

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 6 – D
DATE: October 3-5, 2017

SUBJECT

BOR Policy 2:5 – Transfer of Credit Revisions (First Reading)

PERTINENT HISTORY

Throughout the 2015-16 academic year, AAC has discussed the need for minor revisions to BOR Policy 2:5 Transfer of Credit in response to a request from the Council of Presidents and Superintendents to adopt a block transfer approach for students entering the Regental system with an earned Associates degree. Proposed revisions to BOR policy were discussed during the [October 2015](#) AAC meeting, and a number of [Functional Group Questions/Considerations](#) emerged prior to the [November 2015](#) AAC meeting. During subsequent meetings ([May 2016](#), [June 2016](#), and [August 2016](#)) the council discussed potential policy revisions which were advanced to the Board of Regents in [October 2016](#) and [December 2016](#) for final approval.

Throughout this lengthy process, the focus was placed solely on the potential transfer of associate degree seeking students. However, since the policy was put into place a number of students with an earned Bachelor’s degree have sought to return to pursue a new undergraduate degree. Yet, under the current policy framework this block transfer process is not an option. To address this issue, new policy language has been proposed to extend this section to allow for students to re-enter without the expectation that they meet the General Education requirements if they have fulfilled them at an equivalent institution consistent with the structure in place for the GE block transfer process. The proposed revisions were discussed at the [August 2017](#) AAC meeting and were supported by the council.

CONTROLLING STATUTE, RULE, OR POLICY

[BOR Policy 2:5 – Transfer of Credit](#)

BACKGROUND/DISCUSSION

As the Academic Affairs Council engaged in this comprehensive review process, analyses were conducted on the GE requirements at the institutions with the highest transfer

(Continued)

DRAFT MOTION 20171003_6-D:

I move to approve the first reading of the proposed revisions to BOR Policy 2:5 Transfer of Credit.

frequencies, along with transfer analyses performed for a number of transfer students from each of these institutions. Specifically, the Board approved the addition of a new section 3 to the Transfer of Credit policy which proposed a framework for transfer of general education coursework specifically.

3. Transfer of General Education Coursework

A. Student Transfer Within the Regental System

- 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) 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.

B. Student Transfer From Accredited Non-Regental Institutions with an Associate's Degree (AA and AS)

- 1) A student who has completed General Education requirements that are consistent with the six 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) 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:
BOR Policy 2:5 Revision December 6-8 2016
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 - a. Evaluate the general education goals and student learning outcomes rather than specific course equivalencies;
 - b. Ensure that a minimum of three (3) credit hours of coursework is required for each of the six general education goals; and
 - c. Request a general education transfer agreement be approved for students entering from the institution.
- 3) When it is determined that the goals and credit hour requirements from a nonRegental 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.

AAC representatives were asked to review the proposed policy language, and also consistent with the current process for updating the policy structure for the Board to align with the approved framework, BOR Policy 2:5 has also been reformatted in accordance with the approved guidance.

2.3.Student Transfer from Accredited Non-Regental Institutions with a Bachelor's Degree (BA and BS)

2.3.1. 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.

2.3.2. 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:

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

2.3.4. Ensure that a minimum of three (3) credit hours of coursework is required for each of the six general education goals, and that a total of at least thirty (30) credit hours of general education coursework are required by the sending institution; and

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

2.3.6. 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.

IMPACT AND RECOMMENDATION

If the Board is supportive of these policy revisions, institutions will be able to coordinate a review of the learning outcomes in place at institutions where students have successfully completed a BA or BS degree. If alignment exists, then students entering with either of these degrees will not be required to repeat the General Education curriculum as they work toward completing a second bachelor's degree program.

ATTACHMENTS

Attachment I – BOR Policy 2:5 Transfer of Credit Revisions

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Transfer of Credit

NUMBER: 2:5

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~~ An 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.

2.3. Student Transfer from Accredited Non-Regental Institutions with a Bachelor's Degree (BA and BS)

2.3.1. 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.

2.3.2. 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:

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

2.3.2.2. Ensure that a minimum of three (3) credit hours of coursework is required for each of the six general education goals, and that a total of at least thirty (30) credit hours of general education coursework are required by the sending institution; and

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

2.3.3. 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 to 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, t~~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 transcribed by a university within five years of the student taking the examination. Regental institutions shall honor credits from nationally recognized examinations transcribed 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:

SDCL 13-49.1; BOR April 1989; BOR April 1992; BOR June 1997; BOR March 1998; BOR August 1999, BOR March 2001; BOR May 2001; BOR January 2002; BOR March 2002; BOR June 2002; BOR August 2002; BOR December 2002; BOR May 2003; BOR August 2003; BOR December 2003; BOR October 2004; BOR June 2005; BOR August 2005; BOR March 2008; BOR March-April 2010; BOR October 2010; BOR October 2011; BOR December 2011; BOR June 2015; BOR December 2016.