academic amnesty, the student’s prior academic record can be excluded from current work under certain conditions.

7.2. To be eligible for Academic Amnesty, the student must:

7.2.1. Be an undergraduate, full-time or part-time, degree-seeking student at one of the universities in the South Dakota Regental system;

7.2.2. Not have been enrolled in any postsecondary institution for a minimum of three consecutive terms (including only Fall and/or, Spring terms) prior to the most recent admission to the home institution. Exceptions may be granted in rare cases only by the Board of Regents Vice President for Academic Affairs upon recommendation by the Vice President for Academic Affairs;

7.2.3. Have completed a minimum of twenty-four (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;

7.2.4. Not have earned a baccalaureate degree from any university;

7.2.5. Not have been granted any prior academic amnesty at any Regental university;
7.2.6. Submit a formal Academic Amnesty Petition to their home university following the procedures established by that university.

7.3. Conditions of Academic Amnesty:

7.3.1. Academic amnesty does not apply to individual courses.

7.3.2. Academic amnesty may be requested for:

7.3.2.1. All previous postsecondary education courses, or
7.3.2.2. All previous postsecondary education courses at a specific postsecondary institution, or
7.3.2.3. A specified time period not to exceed one academic year (Fall/Spring) completed at any postsecondary institution(s).

7.3.3. Academic amnesty, if granted, shall not be rescinded.

7.3.4. Courses for which academic amnesty is granted will:

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

7.4. Academic amnesty decisions will be made by the student’s home institution, will be honored by all programs within the home institution, and will be honored by all other institutions within the South Dakota Regental system.

7.5. Universities outside of the South Dakota Regental system are not bound by the academic amnesty decisions made by the South Dakota Regental system.

7.6. Regental graduate programs and graduate professional schools may consider all previous undergraduate course work when making admission decisions.

8. Dean’s List Designation

8.1. Undergraduate, full-time students may be designated for the Dean’s List at the end of the fall and spring terms. The Dean’s List designation is determined by the home university and is based on a student’s total course registrations for academic credit for the term from any Regental university. The Dean’s List designation does not appear on the transcript.

8.2. To be awarded Dean’s List designation, students must meet the following guidelines.

8.2.1. Students must have earned a minimum of twelve (12) credit hours in courses numbered 100-699 during the term.
8.2.2. Students must achieve a System Term GPA of at least 3.50.
8.2.3. Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

9. Academic Recognition for Undergraduate, Part-Time Students

9.1. Undergraduate, part-time students taking fewer than twelve (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 designation is determined by the home university. The Academic Recognition for Part-Time Students designation does not appear on the transcript. To be awarded the Academic Recognition for Part-Time Students designation, students must meet the following guidelines:

9.1.1. Students must have completed at least twelve (12) credit hours prior to the current semester at one or more Regental institutions.

9.1.2. The student must have earned at least three (3) and up to eleven (11) credit hours of 100-699 level courses during the term.

9.1.3. Students must achieve a System Term GPA of at least 3.50.

9.1.4. Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

10. Honors Designation at Graduation

10.1. Post-Baccalaureate Degree: The institution granting the degree determines the Honors Designation for its post-baccalaureate graduates. Common practices of the academy and of the specific discipline shall be followed.

10.2. Baccalaureate Degree: The institution granting the degree determines the Honors Designation for its graduates. To earn an Honors Designation at graduation the undergraduate student must meet both the following cumulative and institutional grade point averages:

- Summa Cum Laude: equal to or greater than 3.9
- Magna Cum Laude: equal to or greater than 3.7 and less than 3.9
- Cum Laude: equal to or greater than 3.5 and less than 3.7

10.2.1. The undergraduate student must have completed a minimum of (sixty) 60 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree. (Also refer to BOR Policy 2:29.)

10.3. Associate Degree: The institution granting the degree determines the Honors Designation for its associate-level graduates. To earn an Honors Designation at graduation, an associate-level graduate must meet both the following cumulative and institutional grade point averages:

- With highest honor: equal to or greater than 3.9
- With high honor: equal to or greater than 3.7 and less than 3.9
Grades and Use of Grade Point Averages

10.3.1. An associate-level graduate must have completed a minimum of thirty (30) credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree. (Also refer to BOR Policy 2:29.)

11. Graduate Grades

Graduate Grades will be assigned to the Graduate Academic Level and to all Courses and Sections with course numbers of 500 or greater. Plus and minus grades are not used.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional</td>
<td>4.00 grade points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00 grade points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00 grade points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1.00 grade points per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00 grade points per semester hour</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Does not calculate into any GPA, no credit granted</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>0 credit tracking course</td>
</tr>
<tr>
<td>NP</td>
<td>Normal Progress</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not Reported by instructor</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>EX</td>
<td>Credit by Exam</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Does not calculate into any GPA</td>
</tr>
<tr>
<td>TR</td>
<td>Note for NSE/MEDT</td>
<td>Does not calculate into any GPA, no credit granted</td>
</tr>
<tr>
<td>LR</td>
<td>Lab grade linked to Recitation Grade</td>
<td>0 credit course</td>
</tr>
</tbody>
</table>

12. Graduate Grade Descriptions, Uses, and Restrictions

12.1. An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term.

12.2. A credit (CR) grade may be granted only for non-course credit that is not related to an examination or to equating transfer grades to the BOR grading system. This grade is not used for any Regental university course.

12.3. An examination for credit (EX) grade may be granted only for non-course credit validation obtained through a validation process. This grade is not used for any Regental university course.

12.4. An incomplete (I) grade may be granted only when all of the following conditions apply:

12.4.1. A student has encountered extenuating circumstances that do not permit him/her to complete the course.
12.4.2. 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.

12.4.3. The student does not have to repeat the course to meet the requirements.

12.4.4. The instructor must agree to grant an incomplete grade.

12.4.5. The instructor and student must agree on a plan to complete the coursework.

12.4.6. The coursework must be completed within one calendar year; extensions may be granted by the Graduate Dean.

12.4.7. If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, or U.

12.4.8. If the student does not complete the course within the specified time, the Incomplete grade remains on the transcript.

12.5. An in progress (IP) grade may be granted only when all of the following conditions apply:

12.5.1. The requirements for the course (for every student enrolled in the course) extend beyond the current term.

12.5.2. The extension beyond the current term must be defined before the class begins.

12.5.3. 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.

12.5.4. A definite date for completion of the course must be established in the course syllabus.

12.6. A grade of NG will be used only with those course sections that are designated as Tracking/Program Sustaining (Q) and those that are assigned the code for Master’s Research Problems/Projects Sustaining, Thesis Sustaining, or Dissertation Sustaining (U).

12.7. A normal progress (NP) grade may be granted by an instructor when the instructor determines that a graduate student is making normal progress in a graduate Thesis/Dissertation course. If a graduate student does not enroll for a period of one calendar year, the NP grade may change to I (Incomplete) upon approval by the Graduate Dean. The NP grade calculates into attempted credits but does not calculate into completed credits or grade point averages.

12.8. A Satisfactory/Unsatisfactory (S/U) grade may be granted only when the entire course requires the S/U grade or the student has elected the S/U option on or prior to the census date of the term.

13. Last Date of Academic Activity

Each university must have in place a practice for determining and recording the Last Date of Academic Activity, whenever reporting a final grade of F, U, or RU.
FORMS/APPENDICES:

None

SOURCE:

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Articulation of General Education Courses: South Dakota Technical Institutes without a Memorandum of Agreement with the Board of Regents

NUMBER: 2:25

A. PURPOSE

To regulate the articulation of General Education courses between the Regental system and South Dakota Technical Institutes when no Memorandum of Agreement is in place.

B. DEFINITIONS

None

C. POLICY

1. Criteria

1.1. Articulation of General Education courses will be a Regental system to technical institute process.

1.2. Articulation will include the General Education courses designated as the System General Education Requirements for the Regental institutions.

1.3. General Education courses may be articulated as acceptable for transfer to all Regental institutions for lower division credit. No courses numbered 099 or lower, including remedial and non-degree credit courses, will be articulated.

1.4. Technical institute instructors teaching general education courses articulated with the Regental institutions must meet the criteria specified below. Prior to each semester, the technical institutes will provide the Board Office with the names, vitae, and graduate transcripts of not previously approved faculty teaching the articulated courses, and the faculty must be approved by the Board Office prior to the course being taught. The Board Office will provide the Department of Education and Cultural Affairs with the list of approved faculty.

1.4.1. Technical institute faculty have either a master’s degree in the subject/discipline being taught or any master’s degree typically with eighteen (18) graduate hours in the subject/discipline being taught.

1.4.2. Faculty who do not meet the criterion above must be actively pursuing courses of study that will lead to these degrees within three (3) to five (5) years.
1.4.3. If a university specialized accrediting agency establishes standards for faculty credentials, those standards will be followed.

1.4.4. Emergency short-term exceptions will be accepted.

1.5. Once a course is approved for Regental system to technical institute articulation, the courses offered in the postsecondary technical institute system will be numbered to conform to the common course numbering model of the Board of Regents System. Common numbering and titles will facilitate the transfer process.

2. Process

2.1. Requests for articulation by the postsecondary technical institutes will be forwarded to the System Chief Academic Officer in the Office of the Executive Director of the Board of Regents for action by the Academic Affairs Council. The course requests will include the following material from the immediately preceding semester: a copy of the syllabus (including detail of course content), tests indicating the skill level students are required to meet, evaluation and grading procedures, and a list of all faculty who teach the course and copies of their vitae and transcripts.

2.2. The System Chief Academic Officer will refer articulation proposals to the Academic Affairs Council or designee.

2.3. Once a course is articulated, it is the responsibility of each party to submit a new proposal when any aspect of the course is changed, including number, content, outcomes, faculty, etc.

3. Transfer


3.2. High school dual credit courses offered or accepted by technical institutes must be validated by AP or CLEP examinations before being accepted in transfer to Regental institutions. The Regental system has established the minimum scores on each AP and CLEP examination necessary to receive credit.

4. Associate Degrees

4.1. The Associate of Applied Science degree is a non-transferable degree. General education coursework for such degrees may be transferable only when a specific program to program articulation agreement exists.

**FORMS/APPENDICES:**

None

**SOURCE:**

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Articulation of General Education Courses: South Dakota Technical Institutes with a Memorandum of Agreement with the Board of Regents

NUMBER: 2:31

A. PURPOSE

To regulate the articulation of General Education courses between the Regental system and South Dakota Technical Institutes when a Memorandum of Agreement is in place.

B. DEFINITIONS

None

C. POLICY

1. Criteria

1.1. Articulation of General Education courses will be a Regental system to technical institute process governed by a Memorandum of Agreement.

1.2. Articulation will include the 100 and 200 level General Education courses designated as the System General Education Requirements for the Regental institutions.

1.3. Technical institute instructors teaching general education courses articulated with the Regental institutions must meet the criteria specified below.

1.3.1. Technical institute faculty have either a master’s degree in the subject/discipline being taught or any master’s degree typically with eighteen (18) graduate hours in the subject/discipline being taught.

1.3.2. Faculty who do not meet the criterion above must be actively pursuing courses of study that will lead to these degrees within three (3) to five (5) years.

1.3.3. If a university specialized accrediting agency establishes standards for faculty credentials, those standards will be followed.

1.3.4. The university Vice President for Academic Affairs can approve short-term exceptions.
2. **Course Delivery**

   2.1. The Regental universities will be responsible for the delivery of general education courses that articulate to the universities.

   2.2. General education courses that do not articulate to the universities are the responsibility of the technical institute.

3. **Transfer**

   3.1. General Education courses delivered by a Regental university to a technical institute with a Memorandum of Agreement with the Board of Regents will transfer to all Regental universities.


   3.3. High school dual credit academic courses offered or accepted by technical institutes must be validated by AP or CLEP examinations before being accepted in transfer to Regental institutions. The Regental system has established the minimum scores on each AP and CLEP examination necessary to receive credit.

**FORMS/APPENDICES:**

None

**SOURCE:**

BOR June 2005.