

Transfer Students

I. Admission of Transfer Students

A student who has completed course work for credit at a regionally accredited postsecondary institution(s) must request admission with advanced standing as a transfer student.

A. Application Procedures

All transfer applicants are required to complete the Bemidji State University Application, which is available at all Minnesota community colleges, at the Office of Admissions and Scholarships, and through the Bemidji State University Web site (under Apply Online). The completed application, along with the \$20.00 non-refundable application fee, should be sent to the Office of Admissions and Scholarships. An official transcript from each postsecondary institution previously attended must also be submitted directly from the postsecondary institution(s). A transfer student will be considered for admission once all official transcripts have been received in the Office of Admissions and Scholarships. Students **MAY NOT DISREGARD ANY RECORD OF PREVIOUSLY ATTEMPTED STUDY**. The student who does so is subject to suspension from the University.

Students who have attended a technical college or institute and have taken fewer than twenty-four (24) semester or thirty-six (36) quarter credits are required to have their official high school records or GED scores sent directly to the Office of Admissions and Scholarships.

B. Admission Guidelines

The evaluation of courses and recognition of postsecondary credits by Bemidji State University are not dependent upon any other institution's prior course acceptance and credit evaluation.

All credits attempted at other colleges will be evaluated to determine the admission of an applicant to the University, even though that credit may not be accepted in transfer.

College credit from other institutions accepted in transfer into the major or minor field of study is subject to departmental approval. Only under special situations will credits earned ten (10) or more years ago be accepted by the department.

All credit in which a letter grade of "D" was earned will not be accepted in transfer, except when transferred as part of a complete Minnesota Transfer Curriculum or an Associate in Arts degree from a regionally accredited college.

C. Conditional Admission of Transfer Students

A conditional (probationary) admission may be offered to a student who has compiled a grade point average of less than 2.00 ("C"). Students who are admitted on this basis must

maintain a minimum 2.00 ("C") average during the first semester of enrollment. In addition, a conditionally admitted student may be required to enroll in prescribed courses.

II. Evaluation of College Transfer Credits

In order for credit to be accepted in transfer, a minimum grade point average of 2.00 ("C") must have been achieved for all credits attempted, plus the institution(s) from which the student is transferring must be regionally accredited. A transfer student who is working toward a baccalaureate degree and who has transferred from a four-year college or university must complete a minimum of thirty (30) semester credits, two (2) academic semesters, in residence at Bemidji State University. A minimum of seven (7) semester credits in residence must be completed during the semester or summer term immediately preceding graduation.

A transfer student who has earned an Associate in Arts (A.A.) degree from a regionally accredited college or university may be determined to have satisfied the Bemidji State University liberal education requirements, provided the A.A. degree program includes at least forty-two (42) semester credits of comparable liberal (general) education requirements. In addition, the A.A. program must include a minimum of sixty (60) semester or ninety (90) quarter credits of completed course work defined as college level and designated to constitute the foundation of a baccalaureate degree. Completion of the Minnesota Transfer Curriculum that is validated on the official transcript will satisfy Bemidji State University's liberal education requirements. COURSES NUMBERED LESS THAN 1,000 (100 AT SOME INSTITUTIONS) WILL NOT BE RECOGNIZED IN TRANSFER.

III. Transfer Credits from Community Colleges, Junior Colleges, and Two-Year Institutions

A. Associate in Arts Degree

A transfer student who earned an Associate in Arts (A.A.) degree or completed the Minnesota transfer (general education) curriculum at a Minnesota community college in 1986 or later will have satisfied the liberal education requirements of Bemidji State University. An Associate in Arts (A.A.) degree earned at a Minnesota community college prior to 1986 or from another regionally accredited community or junior college will be recognized as having satisfied the Bemidji State University liberal education requirements provided the degree includes a minimum of forty-two (42) semester credits of comparable liberal (general) education requirements. In addition, the A.A. program must include a minimum of sixty (60) semester or ninety (90) quarter credits of completed course work defined as college level (courses numbered 1000/100 or above) and designated to constitute the foundation of a baccalaureate degree. A transfer student enrolled in an A.A. degree program who has not completed all degree requirements will have each completed course evaluated on an individual basis.

A graduate of a community college, junior college, or other two-year institution with an A.A. degree, must complete a minimum of sixty-four (64) semester credits, or forty (40)

semester credits at the 3000 level or above, from a four-year degree-granting college or university, to include a minimum of thirty (30) semester credits, two (2) academic semesters, in residence at Bemidji State University. (A four-year degree-granting college or university is defined as one which grants the Bachelor of Arts, Bachelor of Science, and/or Bachelor of Fine Arts Degree[s].) A minimum of seven (7) semester credits in residence must be in the semester or summer term immediately preceding graduation.

B. Minnesota Transfer (General Education) Curriculum

A student who has successfully completed the Minnesota transfer (general education) curriculum as determined by the institution(s) at which the credits were earned will have satisfied the liberal education requirements of Bemidji State University.

C. Associate in Science Degree, Associate in Applied Science, or No Degree

A student who has earned an Associate in Science (A.S.) degree or an Associate in Applied Science (A.A.S.) degree, or who has not completed the requirements for an Associate in Arts degree from a regionally accredited college or university will have each completed course evaluated on an individual basis. Any remaining Bemidji State University liberal education requirements and a minimum of sixty-four (64) semester credits, or forty (40) semester credits at the 3000 level or above, must be completed from a regionally or professionally accredited four-year degree granting college or university. A minimum of thirty (30) semester credits, two (2) academic semesters, must be completed in residence at Bemidji State University, with a minimum of seven (7) semester credits completed in residence during the semester or summer term immediately preceding graduation.

IV. Transfer Credits from Technical Colleges/Institutes

The student who has attended an accredited technical college or institute is eligible for transfer credit consideration. A maximum of sixteen (16) semester credits may be awarded; however, a department may recommend that additional credits be applied toward the major. MnSCU-approved liberal education credits from Minnesota technical colleges will transfer and will meet Minnesota Transfer Curriculum requirements. Specific articulation agreements with Minnesota technical colleges and Dunwoody Institute are in place which determine additional credits that will be granted to students majoring in Technology Management. (See also "[Proficiency Credit](#)" in Section IV.)

V. Additional Transfer Policies

- A. Correspondence credit(s) and course work considered in transfer MAY NOT exceed ten (10) semester credits.
- B. Courses determined to be developmental and/or remedial in nature, typically numbered under 1000 (100 in some institutions) WILL NOT be accepted in transfer.

- C. Only credits with a grade of "C" or above will be accepted in transfer, except in the case of a student with a completed Associate in Arts degree or Minnesota Transfer Curriculum, which has been determined to have satisfied the Bemidji State University liberal education requirements.
- D. Credit for military service schools will be evaluated, with ACE recommendations used for purposes of ascertaining appropriate level, equivalencies, and credits.
- E. Certain majors require a grade point average higher than 2.00 ("C"), which is the requirement for admission to the University.
- F. At least one-third of the credits to be included in the major must be successfully completed at Bemidji State University.

VI. Preparing for Transfer

For the student currently enrolled in a college or university:

- A. Discuss your plans with a campus transfer specialist in the Office of Admissions and Scholarships at Bemidji State University.
- B. Call or visit your intended transfer college/university and obtain the following materials and information:
 1. College/university undergraduate catalog/bulletin.
 2. Transfer brochure or other pertinent materials.
 3. Information on admissions criteria and materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors may have limited enrollments and/or their own special admission requirements, such as a higher grade point average.
 4. Information regarding financial aid (how to apply and any deadline dates).
- C. Review the above materials, then make an appointment to visit with an advisor/counselor/transfer specialist in the college or program you wish to enter.

For the student not currently enrolled in a college or university, begin by meeting with a transfer specialist or admissions representative at the college/university to which you intend to transfer.

VII. Understanding How Transfer of Credit Works

- A. The receiving college/university decides how credits transfer and whether the credits meet degree requirements. The accreditation of both the sending and the receiving institution may affect the transfer of credits you are granted.
- B. Institutions accept credits from courses and programs which are similar to those they offer; similarity in course goals, content, and level are important.
- C. It is possible that some credits that transfer may not help you graduate. Baccalaureate degree programs usually count credits in three categories: liberal (general) education, major/minor courses and their prerequisites, and electives.
- D. Students who change their career goal or major may have to complete more than the minimum number of credits required for the degree sought.

VIII. Applying for Transfer Admission

- A. Submit the application for admission and application fee. (See I.A. above for the Bemidji State University procedure.)
- B. Request official transcript(s) from the institution(s) you previously attended. (See I.A. above for the Bemidji State University procedure.)
- C. Be sure you have provided the college/university with all necessary materials. Most institutions do not make admissions decisions until all required documents are received.
- D. Should you have not received a reply from your intended college/university of transfer one month after all necessary materials were submitted, call to inquire as to the status of your application.
- E. Following your acceptance of admission by the college or university to which you plan to transfer, the credits which appear on your transcript will be evaluated. An evaluation should inform you as to how your courses transfer and what they fulfill. Courses which may fulfill specific major or minor requirements may not be determined until you are on the campus and have declared a major and minor or in some cases have been accepted for admission to the major department/program.