

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** System General Admissions

**NUMBER:** 2.2.1.1

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### **A. PURPOSE**

The Regental system is the largest public post-secondary education system in South Dakota. This system offers both undergraduate and graduate education. The purpose of this policy is to set admission standards for the system.

### **B. DEFINITIONS**

Note: These definitions may be used in the entirety of the policy sub-series 2.2.1 (2.2.1.1-2.2.1.11).

1. **ACT:** A national standardized exam that may be used for undergraduate admission and merit scholarships.
2. **Application:** An institutional application for prospective students to apply.
3. **Class Rank:** A measurement of a student's academic achievement compared to students within the same class during their secondary education.
4. **Degree Seeking:** A student enrolled in any courses for credit leading to a degree or other recognized postsecondary credential.
5. **Disenrolled Status:** A degree-seeking student status where no registration has occurred for up to twelve (12) months.
6. **English Placement:** An assessment of a student's aptitude to demonstrate proficiency in English.
7. **Enrolled Student:** A student who has been admitted, registered, matriculated, and is engaged in the course(s).
8. **FAFSA:** Free Application for Federal Student Aid, which is a form to apply for federal student aid. Information from the FAFSA may also be used to determine eligibility for other forms of merit-based and need-based aid, including scholarships.
9. **Federal Financial Aid:** A program that provides financial assistance to students in the form of grants, work-study funds, and student loans.
10. **General Education Development (GED):** A high school equivalency diploma comprised as a series of four (4) exams that demonstrate proficiency in mathematics, language arts, social studies, and science.

- 11. Grade Point Average (GPA):** An average of all the grades earned; this calculation is obtained by dividing the total number of grade points earned by the total number of credits attempted.
- 12. High School Transcript:** A copy of the student's high school academic record.
- 13. Inactive Status:** A degree-seeking student status when a student has not been actively enrolled for more than twelve (12) months.
- 14. Institution:** One of the six (6) public universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines & Technology, South Dakota State University, and University of South Dakota.
- 15. Math Placement:** An assessment of a student's aptitude to demonstrate proficiency in mathematics.
- 16. Non-Resident:** A person who has not continuously resided in South Dakota for at least twelve (12) consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual enters the regental system. SDCL § 13-53-26.
- 17. Non-Degree Seeking:** A student enrolled who is not seeking a postsecondary credential.
- 18. Official Transcript:** A certified record of a student's complete academic history, compiled and issued by the institution.
- 19. Post-Traditional Students:** Students entering a post-secondary educational institution with a break between secondary and post-secondary education.
- 20. Program of Study:** A program declared by the student prior to a graduation application submission that includes a credential which requires a primary major as well as secondary majors, specializations, and minors that are packaged under the same degree level and outlined in the academic catalog and the student information system.
- 21. Prospective Student:** Defined as one (1) of the following:
  - Lead – an individual thought to be interested in enrolling in university coursework.
  - Applicant – an individual who has applied for admission.
  - Admitted – an individual who has been admitted to the university.
  - Deposited – an individual who has paid a deposit for institutional housing or has had said deposit waived (*note: relevant to undergraduate level only*).
- 22. Provisional Admittance Status:** Students admitted on a temporary status for up to two (2) semesters or until the student meets full admission eligibility.
- 23. Public or Private Postsecondary Educational Institution:** Any entity permitted to offer postsecondary education credits or degrees in South Dakota under SDCL § 13-49-27.1.
- 24. Regular Admittance Status:** Full admission to the institution and program of study.
- 25. Resident:** A resident of South Dakota as defined by BOR Policy 3.1.1 and South Dakota Codified Law.

- 26. Traditional Students:** Students graduating from high school and entering a post-secondary educational institution immediately following their graduation.
- 27. SAT:** A national standardized exam that may be used for undergraduate admission and merit scholarships.
- 28. Standardized Exam:** Nationally standardized exams used as an additional placement tool providing information about the academic readiness of the applicant.
- 29. Student Level:** Level refers to undergraduate and graduate.
- 30. Student Status:** A student may be active, inactive, or disenrolled.
- 31. Student Type:** A student descriptor assigned once enrolled as a student.
- 32. Unofficial Transcript:** An unofficial record of a student's academic history.
- 33. Validated Credit:** Credit earned for college-level courses by validation methods such as Credit by Exam, CLEP, AP, portfolio, etc.
- 34. Visitor Program:** A program of limited courses designated by the institution that allows a student to participate in course activities for no credit.
- 35. Visitor Student:** A non-degree seeking student participating in the Visitor Program for which no credit is earned.

### **C. POLICY STATEMENTS**

- 1.** Board of Regents Policy 1.1.1, 1.1.2 and SDCL § 13-49 through § 13-53, and the South Dakota constitution provides the authority to govern the university system.
- 2.** Each university may adopt specific admission guidelines, consistent with law and the requirements set by the Board of Regents, as may be required for each institution, school, unit/division, or program to assure acceptable student preparation and enrollment levels. A copy of such admission requirements and any subsequent changes shall be filed with the Executive Director's office and shall be subject to review by the Board of Regents.
- 3.** Institutions shall use a customer relationship management (CRM) solution that is approved by the system as the approved system vendor.
- 4.** Institutions shall use the Regental approved and required undergraduate application questions for the integration process into the student information system.
- 5.** The Board of Regents requires a non-weighted GPA where a high school transcript is required. If the transcript has only a weighted GPA, the system will unweight the GPA.
- 6.** All prospective students whose native language is not English (regardless of citizenship) as provided on their application must provide proof of English proficiency.
- 7.** Students must provide proof of compliance with South Dakota Immunization Requirements according to South Dakota Codified Law is required and BOR Policy 2.2.1.2.

8. Individuals can be admitted as a visitor student status when participating in a visitor program (see AAC Guideline 2.2.1.9.A). These visitors shall not be required to apply and are not considered enrolled students.

## **D. PROSPECTIVE STUDENT ADMISSION CONSIDERATIONS**

### **1. Aid and Scholarships<sup>1</sup>**

- 1.1. Federal Financial Aid: Applicants and students should contact the Financial Aid Office at the institution of choice for information on federal financial aid.
- 1.2. State Legislative Merit Scholarships: The legislature has provided several opportunities for prospective students to receive state-funded merit scholarships. For more information on state scholarships, see [BOR Policy 3.6.1](#).
- 1.3. Freedom Scholarship: The legislature approved, and private partners supported, the state's Freedom Scholarship. This is a needs-based scholarship managed by the SD Community Foundation. Prospective students should contact the Admissions Office at the institution of choice for information.
- 1.4. Other Institution and Local Needs-Based and Merit-Based Scholarships: Prospective students should contact the Admissions Office or Financial Aid Office at the institution of choice for information.

### **2. Tuition and Fees<sup>2</sup>**

Each year the Regents set tuition and fees. A list of the tuition and fee schedule can be found on the [Board of Regents website](#).

## **E. ADMISSION PROCESS**

### **1. South Dakota Resident – Exceptions**

The Board of Regents will implement admissions campaigns that may be exempted from the process outlined in 3.2. Where that occurs, a memorandum of understanding must be completed with the participating agency and the Regental system.

### **2. Admission Process**

- 2.1. Prospective students shall apply for admission through the institution's application process. Institution applications can be found on the [institution's website](#).
- 2.2. Proof of compliance with South Dakota Immunization Requirements according to South Dakota Codified Law and BOR Policy 2.2.1.2 is required.
- 2.3. An official notification of acceptance issued by the Institution shall be processed prior to any prospective student enrolling in a course.
- 2.4. Prospective students shall submit all required institutional documents for accurate placement into a course. If the appropriate credentials and tests are not submitted

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<sup>1</sup> [SDBOR Policy 3.6.1 – Scholarships, Grants, and Loans](#)

<sup>2</sup> BOR Policy 5.5 and its sub-policies govern tuition and fees.

students will either be registered in a course based on their placement criteria and or not allowed to register.

### **3. Accurate Data**

Prospective students shall certify that the admissions information provided in the application is accurate. Applicants or current students who submit false information or documentation for the admissions process will be subject to [BOR Policy 3.4.1 – Student Code of Conduct](#).

### **4. Admission Status**

Prospective students who are admitted by an institution must be admitted in one (1) of two (2) categories: regular admittance status or provisional admittance status. Provisional status occurs when the applicant does not meet all the admission requirements.

### **5. Appeal Process**

Prospective students who are not accepted for admission may appeal for special consideration through a process defined by the institution.

## **F. STUDENTS CALLED TO ACTIVE MILITARY DUTY**

Students who belong to a military unit called for active duty, or who are drafted and not eligible for deferment, and who are required to withdraw from an institution before completing an academic program to which they have been duly admitted, will be eligible to resume work on their academic program (after they return from active service). If the academic program has completed a teach-out, the institution will provide a reasonable opportunity to complete the degree or a similar degree program of study. Students should meet with their academic advisor and complete the necessary paperwork to be readmitted.

## **G. PROSPECTIVE AND ENROLLED STUDENT RECORDS**

Proper recordkeeping shall be required of the institutions.

## **FORMS / APPENDICES:**

None

## **SOURCE:**

BOR October 2024; BOR December 2025.