



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 2.2</b>	Admissions and Transfer	
<b>Title:</b>	Standardized Exam Administration Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.2.2.5.A	XII.A, 7.4	11/2024
<b>Reference:</b>	<a href="#">BOR Policy 2.8.1</a> – Grades and Use of Grade Point Averages (GPA) <a href="#">BOR Policy 2.2.2.1</a> – Seamless Transfer of Credit <a href="#">BOR Policy 2.2.2.5</a> – Prior Learning and Validated Transfer of Credit <a href="#">Prior Credit Dashboard (System Equivalency Matrix)</a>	
<b>Related Form(s):</b>		

## 1. Purpose

The Regental institutions award credit based on scores earned on Advanced Placement, International Baccalaureate, College Level Examination Program, Defense Activity for Non-Traditional Educational Support, Defense Language Proficiency Test, American Council on Education, Uexcel, and Cambridge International, and General Education Diploma. This guideline outlines the procedures for standardized exams.

## 2. Governance

No language in these guidelines abrogates the requirements of the BOR Policy 2.2.2.1 through 2.2.2.5 governing academics, or other applicable laws or regulations. These procedures must be implemented and enforced consistent with all applicable BOR and institutional policies, as well as applicable state and federal laws and regulations.

## 3. Definitions

See BOR Policy 2.2.2.1 and 2.2.2.5.

## 4. Regental System Equivalency Matrix

The Regental system has approved several system equivalencies which are listed in the Regental System Equivalency Matrix. This online dashboard reflects all approved and validated credit for course equivalents. Where a student meets the cutoff score, the exam and grade of CR will be entered into the student information system.

## 5. Approved Standardized Exams

Examinations developed by the following companies or organizations are eligible for inclusion in the equivalency matrixes. There is no fee associated for examinations approved and part of the Regental System Equivalency Matrix at the Regental institutions (BHSU, DSU, NSU, SDM, SDSU, USD).

### 5.1. Advanced Placement (AP) – College Board

Program that offers college-level curricula and examinations to high school students. High school teachers are required to meet standards set by the College Board to deliver the coursework. AP Tests are scored on a 1 to 5 scale indicating that students scoring a 3 or higher are “qualified” with multiple choice components of the exam scored by computer, while the free response and essay portions are scored by trained Readers assigned by College Board.

## 5.2. **College Level Examination Program (CLEP) – College Board**

Standardized exams that assess college-level knowledge in designated subject areas with the intent of awarding credit to students meeting minimum qualifying scores. Exams are primarily multiple-choice and scored on a scale of 20 to 80 and credit awards dependent upon course equivalencies established at the institutional and system level.

## 5.3. **Defense Activity for Non-Traditional Educational Support (DSST)**

Testing service designed originally to provide service members and veterans pursue educational goals through assessments designed to measure skills acquired through military service or training. The service has grown to provide testing opportunities for non-military testers.

## 5.4. **International Baccalaureate (IB)**

Curriculum opportunities with assessment options designed to measure student proficiency in a series of middle year, diploma, and career-related programs. Only diploma and career related program coursework/assessments are evaluated for inclusion in the Board of Regents equivalency matrixes.

## 5.5. **Defense Language Proficiency Test (DLPT)**

The Defense Language Proficiency Test is a series of exams utilized by the US military and federal government designated to assess language proficiency of a foreign language.

## 5.6. **American Council on Education (ACE)**

A national organization that provides standardized exams that measure skills and knowledge. The nationalized exam may be used for college credit.

## 5.7. **UEXCEL**

This is no longer available for use, however, if a transfer student has this transcribed from an accredited university, the transfer credit will be awarded.

## 5.8. **General Certificate of Education Advanced Level (GCE A-Level)**

A national standardized exam used globally that provides standardized exams that measure skills and knowledge. The nationalized exam may be used for college credit.

## 5.9. **General Education Diploma (GED)**

The American Council of Education has developed through research a methodology to measure test scores by GED takers. If an individual scores between 165-174, they are designated as college ready. If an individual scores between 175-200, they have demonstrated proficiency.

## **6. Institutional Challenge Exam**

Students seeking to earn credit for an examination that does not have an established course equivalency matrix may do so on a course-by-course basis at the institutional level through the academic petition process. This process is initiated by following the following steps per the institutional process:

1. Consult and obtain the signature of the department head and/or dean in which the course is offered. The department head will conduct a preliminary evaluation of a student's learning experience to determine if an examination is warranted. An institutional form must be signed by the department which indicates the student's prior learning experience warrants the administration of the exam.
2. Consult with and obtain the signature of the student's Advisor. The signature acknowledges the student is attempting the Challenge by Exam to demonstrate proficiency in a college level course.

3. There is an examination fee for this institutional challenge exam. Students will be charged a fee prior to the examination.
4. The exam will be provided to the students at a location determined by the institution.
5. Students will receive a score at the completion of the exam. If the cutoff score is achieved, credit will be placed on the transcript with a CR (satisfactory) grade.
6. If the exam is failed, a department representative will notify the student, and no entry will be made on the student's record.

## **7. Request for National Exams in the System Matrix**

- 7.1. A request from institutional personnel to review an exam that has not yet been added to the equivalency matrix, a change to a current approved exam or a removal of an already approved shall be prompted by either the institution or a stakeholder committee to the system academic staff a request. These requests will be forwarded to AAC and then AAC Guideline 2.2.2.5.D shall be utilized for evaluating the course equivalency.

## **8. Communication/Engagement**

The institutional vice president of academic affairs or designee shall communicate their process for requesting new equivalencies for the system equivalency matrix. Faculty discipline councils will evaluate any requests annually. System academic staff will meet regularly with the academic records and admissions staff on transfer and the system equivalency matrix.

## **9. Timeline**

The transfer policies and guidelines are evaluated over a three-year cycle. Equivalency requests are evaluated annually.

## **RESOURCES:**

[Prior Credit Dashboard \(System Equivalency Matrix\)](#)

[American Council on Education](#)

[Cambridge International](#)

[CollegeBoard](#)

[Defense Activity for Non-Traditional Education Support](#)

[Defense Language Institute Foreign Language Center](#)

[International Baccalaureate](#)

## **SOURCE:**

AAC May 2015; AAC February 2016; May 2017 (Clerical); AAC October 2017; AAC July 2018; AAC January 2019; August 2022; AAC December 2024.