SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Placement Procedures/Examinations

NUMBER: Policy II-7-2 (Formerly Policy III-33)

The South Dakota public higher education system has developed a standardized placement process to ensure that entering students are placed into math and English courses most appropriate for their ability and background.

1. Placement into initial mathematics and English courses is governed by South Dakota Board of Regents Policy 2:7.

2. Placement procedures/examinations also may be established by a department or program. Approval for the initiation and/or continuation of a departmental placement procedures/examination will occur through the University Curriculum process. Documentation to the University Curriculum Committee will include:

   A. evidence of need for placement
   B. procedures followed in developing the examination and/or other procedure(s); including how validity and reliability were or will be determined
   C. schedule of implementation of the procedure/examination
   D. how scores for placements were determined
   E. how results will be applied in placing students, i.e. course options tutorials, remediation, etc.
   F. procedures and time-lines for follow-up to determine effectiveness of placement, including statistical presentations of student achievements
   G. approval by department and college curriculum committees

3. Departments/programs will publicize testing procedures and threshold scores to all faculty members, the Registrar and Academic Services office, and the division of Student Affairs annually and will have written information available upon request.

4. Departments/programs may choose to have the Registrar and Academic Services office assist with the administration, and/or scoring of placement examinations.

5. Students who achieve the threshold scores will be allowed to enroll in the courses for which the prerequisite competence is required. Students who do not achieve the threshold scores must satisfactorily complete preparatory courses before enrollment in the course for which the prerequisite competence is required. The student's future progress will be determined by either satisfactory completion of the preparatory course or by scores achieved on a re-test.

6. Students taking examinations will be allowed to re-test once and may be allowed additional attempts at the discretion of the department/program. .

7. Departments/programs will provide, upon request by the University Curriculum Committee, information to that committee on the effectiveness and/or procedures of their placement procedure/examination.

8. Departments/programs will inform the University Curriculum Committee of any modifications to their previously approved placement procedure/examination.

9. Department placement procedure/examination results will be entered into the student information system. Information on individual student results will be available to advisors through the student information system.

SOURCE: Office of the Vice President, July 1997; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009

BOR Reference: Policy 2:7