

Bemidji State University Policies

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Policy Owner: Provost VP for Academic Affairs/VP Student Development Enrollment	Last Review: 6/1/2015
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Policy Statement

Applicants who have previously not attended any post-secondary institution (exclusive of courses taken through a Post-Secondary Enrollment Options (PSEO) program) will be considered for admission to Bemidji State University based on the University's admission requirements for new entering first year students, new entering non-traditional students, and new entering international students. Applicants who have previously attended any post-secondary institution (exclusive of courses taken through a PSEO program) will be considered for admission to Bemidji State University based on the University's admission requirements for transfer students.

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 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.

Definitions

Admission means a student's initial entrance into a Minnesota state college or 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 majors may require a special application (e.g., nursing and education).

Special: is a student is not working toward a degree. A special student must meet the same academic progress requirements as a regular student. Undergraduate special students are encouraged to apply for regular student status if they plan to pursue a degree program.

Auditor: is a student who audits a course but does not take it for credit. Such a student must indicate intention to audit a course at the time of registration. A student who audits a course is subject to the same fees as credit students.

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

Procedures

FRESHMEN AND SPECIAL STUDENTS

I. Admission of High School Students

Admission to the University is open to qualified seniors from approved high schools pending verification of the satisfaction of preparatory standards and receipt of ACT scores. Applicants who complete their secondary education through home study, home school, or other programs will be reviewed individually. Submission of ACT scores is required of all applicants currently in high school or students who have completed high school requirements within the last two (2) years.

A. Application Procedures

- All high school students are required to complete the Bemidji State University Application, available from the Office of Admissions and Scholarships and through the Bemidji State University Web site at <http://www.bemidjistate.edu/admissions/undergraduate/apply/required-forms/>. The completed application, along with a \$20.00 non-refundable application fee and official high school transcripts, should be returned to the BSU Office of Admissions and Scholarships. All applicants who have been out of high school for less than two years, including home school and GED applicants are required to submit ACT scores. Students are required to submit official ACT scores for admission. Official ACT scores may be provided electronically from ACT; from an official high school transcript or another college or university transcript. Bemidji State University's ACT school code is: 2084. Only applicants who have been out of high school for more than two years are not required to submit ACT scores.

B. Admission Guidelines

- Admission is open to students who rank in the upper half of their high school graduating class or who achieve a composite score of 21 or above on the ACT. In addition, college preparation courses must be satisfied through proof of high school graduation official transcripts or evidence of successful completion of GED requirements.

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 nature of the curriculum, assessment/achievement test scores, 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. See Academic Procedures in Section IV for additional information.

II. Admission of Students Who Are Not High School Graduates

A. Application Procedures

- A student who has not finished high school must first successfully complete the General Educational Development examination (GED) and secure a diploma or certificate from a qualified state or local agency before completing the Bemidji State University Application. An applicant who has successfully passed the GED is required to complete the Bemidji State University Application, which is available upon request from the Office of Admissions and Scholarships and through the BSU Web site at <http://www.bemidjistate.edu/admissions/undergraduate/apply/required-forms/>.

- B. The completed application, along with a \$20.00 non-refundable application fee and official GED scores, must be provided to the Office of Admissions and Scholarships. All GED applicants who have been out of high school for less than two years are required to submit ACT scores. Only applicants who have been out of high school for more than two years are not required to submit ACT scores.

C. Admission Guidelines

- Admission is open to applicants who have successfully passed the GED. Placement in special courses may be required.

III. Special Students

Students are classified as undergraduate special 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 special student must also have no financial obligations from another post-secondary institution. Special students do not qualify for financial aid and are not eligible to participate in intercollegiate athletics.

A. Application Procedures

- Students seeking admission as special students are required to complete the Special Student Application Form, along with a \$20.00 nonrefundable application fee. These students are not required to provide an official secondary or post-secondary transcript or record. Students admitted as special 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 special student requires that an applicant has graduated from an approved secondary school or has successfully passed the GED. Applicants who are under suspension or financial obligation at a previous institution are not eligible for special admission.

C. Provisions

- Students who have been denied admission may not be considered for immediate special student admission.

IV. Access to Excellence: The Postsecondary Enrollment Options Program

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

B. 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 process is initiated through the high school guidance/career counselor. The application is subject to final approval by the University.

C. Admission Guidelines

Bemidji State University has established the following admissions eligibility criteria for students participating in the PSEO program:

- Charter School, Alternative/Area Learning Center (ALC), or Home School
Participants--For juniors or seniors with less than one academic year of attendance at a charter, ALC, or home school, eligibility for admission will be based on the high school rank of the most recent high school attended. The rank must be in the top 25 percentile. For juniors or seniors with at least one academic year of attendance at a charter, ALC, or home school, eligibility for admission will be based on the composite score on either the nationally recognized ACT or the SAT test. A minimum composite score of 24 on the ACT and 1170 on the SAT (both scores are equivalent to each test's top 25 percent) will be required for admission in the PSEO program. For juniors applying to the program, a minimum score of 168 on the PSAT or a minimum composite score of 21 on the PLAN will be accepted if the ACT or SAT has not yet been taken. For admission eligibility, the only nationally standardized tests that are recognized are the ACT, SAT, PLAN, and PSAT.
- 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].

D. Registration Guidelines

- Before registering for courses, all PSEO students must complete a nationally standardized test and submit scores to BSU. Students have the option of taking the ACT, SAT, PLAN, PSAT, or Accuplacer test. PSEO students may take the Accuplacer test through the BSU Advising Success Center.
- PSEO students are not eligible for distance learning courses (i.e., courses offered through WebCT, Guided/Self-Directed Study, ITV, etc.). 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. However, students must
- 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

Bemidji State University does permit high school junior and senior students with demonstrated high academic ability to enroll in 1000- and 2000-level courses. 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. There is no application fee.

B. Admission Guidelines

- Students with junior or senior status who rank in the top 30 percent of their high school class are eligible for this program. 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) 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 at <http://www.bemidjistate.edu/admissions/undergraduate/apply/requiredforms/>.
- 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 another post-secondary institution 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 follow MnSCU 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 need to gain 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. See Academic Procedures in Section IV for additional information.

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. Credit earned at a regionally accredited institution will be evaluated in accordance with MnSCU transfer policies. Credit earned at a non-regionally accredited institution may be evaluated 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 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 1000 (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 that 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, 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 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 choosing specific majors, mostly located within the Technology, Art and Design department. (See also "Proficiency Credit" in Section IV.)

V. 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 service schools will be evaluated, with ACE recommendations used for purposes of ascertaining appropriate level, equivalencies, and credits.
- C. Certain majors require a grade point average higher than 2.00 ("C"), which is the requirement for admission to the University.
- D. 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:
 - a. College/university undergraduate catalog/bulletin.
 - b. Transfer brochure or other pertinent materials.
 - c. 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.
 - d. 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.

IX. 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 credit review and an explanation regarding any credits not accepted.
- C. You are entitled to receive a copy of the institution's formal appeals process. The appeals process may include the following: 1) A request for supplemental information, such as a course syllabus, course description, reading list, text(s) used, etc.; 2) An academic department or appeals committee will review the appeal; 3) The student receives the outcome of the appeal in writing; 4) The student can appeal the decision. Contact the campus transfer specialists in the Office of Admissions and Scholarships at Bemidji State University.
- D. Upon your request, you may receive a review of eligibility for financial aid and/or scholarship(s).

For assistance with your transfer questions or problems, see your campus transfer specialist (Office of Admissions and Scholarships).

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.

- English translations of all official educational records.
- Proof of English Proficiency found at <http://www.bemidjistate.edu/admissions/international/apply/proof-of-english-proficiency/>
- 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 freshmen or 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 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 and should refer to "Reinstatement/Appeal Process" in Section IV. 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. Admission Procedures

- Application for veteran's benefits can be submitted through the Veteran's Assistance Center in Decker Hall.

- 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 \$18.00 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 through the Records and Registration Office website) for senior citizen status at the time of registration.
- Contact the [Records and Registration Office](#) for the time and location of registration. 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.

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.

Supporting References

MnSCU Board Policy 3.4 Undergraduate Admissions

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

Please also note supporting references included in document.