

BLACK HILLS STATE UNIVERSITY
Policy and Procedures Manual

SUBJECT: Undergraduate Admissions

NUMBER: 3:9

Office: Office of Enrollment Management

Source: [SDBOR Policy 2:3](#); [SDBOR Policy 2:5](#)

1. Purpose

To establish the various options available for potential students to meet the undergraduate admission requirements within the Regental System.

2. Definitions

- a. ACT Composite Score: As reported by ACT, is the average of the four test scores earned during a single test administration, rounded to the nearest whole number.
- b. ACT Superscore: As reported by ACT, is the score obtained for a student who has tested more than once, by using the highest English, highest mathematics, highest reading, and highest science scores to form an average—regardless of the administrations from which each score was obtained.
- c. Public or private postsecondary educational institution OR institution: Any entity permitted to offer postsecondary education credits or degrees in South Dakota under §13-49-27.1.
- d. Student: any person born after 1956 who is registering for more than one (1) class during an academic term, such as a quarter or a semester. The term includes any person who meets face-to-face at least once per week to receive instruction. The term does not include any person who receives non-credit-bearing or on-the-job training services.
- e. Transcripts: A paper official transcript must bear the original seal and signature of the official in charge of records at the institution and is transmitted directly between institutions. An electronic official transcript must be transmitted directly

between institutions using the electronic transcript service authorized by the sending institution and acceptable to the receiving institution.

3. Policy

a. Baccalaureate Degree Admissions for High School Graduates:

For admission to baccalaureate degree programs, high school graduates must either meet the Smarter Balanced or Curriculum requirements outlined below:

i. Smarter Balanced

1. Achieve a Level 3 or higher on the English Language Arts and Mathematics Smarter Balanced Assessments.

ii. Curriculum

1. Meet the minimum course requirements with an average grade of C (2.0 on a 4.0 scale); or
2. Demonstrate appropriate competencies in discipline areas where course requirements have not been met; and rank in the top sixty percent (60%) of their high school graduating class; or
3. Obtain an ACT composite or superscore of 18 (SAT score of 970 or concorded equivalent for older SAT scores) or above; or
4. Obtain a high school GPA of at least 2.6 on a 4.0 scale.

b. Minimum Course Requirements:

All baccalaureate or general studies students under 24 years of age, including students transferring with fewer than 24 credit hours, must meet the following minimum course requirements.

- i. Four (4) Years of English: Courses with major emphasis upon grammar, composition, or literary analysis. One (1) year of debate instruction may be included to meet this requirement.
- ii. Three (3) Years of Advanced Mathematics: Algebra, geometry, trigonometry, or other advanced mathematics including accelerated or honors mathematics (algebra) provided at the 8th grade level; not included are arithmetic, business, consumer or general mathematics or other similar courses.

- iii. Three (3) Years of Laboratory Science: Courses in biology, chemistry or physics in which at least one (1) regular laboratory period is scheduled each week. Accelerated or honors science (biology, physics, or chemistry) provided in 8th grade shall be accepted. Qualifying physical science or earth science courses (with lab) shall be decided on a case-by-case basis.
 - iv. Three (3) Years of Social Studies: History, economics, sociology, geography, government, including United States and South Dakota, American Problems, etc.
 - v. One (1) Year of Fine Arts: Art, theatre or music (appreciation, analysis or performance). Documented evidence of high school level non-credit fine arts activity will be accepted for students graduating from high schools in states that do not require completion of courses in fine arts for graduation.
- c. Alternate Criteria for Minimum Course Requirements
- i. Students who do not successfully complete four (4) years of English may meet minimum course requirements through one (1) of the following:
 - 1. An ACT English subtest score of 18 or above.
 - 2. An Advance Placement Language and Composition or Literature and Composition score of 3 or above.
 - ii. Students who do not successfully complete three (3) years of advanced mathematics may meet minimum course requirements through one (1) of the following:
 - 1. An ACT mathematics subtest score of 20 or above.
 - 2. An Advanced Placement Calculus AB or Calculus BC of 3 or above.
 - iii. Students who do not successfully complete three (3) years of laboratory science may meet minimum course requirements through one (1) of the following:
 - 1. An ACT science reasoning subtest score of 17 or above.
 - 2. An Advance Placement Biology, Chemistry, or Physics B score of 3 or above.

- iv. Students who do not successfully complete the three (3) years of social studies may meet minimum course requirements through one (1) of the following:
 - 1. An ACT reading score of 17 or above.
 - 2. An Advanced Placement Microeconomics, Macroeconomics, Comparative or United States Government and Policies, European or United States History, or Psychology score of 3 or above.
- v. Students who do not successfully complete one (1) year of fine arts may need minimum course requirements through:
 - 1. An Advanced Placement History of Art, Studio Art drawing or general portfolio or Music Theory score of 3 or above.
- d. Associate Degree Admissions for High School Graduates
 - i. Students who seek admission to an associate degree program may gain acceptance by meeting any one of the following criteria:
 - 1. Baccalaureate admissions requirements; or
 - 2. Ranking in the top sixty percent (60%) of their graduating class; or
 - 3. A composite score or superscore of 18 or above on the enhanced ACT; or
 - 4. A cumulative GPA of 2.6 while in high school.
 - ii. Individual degree programs may have additional admissions requirements.
 - iii. Associate Degree students who did not meet the baccalaureate degree admission requirements and who want to enter a baccalaureate degree program must:
 - 1. Complete at least 15 credit hours of the system general education requirements with a minimum 2.0 GPA; and
 - 2. Meet university minimum progression standards.
 - 3. Exception Group: Each university may admit a group of students to associate programs, limited in size to ten percent (10%) of the previous year's freshman class, at the discretion of the university.

e. Non-High School Graduates:

An applicant for baccalaureate or associate admissions who is not a high school graduate must:

- i. Be 18 years or older to meet the compulsory school attendance requirement in South Dakota; and
- ii. Complete the General Educational Development (GED) test credential with the following minimum test scores:
 1. Scores earned since 2014: Earn a score of at least 145 on each subject and a total score of 580 or higher across all four (4) subjects.
 2. Scores earned from 2002 to 2013: Earn a score of at least 410 on each subject and a total score of 2250 or higher across all five (5) subjects (i.e., an average score of 450 across all five subjects);
 3. Scores earned from 1997 to 2001: Earn a score of at least 40 on each subject and a total score of 225 across all five (5) subjects (i.e., an average score of 45 across all five subjects);
 4. Scores earned from 1981 to 1996: Earn a score of at least 40 on each subject or a total score of 225 across all five (5) subjects (i.e., an average score of 45 across all five subjects);
 5. Scores earned from 1943 to 1980: Earn a score of at least 35 on each subject or a total score of 225 across all five (5) subjects (i.e., an average score of 45 across all five subjects); or
 6. Complete the High School Equivalency Test (HiSET) and obtain a minimum score of 15 on each of the five (5) sections; or
 7. Complete the Test Assessing Secondary Completion (TASC) and obtain a minimum score of 500 on each of the five (5) subsections.

f. Home Schooled or Non-Accredited High School Students:

Students who are home-schooled or who attend a non-accredited high school must submit an official transcript (in a semester format) for review from either an accredited regional authority or home school provider in conjunction with state requirements:

- i. Baccalaureate Degree Program: For admission to baccalaureate degree programs, home school graduates must:
 - 1. Meet the minimum course requirements established in Section c. of this policy with an average grade of C (2.0 on a 4.0 scale);
 - 2. Demonstrate appropriate competencies in discipline areas consistent with Section d. of this policy where course requirements have not been met; and
 - 3. Obtain an ACT composite score or superscore of 18 (SAT score of 970, or equivalent for older SAT scores) or above.
 - ii. Associate Degree Program: For admission to associate degree programs, home school graduates must:
 - 1. Meet Baccalaureate admission requirements depicted in section 3.f.i.; or
 - 2. Complete at least 15 credit hours of the system general education requirements with a 2.0 GPA; and
 - iii. Meet university minimum progression standards.
- g. Non-Traditional Students:
Applicants who are at least 24 years of age or older and who have not previously attended college will be admitted in good standing if they have graduated high school or have completed the GED with scores as indicated in section 3.e.ii. above.
- h. Exception Group:
Each university may admit a group of high school graduates who do not meet the requirements in this policy to baccalaureate programs, at the university's discretion. However, such group may not be larger than three percent (3%) of the previous year's freshman class.
- i. Regent's Scholars:
South Dakota high school graduates completing the following high school courses with no final grade below a "C" (2.0 on a 4.0 scale) and an average grade of a "B" (3.0 on a 4.0 scale) shall be designated as Regents Scholars and shall be eligible to receive a Regents Scholar Diploma upon request of the high school

administrator to the Department of Education and Cultural Affairs. High school graduates designated as Regents Scholars automatically are admitted to all six (6) public universities.

- i. Four (4) Years of English: Courses with major emphasis upon grammar, composition, or literary analysis; one (1) year of debate instruction may be included to meet this requirement.
 - ii. Four (4) Years of Advanced Mathematics: Algebra, geometry, trigonometry, or other advanced mathematics including accelerated or honors mathematics (algebra) provided at the 8th grade level; not included are arithmetic, business, consumer or general mathematics or other similar courses.
 - iii. Four (4) Years of Laboratory Science: Courses in biology, chemistry, or physics in which at least one (1) regular laboratory period is scheduled each week. Accelerated or honors science (biology, physics, or chemistry) provided in 8th grade shall be accepted. Qualifying physical science or earth science courses (with lab) shall be decided on a case-by-case basis.
 - iv. Three (3) Years of Social Studies: History, economics, sociology, geography, government, including United States and South Dakota, American Problems, etc.
 - v. Two (2) Units of a Modern (including American Sign Language) or Classical Language OR Two (2) Units of Career and Technical Education (CTE) OR a combination of One (1) Unit of Modern or Classical Language and One (1) Unit of Career and Technical Education: If taking two language courses, the two units must be in the same language.
 - vi. One (1) Year of Fine Arts: Art, theatre or music—appreciation, analysis, or performance.
- j. Transfer Students
- i. Students Who Transfer to Baccalaureate Programs
 1. Students who are under the age of 24 at the start of the term and who are transferring into baccalaureate degree programs with

fewer than 24 transfer credit hours must meet the baccalaureate degree admission requirements.

2. Students with 24 or more transfer credit hours with a cumulative GPA of at least 2.0 may transfer into baccalaureate degree programs and do not have to meet the baccalaureate degree admission requirements.
3. Specific degree programs may include additional admissions requirements.

ii. Students Who Transfer to Associate Programs

1. Students who are under the age of 24 at the start of the term and who are transferring into associate degree programs with fewer than 12 transfer credit hours must meet the associate degree admission requirements.
2. Students with 12 or more transfer credits with a cumulative GPA of at least 2.0 may transfer into associate degree programs and do not have to meet the associate degree admission requirements.
3. Specific degree programs may include additional admissions requirements.

iii. Students from Non-Regental Accredited Colleges or Universities

1. Students may be accepted by transfer from other non-Regental universities. Preferential consideration shall be given to applicants from institutions which are accredited by their respective regional accrediting association. Advanced standing shall be allowed within the framework of existing rules in each college. (Refer to BOR Policy 2:5 Transfer Credit)

iv. Students from Non-Accredited Colleges

1. A university is not required to accept credits from non-accredited college or university. The university may admit the applicant on a provisional basis and provide means for the evaluation of some or all of the credits.

2. Credits from colleges or universities which are not accredited by a regional accrediting association may be considered for transfer, subject to all other provisions in BOR Policy 2:5 and any conditions for validation which may be prescribed by the accepting institution.
 - a. The validation period for credit from a non-accredited institution shall be no less than one (1) semester and no longer than one (1) academic year.
- v. Former Students
1. A student returning to the institution at the same academic level or a student who has attended another higher education institution in the BOR System at the same academic level is not required to pay the application fee, but he or she must submit an application for readmission and other required documents if he or she has interrupted attendance by one or more regular semesters (Fall or Spring).
 2. A former student shall be considered as a transfer student if he or she has attended a non-Regental university during the period of interruption of attendance.
- vi. Students Transferring Within the Regental System
1. Students transferring from a degree seeking program at one Regental university to a degree seeking program at another Regental university will be required to apply for admission (Refer to BOR Policy 2:5 Transfer of Credit).
 2. Students who have been admitted to a degree seeking or special program at one Regental university may register for courses at any Regental university without submitting another application.
- vii. Students on Probation/Suspension
1. Students enrolling in the Regental system for the first time with prior credit, including internal and external transfer students, shall not be placed on probation by their designated home institution

until they have been enrolled at a Regental university for one (1) academic term. Once one academic term has been completed, students are expected to meet the GPA requirements outlined in BOR Policy 2:10 for establishing Good Academic Standing.

2. If the last institution attended was outside the Regental system, and the transfer applicant left under academic suspension, the applicant shall not be considered for admission during the period of suspension or, if suspended for an indefinite period, until one (1) semester has passed since the last date of attendance at the previous school.
3. Students on academic suspension from a Regental university will not be allowed to register for any coursework at any Regental university except when an appeal has been approved by the Regental university from which the student is pursuing the degree. An approved appeal granted by one Regental university will be honored by all Regental universities (Refer to BOR Policy 2:10).

viii. Disciplined Students

1. A transfer applicant under disciplinary suspension shall not be considered for admission until a clearance and a statement of the reason for suspension is filed from the previous institution. The university shall take into account the fact of the previous suspension in considering the application.

k. Non-degree Seeking Students

- i. Undergraduate students not admitted to a degree program are admitted with non-degree seeking student status.
- ii. A degree-seeking undergraduate student admitted at one Regental institution may apply to take classes under non-degree seeking admissions status at any other Regental institution.

4. Procedures

- a. Application for Tuition and Fee Reductions and Scholarships Established by the Legislature
 - i. Students should contact the Admissions Office for information on eligibility for tuition and fee reductions and scholarships established by the Legislature.
- b. Application Submission
 - i. An applicant for admission must submit the required application for admissions and the necessary official transcript or transcripts and other required documents to the Enrollment Services Center.
- c. Records Required
 - i. Applicants who are 21 years of age or younger must submit: ACT (or SAT) results, an official high school transcript (if a high school graduate), or proof of GED and an official transcript for all previous college work as part of their application.
 - 1. In those cases where an admission decision can be made based on the student's academic record, the requirement to submit ACT/SAT results may be waived.
 - ii. Applicants who are older than 21 years of age and who have valid ACT/SAT exam results (taken within the last five (5) years) must submit those scores, along with an official high school transcript or proof of a GED/HiSET/TASC and an official transcript for all previous college work.
 - iii. Applicants who are older than 21 years of age and who do not have valid ACT/SAT exam results or who have not taken the exams are not expected to take the exams. However, they are required to submit an official high school transcript, if a high school graduate and an official transcript for all previous college work. Applicants should also submit any other records, data or letters required to support eligibility for admission, including competency test scores.
 - iv. SAT scores will be converted to ACT equivalences according to a table approved by the Board of Regents.

- v. In rare cases, the requirement to submit ACT/SAT or GED/HiSET/TASC results may be waived for transfer students who have completed more than 24 credit hours of transfer work since these scores are not required in the admission decision process.
 - vi. The requirement to submit high school transcripts as well as ACT/SAT or GED/HiSET/TASC results may be waived for transfer students who have earned an associate or baccalaureate degree, regardless of the age of the student since these are not required in the admission decision process.
- d. Preadmission Immunization Requirements
- i. Any student entering a public or private postsecondary education institution in the state of South Dakota for the first time after July 1, 2008, shall within 45 days after the start of classes, present to the appropriate institution certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella, and mumps.
 - ii. As an alternative to the requirement for a physician's certification, the student may present:
 - 1. Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health;
 - 2. Certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects;
 - 3. Confirmation from a laboratory of the presence of adequate immunity; or
 - 4. A written statement signed by the student that the student is an adherent to a religious doctrine whose teachings are opposed to such immunizations. If the student is under the age of 18, the written statement shall be signed by one (1) parent or guardian.

5. The institution shall require that the documentation from the student, provided by section 4.d.ii. above, be submitted within 45 days after the start of classes.
- iii. A student allowed to register while completing the round of required vaccinations who fails to provide satisfactory documentation of his or her immune status or medical excuse under section 4.d.ii. of this policy shall not be permitted to attend classes after the 45th day or, in the case of classes delivered in less than 45 day, to register for or to attend classes beginning in a subsequent term. Every attempt should be made to collect this information at the time of admission.
 1. Students who are unable to ascertain their immunization status may obtain, at their own expense, the necessary tests and vaccination from the Student Health Services of their university.
 - iv. In the event the South Dakota Department of Health declares an epidemic of measles, mumps or rubella, the institution involved shall provide to the State Department of Health a list of students who have not submitted immunization documentation. Subsequent campus actions shall consider the advice and authority of the South Dakota State Department of Health. Students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the campus.
 - v. Vaccination for hepatitis B is required for students before they can be admitted to certain health profession programs. The university will compile information about current program-related vaccination requirements and make this information available to students along with other curricular and registration materials. It will be the responsibility of the department of the specific health profession program to ensure that the vaccination requirement has been met.
 - vi. Immunization for tetanus, diphtheria, poliomyelitis, varicella, and meningitis is recommended, as is a tuberculin test. Vaccination for hepatitis B is also recommended, and an annual influenza vaccination is

recommended for student living in residence halls to minimize disruption of routine activities during influenza outbreaks.

5. Responsible Administrator

The Vice President for Enrollment Management, or a designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 2/8/2021.