

**SOUTH DAKOTA BOARD OF REGENTS**

**Committee on Academic and Student Affairs**

**AGENDA ITEM: III - D**

**DATE: May 4-5, 2000**

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**SUBJECT: Articulation – Guidelines for Course Equivalency**

Articulation between the Regental universities and South Dakota technical institutes is governed by the following:

- Memorandum of Understanding on Articulation
- Bachelor of Applied Technical Science (BHSU and SDSU)
- System to System Articulation of General Education Courses
- Program to Program Agreements
- SDSU (Cardiovascular and Nuclear Medicine)
- USD (Dental Hygiene and Nursing)

The Memorandum of Understanding on Articulation includes the statement below related to transfer of course credits not covered by the above policies.

***Transfer of other course credits to other bachelor degree programs***

- *All other transfer of credit shall be in accordance with the following statement which shall be printed in the undergraduate catalogues of all technical institutes and public universities.*

*Technical Institute courses are designed to prepare students to enter the workforce for careers requiring less than a baccalaureate degree. Acceptance of these courses for credit at the South Dakota public universities is strictly the function of the receiving institution. Students who wish to transfer credits to a South Dakota public university for programs other than the Bachelor of Applied Technical Science degree should contact the Admissions Office of that desired university for an evaluation of their program objectives and technical institute transcript. An individual evaluation of course credits will be made by the receiving public university in accordance with institutional and Board of Regents policy.*

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**RECOMMENDED ACTION OF THE EXECUTIVE DIRECTOR**

Approve the proposed guidelines for determining course equivalency that include instructor's credentials and course content effective at the end of the Spring 2000 term.

- *All transfer students to a public university shall have the opportunity to demonstrate mastery of subject matter in any course in a manner to be determined by the faculty of the receiving institution.*

AAC recommends the approval of guidelines for determining course equivalency that include instructor's credentials and course content. (Attachment I) The guidelines are to be effective at the end of the Spring 2000 term.

**GUIDELINES FOR DETERMINING COURSE EQUIVALENCY  
BETWEEN REGENTAL UNIVERSITIES AND SD TECHNICAL INSTITUTES**

**Instructor's Credentials**

1. The technical institute instructor's credentials will be reviewed first.
2. If the technical institute instructor is not on the BOR roster of approved instructors, the designated university official will request the instructor's credentials (including transcripts) from the technical institute.
3. The designated university official will review the technical institute instructor's qualifications based on criteria from BOR policy 2:25.E:
  - a. *Technical institute faculty have either a master's degree in the subject/discipline being taught or any master's degree typically with 18 graduate hours in the subject/discipline being taught (NCA General Institutional Requirement #16).*
  - b. *If a university specialized accrediting agency establishes standards for faculty credentials those standards will be followed.*
4. The designated university official will notify the BOR Senior Administrator if a technical institute instructor does or does not meet the criteria specified in BOR policy 2:25.E.
5. If the instructor's qualifications do not meet the Regental system criteria, the course is not considered.
6. If the instructor's qualifications meet the Regental system criteria, the designated university official requests course materials from the technical institute.

**Course Content**

1. Complete technical institute transcripts are not evaluated by a Regental university or recorded on a university transcript.
2. A technical institute course will be considered for transfer only upon explicit request by the student. A technical institute course will be considered only if there is an equivalent university course at the 100 or 200 level. No courses numbered 099 or lower, including remedial and non-degree credit courses will be articulated.
3. The designated university official will request course materials for the technical institute class the student actually completed.
4. BOR policy 2:25.2.A identifies course materials as the syllabus (including detail of course content), tests indicating the skill level students are required to meet, and evaluation and grading procedures.

5. Course materials are reviewed by faculty in the discipline as designated by the Vice President for Academic Affairs. The faculty recommendations are submitted to the VPAA for approval.
6. The Vice President for Academic Affairs will provide an annual report to the BOR Senior Administrator of the courses accepted in transfer.
7. BOR policy 2:25.3.E specifies that *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.*

### **Establishing Mastery of Content**

1. The Memorandum of Understanding on Articulation states that *All transfer students to a public university shall have the opportunity to demonstrate mastery of subject matter in any course in a manner to be determined by the faculty of the receiving institution.*
2. If the university determines that testing is an appropriate method of establishing mastery for a specific university course, the test used is determined in the following order. If a CLEP examination is available, the student takes the CLEP examination. If there is no CLEP examination and the university has determined that an appropriate national examination exists, the student takes the specified national examination. If no national examination is available and the university has specified an appropriate institutional examination, the student takes the institutional examination.

### **Cost**

1. Students are responsible for the cost of taking any examination.