

Transfer Policies and Procedures

Admission Requirements

A cumulative GPA of at least a 2.0 and a minimum of 24 completed post-secondary credits as a regular undergraduate student. If you have fewer than 24 earned post-secondary credits, the following materials are required:

- Official high school transcript
- Official post-secondary transcript(s)
- Official ACT score report (if high school graduation date was within 2 years)

Evaluation of College Transfer Credits

Credit earned at a regionally accredited institution will be evaluated in accordance with Minnesota State Colleges and Universities (MnSCU) transfer policies. Credit earned at a non-regionally accredited institution is not accepted in transfer. In some cases, however, the major department may evaluate credits from a non-regionally accredited institution on the comparability of the nature, content, and level of learning experience to that offered by Bemidji State University. 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 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 (40) semester credits of comparable liberal (general) education requirements. In addition, the A.A. program must include a minimum of sixty (60) semester 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 (MNTC) that is validated on the official transcript will satisfy Bemidji State University's liberal education requirements. Courses with a "D" grade or higher will be accepted in transfer. COURSES NUMBERED LESS THAN 1000 (100 AT SOME INSTITUTIONS) WILL NOT BE RECOGNIZED IN TRANSFER.

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 Curriculum at a Minnesota community or technical 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 (40) semester credits of comparable liberal (general) education requirements. In addition, the A.A. program must include a minimum of sixty

(60) semester 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. 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 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, Bachelor of Applied Science and/or Bachelor of Fine Arts Degree[s].) A student may challenge a final grade or a grade on a component of a course on the grounds that the instructor made the grade unjustly low as a penalty for alleged violation of academic integrity.

B. Minnesota Transfer Curriculum (MNTC)

A student who has successfully completed the MNTC as determined by the institution(s) at which the credits were earned will have satisfied the liberal education requirements of Bemidji State University. Students who have not completed the MNTC will have all courses/credits transferred into the MNTC goal areas as determined by the sending institution. Any goal areas that are completed as determined by the sending institution will also be completed at 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. Students transferring from another MnSCU school or the University of Minnesota will have MNTC courses/credits transferred into the same MNTC goal areas as the sending institution and completed goal areas will also be completed at BSU.

Transfer Credits from Technical Colleges/Institutes

The student who has attended a regionally 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 MNTC credits from Minnesota technical colleges will transfer into the same goal areas as determined by the sending institution. Specific articulation agreements with Minnesota technical colleges and other institute may be in place which determine additional credits that will be granted to students choosing specific majors, mostly located within the Technological Studies department. (See also "Proficiency Credit" in Section IV of the [Bemidji State University Undergraduate Catalog](#).)

Additional Transfer Policies

- A. Courses determined to be developmental and/or remedial in nature, typically numbered under 1000 (100 in some institutions) WILL NOT be accepted in transfer.
- B. Credit for military education/coursework will be evaluated using ACE recommendations for purposes of ascertaining appropriate level and credits.
- C. Certain majors require a grade point average higher than 2.00 ("C"), which is the requirement for admission to the University.
- C. At least one-third of the credits to be included in the major must be successfully completed at Bemidji State University.

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 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 (online location).
 - 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 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).
 - 5. 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.

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. A transfer evaluation will be emailed to the student after the student is admitted. Credits accepted as elective credit may apply to your major/minor. To determine if a course is comparable and may be granted equivalency to a course required in your major/minor,

fill out the Substitute Transfer Course Equivalency form found at this [website](#) and submit it to Records.

- E. Students who change their career goal or major may have to complete more than the minimum number of credits required for the degree sought.

Applying for Transfer Admission

- A. Submit the application for admission and application fee.
- B. Request official transcript(s) from the institution(s) you previously attended. If another MnSCU school was previously attended, transcripts can be pulled electronically.
- 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.

Your Rights as a Transfer Student

- A. You are to receive a clear, understandable statement of an institution's transfer policies.
- B. You are entitled to a fair review of your course credits and explanation of any credits not accepted.
- C. You are entitled to receive a copy of the institution's formal appeals process.
- D. Upon your request, you may receive a review of eligibility for financial aid and/or scholarships.

Process for Appealing the Evaluation of Transfer Credits

- A. Download the Substitute/Transfer Equivalency form, available at this [website](#).
- B. Return the completed form to the Records Office. Consideration of your request may require additional information included in the course syllabus, course description, reading list, text(s) used, etc., if not previously supplied.
- C. An academic department or appeals committee will then review the appeal.
- D. You will receive a written explanation of the outcome of the appeal including the rationale for the decision.
- E. If you are unsatisfied with the decision, you may appeal to the Dean of the appropriate College. This second appeal should include the letter from the committee, and your rationale for further appeal. The Dean will provide a decision, in writing, explaining the rationale for his or her decision.
- F. If you are still unsatisfied with the decision, you have the right to appeal to the Senior Vice Chancellor of Academic and Student Affairs of the Minnesota State Colleges and Universities system, available at this [website](#).

The University Transfer Specialist in the Office of Admissions at Bemidji State University can assist you if you have questions about this process.