

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**

**AGENDA ITEM: 6 – H**

**DATE: March 30 – April 1, 2016**

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**SUBJECT: BOR Policy 2:28 Revision – CAAP Waivers (Second Reading)**

During the [November 2015](#) AAC meeting, the Council discussed a number of institutional requests for waivers from the CAAP examination for students: 1) enrolled primarily in online degree programs with no physical presence in South Dakota; and 2) non-traditional students who have returned to complete their degree requirements more than 5-10 years since the completion of their general education requirements. As these issues were discussed, the Council indicated a need to develop an alternative test-option to accommodate distance delivery students since administration of the CAAP to students via distance violates ACT testing protocol. Additionally, the Council supported a modification to BOR Policy 2:28 to waive those students who either entered the Regental system prior to the implementation of the CAAP examination, or who had completed GE requirements, stopped out for 5 or more years, and then returned to fulfill the requirements of existing degree programs. Additional waiver language has been added to Board of Regents Policy 2:28: Proficiency Examinations to reflect this approach.

The initial reading of change to BOR Policy 2:28 was discussed during the [December 2015](#) Board of Regents meeting, at which the Board voted in favor of approving the first reading of the proposed revisions. The revisions noted in Attachment I are consistent from the December 2015 meeting and the Board is asked to adopt the revisions as a result of the second reading.

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**RECOMMENDED ACTION OF THE EXECUTIVE DIRECTOR**

I move to approve the second and final reading of the proposed revision to BOR Policy 2:28.

**SOUTH DAKOTA BOARD OF REGENTS****Policy Manual****SUBJECT:** Proficiency Examinations**NUMBER:** 2:28

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**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. Waivers**

- A. Baccalaureate and Associate degree seeking students may be exempted from the proficiency examination requirement by meeting the following conditions.

- 1) Earn a Composite score of 24 or higher on the ACT; OR
- 2) Earn a verbal-mathematics score of 1250 or higher on the SAT; OR
- 3) Meet the ACT College Readiness Benchmarks established for each of the equivalent sub-scores including; OR
  - a. Reading – 22
  - b. English – 18
  - c. Mathematics – 22
  - d. Science Reasoning – 23
- 4) Earn an Associates or Bachelor’s degree from a regionally accredited postsecondary institution in the United States;

B. To be eligible for the exemption, student ACT/SAT scores must be obtained prior to their first semester of postsecondary enrollment, either within or external to the Regental system.

B-C. Students entering the Regental system for the first time prior to 1998, or who have stopped out for more than five years since the completion of required general education coursework shall be exempt from the proficiency examination requirements.

#### 4. 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.

#### 5. 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.

#### 6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

#### **10. Proficiency Examination Fees**

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

#### **11. 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.)

## **12. 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; BOR, December 2014.**