

Bemidji State University Policies

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Policy Owner: <ul style="list-style-type: none">Associate Vice President for Enrollment Management	Last Review: 4/1/2022
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Policy Statement

Applicants will be considered for admission to Bemidji State University based on the criteria outlined in this policy, which includes, transfers, non-degree seeking, international undergraduates, and PSEO students. Additional policy information is also included related to readmission of former students, Veterans and Veteran's dependents and senior citizens.

Applicants who meet the admission standards stated in this section are eligible for admission to the university. Admission to a specific major may require that additional criteria be satisfied. Failure to disclose and submit all documents required for admission, including transcripts from each institution in which the applicant has enrolled, or falsification of information required for admission confirmation may result in immediate suspension or dismissal and loss of all credit earned at Bemidji State University.

Scope and Purpose of Policy

The scope of this policy applies to all students. The purpose of this policy is to provide guidelines for admissions and a clear understanding of admissions criteria.

Rationale

Bemidji State University is committed to providing educational opportunities for individuals who desire and are prepared to continue their education. Past performance by Bemidji State University students indicates that adequate preparation prior to entry into the University is of considerable importance. Consequently, admission requirements have been established to emphasize the need for such preparation prior to admission.

Definitions

Admission means a student's initial entrance into Bemidji State University as a candidate for a certificate, diploma, or degree.

Undergraduate student is defined as a student who has not completed the prescribed course of study to complete a baccalaureate degree.

Student Classifications Bemidji State University students are classified as regular, special, auditor, or international. Definitions of these classifications:

Regular is a student who is admitted and follows a curriculum that normally leads to a degree. Some programs may require a special application (e.g., nursing, social work and education).

Non-degree Seeking: is a student who is not working toward a degree.

Visiting student: is a student who is enrolled at another Minnesota State institution(s) and is seeking to take courses available at the university.

International student: is a student who is required to be registered under the federal Student and Exchange Visitor Information System (SEVIS).

FIRST-YEAR STUDENTS AND NON-DEGREE SEEKING STUDENTS

I. Admission of High School Students (current high school students or high school graduates)

A. Application Requirements

- All high school applicants, including homeschooled students, are required to submit the following to the Office of Admissions:
 - Bemidji State University Application, which can be accessed at <https://www.bemidjistate.edu/admissions/apply/>
 - \$20 non-refundable application fee (currently being waived)
 - Official high school transcript or high school equivalency diploma (GED or HiSET)
 - Official ACT and/or SAT scores (recommended, but not required)

B. Admission Guidelines

- Students earning any of these marks will be guaranteed admission as first-year student applicants:
 - Cumulative GPA of 3.00 or higher on a 4.0 scale **OR**
 - Rank in the top 50% of your high school class **OR**
 - Achieve a 21 or higher composite score on the ACT (SAT score equivalent: 1060)
- Homeschooled students are evaluated for admission under the same first-year student admission policy as are traditionally-schooled students with one exception. Class rank is not an option.
- Students who graduated from high school three or more years previously with a 2.0 GPA or higher are guaranteed admission as first-year student applicants.

C. Conditional Admission for High School Graduates

- A student who does not meet the minimum admission criteria may be offered conditional admission status. Factors considered in granting conditional admission include the student's overall academic record, the strength of the high school curriculum, assessment/achievement test scores (i.e., ACT, SAT, MCA), date of graduation, work and/or military experience. Conditionally admitted students need to adhere to the Student Academic Progress policy. The student may be required to enroll in prescribed courses.

II. Admission Policy for Students with a High School Equivalency Diploma

Students who choose to take the General Educational Development (GED) or the High School Equivalency Test (HiSET) examination will be considered for admission on the basis of the high school equivalency diploma test score.

Students who are 20 years of age or younger must achieve a total score of 630 on the four combined sections of the GED (with a minimum of 145 on any individual section) or a score of 60 on the HiSET (with passing scores on each of the five subtests) to be automatically admitted.

Students who are 21 years of age or older and who have received a passing score on the GED or HiSET and thus received an equivalency diploma are automatically admitted.

Students who have enrolled in another college or university subsequent to receiving their equivalency diploma will be considered for admission under the transfer admission policy.

III. Non-degree Seeking Students

Students are classified as undergraduate non-degree seeking students if they are taking undergraduate courses for enrichment, general interest, credit to transfer to another school, or if they have no intention of earning a degree at Bemidji State University. The non-degree seeking student must also have no financial obligations from another post-secondary institution. Non-degree seeking students do not qualify for financial aid and are not eligible to participate in intercollegiate athletics.

A. Application Procedures

- Students seeking admission as non-degree seeking students are required to complete the Non-Degree Seeking Student Application Form, along with a \$20.00 non-refundable application fee (currently being waived). These students are not required to provide an official secondary or post-secondary transcript or record. Students admitted as non-degree seeking students who later decide to pursue a degree are required to complete the Bemidji State University Application and satisfy all remaining admission requirements.

B. Admission Guidelines

- Admission as a non-degree seeking student requires that an applicant has graduated from an approved secondary school or has a high school equivalency diploma (GED or HiSET). Applicants who are under suspension or financial obligation at a previous institution are not eligible for non-degree seeking admission.

C. Provisions

- Students who have been denied admission may be considered for admission as a non-degree seeking student upon request.
- Certain courses may require the student provide proof of meeting pre-requisite coursework. The student would need to provide official transcript(s) to meet this requirement.
- Students that have an active academic or conduct suspension at another Minnesota State school are not eligible to enroll as a non-degree seeking student.

IV. Postsecondary Enrollment Options Program (PSEO)

As enacted by the 1985 Minnesota Legislature, a Minnesota high school junior or senior may enroll in academic year course work at Bemidji State University as part of the student's full-time high school enrollment. Participation in this program requires the approval of the parent or legal guardian, the high school, and the University. The guidelines for participation in the Postsecondary Enrollment Options Program are subject to change without notice.

A. Application Procedures

- Students seeking admission to this program are required to submit a PSEO application, official high school transcript, and the Minnesota Department of Education Notice of Student Registration Form. The application is subject to final approval by the University.

B. Application Guidelines

- Sophomores must have an 8th grade Minnesota Comprehensive Assessment (MCA) in reading proficiency level that "meets or exceeds" standards. Sophomores are only eligible for one Career/Technical Education course per semester.

- Juniors must have a high school cumulative GPA of 3.50 or higher.
- Seniors must have a high school cumulative GPA of 3.30 or higher.
- Cultural Exchange--Students from other countries participating in cultural exchange programs at Minnesota high schools are not eligible for the PSEO program. [MS 124D.09].

C. Registration Guidelines

- PSEO students are not eligible to take courses with additional fees, for example, a private music lesson (MUS 1109) that requires a \$400 per credit lesson fee. Students are not required to reapply each semester.
- Complete the Minnesota Department of Education Notice of Student Registration Form for each semester attended. All attempted course work and student progress is subject to the academic regulations and policies of the University.

V. Early Enrollment of High School Students (Non-PSEO)

Bemidji State University does permit high school students with demonstrated high academic ability to enroll in 1000- and 2000-level courses with the approval of BSU faculty. Enrollment in 3000- and 4000-level courses is not permitted.

A. Application Procedures

- Students must complete and return the Special High School Student Application, available in the Office of Admissions and Scholarships. This form requires the approval of the high school principal, high school counselor, and each University course instructor. Official transcripts must be submitted with this application.

B. Admission Guidelines

- Students must be a high school junior or senior while taking courses as a non-degree seeking, non-PSEO high school student. Juniors must have a high school cumulative GPA of 3.50 or higher and seniors must have a cumulative GPA of 3.30 or higher. All semester credits and grades earned as an early enrollment student become part of the student's permanent record. An early enrollment student normally may register for one course per semester or summer term.

TRANSFER STUDENTS

I. Admission of Transfer Students

A student who has completed course work for credit at either a regionally or non-regionally accredited postsecondary institution(s), post-high school graduation.

A. Application Procedures

- All transfer applicants are required to complete the Bemidji State University Application, which is available online at <http://www.bemidjistate.edu/admissions/transfer/apply/>, which requires a \$20.00 non-refundable application fee (currently being waived).
- 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 another post-secondary institution and have taken fewer than twenty-four (24) semester or thirty-six (36) quarter credits will also be required to submit an official high school transcript (or high school equivalency diploma). ACT or SAT scores are recommended but not required.

B. Admission Guidelines

- The evaluation of courses and recognition of postsecondary credits by Bemidji State University follow Minnesota State transfer policies. 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. Credits earned ten (10) or more years ago may require departmental approval. A minimum cumulative grade point average of 2.00 ("C") must have been achieved for all credits attempted to be admitted to BSU. All credits with letter grades of "A," "B," "C," "D," or "P/S" will be accepted in transfer. Transfer courses with "D" grades are not accepted as fulfilling requirements in those majors that specifically state that "D" grades are not accepted as satisfying major requirements. The acceptance of credits with a "D" grade became effective for students starting fall 2007 or subsequent terms.

C. Conditional Admission of Transfer Students

- A conditional admission may be offered to a student who has compiled a grade point average of less than 2.00 ("C"). Conditionally admitted students need to adhere to the Student Academic Progress policy. The student may be required to enroll in prescribed courses.

INTERNATIONAL STUDENTS

Bemidji State University encourages international students with a strong academic record of achievement to apply for admission. All admitted international students are required to participate in the Bemidji State University Academic American English assessment during the International Student Orientation, which is held prior to the beginning of each semester. The level of proficiency achieved in each area (i.e., reading, writing, speaking, listening) determines whether or not a student is required to enroll in Academic American English course work. If a student is required to enroll in Academic American English course work, all University proficiency requirements must be satisfied within the student's first three (3) semesters. International students must initiate their enrollment fall or spring semester (not summer).

A. Admission Procedures

Undergraduate students who are intending to obtain an F-1 or J-1 visa will be considered for admission after submitting the following:

- A completed and signed International Student Admission Application Form, including the Financial Affidavit Form, supporting bank documents, and International Agreement.
- The \$20.00 (U.S.) non-refundable admission application fee (currently being waived).
- English translations of all official educational records.
- Proof of English Proficiency found at <http://www.bemidjistate.edu/admissions/international/apply/proof-of-englishproficiency/>
- A 300-word essay outlining the student's academic background and educational objectives.

B. Admission Guidelines

Students applying for admission must have a strong record of academic achievement. International students must meet academic requirements equivalent to those for all first-year for transfer students as described in this policy. Bemidji State University may accept academic course work and

credit in transfer completed at recognized international institutions. A professional evaluation may be required for each record. International students are not required to provide results from the ACT.

C. American Academic English

Bemidji State University offers remedial courses in American Academic English for international students. The American Academic English courses are designed to encourage the learning of the structure and usage of the American Academic English and to improve the student's overall skills in listening, speaking, reading, and writing. These courses assist international students by providing individualized learning strategies and an ongoing support system while making cultural adjustments.

READMISSION OF FORMER STUDENTS

Previously admitted Bemidji State University students who attended and are in good academic standing are not required to reapply upon returning to the University. Students absent for one semester or more (summer excluded) will be classified as returning students. Returning students who have attended other post-secondary institutions must submit for evaluation official transcripts from each previously attended institution. Returning students who have been academically suspended must petition for readmission. Returning students are requested to notify the Records and Registration Office of their re-enrollment decision.

VETERANS/VETERANS' DEPENDENTS

The Minnesota State Approving Agency has approved Bemidji State University for the education of veterans. Bemidji State University assists veterans with enrollment procedures and obtaining educational assistance allowance (GI Bill), as well as other benefits provided by the Veterans Administration (VA).

A. Benefits and Other Information

- Application for Veteran's benefits can be submitted through the Veteran's Assistance Center in Decker Hall.
- Application Fee waived for current active-duty military. Military ID may be requested as proof of service.
- Students who have obtained a VA certificate of eligibility for Bemidji State University should attach a copy at the time of application for admission.
- The University will complete the enrollment certificate once the student has registered for classes. Enrollment for full-time students is normally semester by semester. Summer term and/or workshops are separate enrollment periods. Date of enrollment is based on the school calendar, workshop dates, or contract periods.
- Bemidji State University is approved for veterans by the State Approving Agency. Recipients of VA educational benefits must successfully complete the number of semester credits for which they are certified (12 semester credits equals full-time, 9-11 equals 3/4 time, 6-8 equals 1/2 time), with satisfactory progress according to BSU academic standards. A reduction of training time from full- to part-time will be reported to the Veterans Administration and the veteran will experience a corresponding decrease in payment. A notice of unsatisfactory progress will be sent to the Veterans Administration if a student is academically suspended and has had one trial semester.
- Each veteran is responsible for immediately reporting any change in his or her academic load to the Records and Registration Office.
- Payment of benefit allowances is made monthly, based on satisfactory progress in approved courses and conduct. Payments are released on the basis of the enrollment certification

furnished by the school to the Veterans Administration. In addition to this enrollment certification provided by the school to the VA, most veterans receiving Montgomery GI Bill Active Duty benefits, as well as those in the Selected Reserve, must personally verify their enrollment to the VA on the last calendar day of each month to receive payment for that month. This is done by using the VA's Web Automated Verification of Enrollment (WAVE) system at <https://www.gibill.va.gov/wave>, or by calling the toll-free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

- When a student completes, drops out, or interrupts the course of training, the Records and Registration Office and the Veterans Service Office must be notified by the veteran.
- Advance payment is possible only if the veteran specifically requests it at the time of application for benefits. To receive advance payment, the application must be received by the Veterans Administration at least thirty (30) days prior to the beginning of the semester and not more than one hundred twenty (120) days prior to the beginning of the semester.

B. Additional Considerations

The spouse and child of a veteran who died in service or from a service connected disability may be entitled to educational benefits under VA regulations. Further information may be obtained from the Veterans Administration or the Bemidji State University Veterans Service Office.

SENIOR CITIZENS

Minnesota residents 62 years of age or over may enroll in courses for credit, audit any course offered for credit, or enroll in non-credit courses. Courses taken for credit require \$20.00 per semester credit. Students are also responsible for the cost of books, materials, and for all student fees except the Student Activity Fee. No limit is placed on the number of terms senior citizens may attend, and no income limitation is imposed in determining eligibility. Enrollment is contingent, however, on space availability after all other tuition-paying students has been accommodated. This means that senior citizens must register during add/drop period that begins the day after the first day the class meets.

Admission Procedures

- Complete the Senior Citizen application (available at the Records and Registration Office) for senior citizen status at the time of registration.
- Registration takes place the Friday before classes start. Minnesota senior citizens are requested to complete the appropriate data form at registration in compliance with Public Law 1974, Chapter 479. This information will be used for advising purposes, statistical information, and to locate students in case of an emergency or necessity.

Supporting References

Minnesota State Board Policy 3.4 Undergraduate Admissions

<http://www.minnstate.edu/board/policy/304.html>