



# Bemidji State University Policy

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<b>Policy Owner(s): Vice President for Enrollment Management</b>	<b>Last Review: 02/01/2025</b>
	<b>Next Review:</b>

## **Policy Statement**

Applicants seeking admission to Bemidji State University, here referred to as "University", will be evaluated based on the criteria specified in this policy. These criteria encompass Undergraduate, Graduate, International, Visiting/Non-Degree Seeking, and Postsecondary Enrollment Options (PSEO) student types. Additionally, this policy outlines procedures for the re-admission of Returning Students, admission of Senior Citizens, and admissions procedures for Veterans' Services.

## **Scope and Purpose**

This policy applies to all students and serves to establish comprehensive guidelines for the admissions process. It aims to ensure transparency, consistency, and fairness in the evaluation of applicants by clearly outlining the criteria for admission. Through this policy, the University seeks to uphold academic standards while providing prospective students with a clear understanding of the requirements and expectations for enrollment.

## **Rationale**

The University is dedicated to offering educational opportunities to individuals who demonstrate both the desire and readiness to pursue higher education. Historical data indicate that academic success at the University is strongly correlated with adequate preparation before enrollment. As a result, admission requirements have been thoughtfully designed to underscore the importance of proper academic preparation as a prerequisite for admission.

## **Definitions**

### ***Applicant***

An individual applying for admission to a Minnesota State college or university. The individual has not yet been admitted.

### ***First-year Applicant***

An individual who has not attended a college or university after completion of secondary education.



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## ***Transfer Applicant***

An individual who has attended a college or university after completion of secondary education.

## ***International Applicant***

A non-U.S. citizen seeking admission under a nonimmigrant visa (F-1) or exchange visitor visa (J-1) to study at the University.

## ***Non-Degree Seeking Applicants***

An individual enrolling in courses without intending to earn a degree, diploma, or certificate.

## ***Visiting Student***

A Minnesota State student who takes courses at another Minnesota State college or university without intent to transfer or seek a certificate, degree, or diploma from the other college or university.

## ***Graduate Applicant***

An individual who has earned a bachelor's degree, or who is completing final requirements for a bachelor's degree and is seeking admission to a graduate program.

## ***Returning Student***

An individual previously enrolled at the University who seeks readmission after an absence.

## ***PSEO Applicant***

An individual who is a current high school junior or senior has been approved to participate in the State of Minnesota's Postsecondary Enrollment Options (PSEO) program at their current high school and is seeking enrollment in undergraduate courses at the University.

## **Documentation of Admission Eligibility**

Applicants are required to provide documentation verifying their eligibility for admission.

## **Official Transcripts:**

Transcripts are required to be sent directly from the sending institution to the University's Admissions Office. Failure to disclose or submit required documents, such as official transcripts from all previously attended institutions, or falsifying information necessary for admission may result in suspension or dismissal from the University and the forfeiture of all credits earned.

## **International Transcripts:**

To ensure the accuracy, authenticity, and equivalency of academic credentials from institutions outside of the United States, all Post-Secondary international transcripts submitted for admission are required to undergo evaluation by a recognized third-party credit evaluation service; this evaluation must be conducted by a [National Association of Credential Evaluation Services \(NACES\)](#) member organization. It is the responsibility of the applicant to ensure that all



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required evaluations are submitted in a timely manner. Failure to comply with this policy may result in delays in the admissions process or disqualification from consideration. Secondary international transcripts may require a NACES-approved evaluation based on internal assessment.

## **Military Transcripts:**

For most active-duty or veteran service members with creditable military experience or coursework, a Joint Services Transcript (JST) will be available for an applicant to request. [Use this American Council on Education resource to get started](#). Once an applicant has requested the JST to be released to the University, the transcript may be accessed electronically.

## **eTranscripts from Minnesota State Institutions:**

If an applicant has attended an institution within the [Minnesota State System](#), the University may electronically pull transcripts via eTranscript. If an eTranscript is unable to be accessed, the University will notify applicants so that they may request an official transcript to be sent via another method or through the resolution of an institutionally placed hold impacting the University's ability to access a transcript.

## **Closed Colleges and Universities:**

If applicants have attended a closed Minnesota institution, there are resources available for obtaining transcripts. The Minnesota Office of Higher Education (OHE) has taken over the processing for a majority of the closed institutions. If a transcript is not available, applicants should have a representative from OHE send the Admissions Office a letter or email confirming that no record can be retrieved. If an applicant's previous school is from outside of Minnesota, applicants should find the higher education authority from the applicable state where the institution was located and ask for assistance in recovering their records. It is the responsibility of the applicant to investigate before applying.

## **Letter or Email of Non-Attendance:**

The University may verify applicants' academic records in the National Student Clearing House after receiving an application for admission. An applicant's prior academic history is also reviewed on each incoming transcript to ensure all prior attended institutions have been disclosed on their application for admission. If an institution is flagged during our verification process where an applicant was previously enrolled, even if no credit hours were earned, a letter or email of non-attendance is required from the flagged institution in question if a transcript is not obtainable to be sent to the Admissions Office.



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## AP, CLEP, CIS, IB, and PSEO credits:

If you have completed any of the following, it is the applicant's responsibility to request official transcripts to be sent to the Admissions Office.

- [Advanced Placement \(AP\)](#)
- [College Level Examination Program \(CLEP\)](#)
- [College in the Schools \(CIS\)](#)
- [International Baccalaureate \(IB\)](#)
- Post-Secondary Enrollment Options (PSEO)
  - Courses completed while in high school outside of the [Minnesota State System](#)
- [World Language Seal \(Platinum or Gold Seal\)](#)

## Homeschool Transcripts:

Homeschool transcripts are considered official when sent to us directly from the Teacher/Guardian/Parent. Required content to be included on a homeschool transcript is noted on the University's [website](#).

## Admission Standards and Procedures

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### First-Year Applicants

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Admission to the University is based on the successful completion of secondary education and the demonstration of adequate preparation for University-level study.

## Secondary Education Completion – All Applicants

Applicants must demonstrate completion of secondary education through one of the following:

- ✓ A high school diploma,
- ✓ A standard adult diploma, or
- ✓ An equivalent high school diploma, such as a General Education Development (GED) certificate.

## Academic Core Requirements

Applicants who have earned or are in the process of earning a high school diploma must meet the following preparation requirements:

- **English:** 4 years, including composition, literature, and speech.
- **Mathematics:** 3 years, including 2 years of algebra (1 of which must be intermediate or

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advanced algebra) and 1 year of geometry.

- **Science:** 3 years, with at least 1 year each of biological and physical science, and all courses must include significant laboratory experience.
- **Social Studies:** 3 years, including 1 year each of geography and U.S. history.
- **Arts:** 1 year, encompassing visual arts or performing arts such as theater, music, dance, or media arts.

*Applicants who have earned a standard adult diploma or an equivalent high school diploma (i.e., GED, etc.) are exempt from the Academic Core requirements.*

## 1. Academic Performance Requirements

First-Year applicants must meet at least one of the following criteria:

- A high school cumulative grade point average (GPA) of 2.75 or higher on a 4.0 scale

### Additional Criteria Considerations

- Applicants who do not meet our automatic admission criteria for obtaining a 2.75 cumulative GPA or higher will be conditionally admitted if an applicant's GPA falls between 2.5 and 2.74.
- Applicants for non-traditional secondary completion must obtain GED subject area scores of at least 165 in all areas. HiSET exam scores of 15 or higher on each multiple-choice subtest and a 4 on the language arts-writing section.

## 2. Application Procedures

- Complete the Admission Application
- Provide Official Transcripts
  - Request official transcripts from your high school or the institution where you are completing your secondary education. Previously attended secondary school transcripts may be required if previously completed coursework is not published on the applicant's current high school transcript. Transcripts must be sent by the issuing institution(s) to be considered official and must come directly to the Admissions Office.
  - Applicants are encouraged to submit transcripts for post-secondary credits earned during high school, including Advanced Placement (AP) scores if applicable, to the Admissions Office at the time of application. This will facilitate a timely evaluation of transfer credits.

## 3. Admission Provisions

- Homeschooled applicants are evaluated for admission under the same first-year

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applicant academic criteria.

- The University maintains a test-optional ACT/SAT admissions policy for most applicants. However, applicants from non-traditional grading systems, such as competency-based grading (CBG) schools, may be required to submit additional assessments if their transcript does not provide sufficient academic context. Alternative assessments may include standardized test scores (e.g., ACT, SAT), Accuplacer in lieu of GPA, interviews, letters of recommendation, or writing samples.

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## Transfer Applicants

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### 1. Academic Performance Requirements

Transfer applicants must meet the following criteria:

- A cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale, comprised of at least 24 earned college credits (or 36 quarter credits) earned post-high school graduation.

Transfer applicants who have not earned at least 24 college credits (or 36 quarter credits) since graduating from high school must also request an official final high school transcript for consideration.

#### Additional Criteria Considerations

- Applicants who do not meet our automatic admission criteria for obtaining a 2.0 cumulative GPA or higher will be conditionally admitted if the applicant's GPA falls between 1.75 and 1.99.

### 2. Application Procedures

- Complete the Admission Application
- Provide Official Transcripts for all post-secondary institutions attended
  - Request official transcripts from all post-secondary institutions where you are currently enrolled or were previously enrolled. If no credit hours were earned, you must provide either official transcripts or a letter of non-attendance from the Registrar's office.
  - Applicants may be additionally required to provide official transcripts for secondary school completion.
  - Applicants are encouraged to submit transcripts for post-secondary credits earned during high school, including Advanced Placement (AP) scores if

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applicable, to the Admissions Office at the time of application. This will facilitate a timely evaluation of transfer credits.

## 3. Admission Provisions

- Transfer applicants must demonstrate a level of academic achievement consistent with the good academic standing requirements.
- The evaluation of courses and recognition of postsecondary credits by the 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 for 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.
- All transfer credits will be evaluated for equivalency based on regional accreditation standards, articulation agreements, and program-specific prerequisites. International coursework must be evaluated by a NACES member for credit consideration.

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### Non-Degree Seeking Applicants

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## 1. Academic Performance Requirements

Undergraduate applicants must demonstrate completion of secondary education through the submission of official transcripts to the Admissions Office:

- A high school diploma,
- A standard adult diploma, or
- An equivalent high school diploma, such as a General Education Development (GED) certificate.

Graduate applicants must demonstrate completion of a bachelor's degree through the submission of official transcripts from the institution that issued the degree to the Admission Office.

Academic performance requirements, such as GPA, are not utilized to determine admission for non-degree seeking applicants.

## 2. Application Procedures

- Complete the Admission Application
- Provide Official Transcripts

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- Request official transcripts to be sent directly to the Admissions Office. Undergraduate applicants are required to submit transcripts verifying completion of secondary education. Graduate applicants must provide transcripts confirming the completion of a bachelor's degree.

## 3. Admission Provisions

- If you are admitted as a non-degree-seeking student and later decide to pursue a degree, you must complete a degree-seeking admissions application and meet all remaining admission requirements.
- Applicants who are currently under academic suspension or have outstanding financial obligations at a previous institution are not eligible for non-degree-seeking admission.
- Non-degree seeking students do not qualify for Financial Aid and are not eligible to participate in intercollegiate athletics.
- Certain courses may require the student to provide proof of meeting the prerequisite coursework. The student would need to provide an official transcript(s) to meet this requirement.

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## PSEO Applicants

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### 1. Academic Performance Requirements

PSEO applicants must meet the following criteria:

- Seniors- Cumulative High School GPA of 3.0 or higher on a 4.0 scale
- Juniors- Cumulative High School GPA of 3.3 or higher on a 4.0 scale

### 2. Application Procedures

- Complete the Admission Application
  - Submit a fully completed admissions application.
- Provide Official Transcripts
  - Request official transcripts from your high school. Previously attended secondary school transcripts may be required if previously completed coursework is not published on the applicant's current high school transcript. Transcripts must be sent by the issuing institution(s) to be considered official and must come directly to the Admissions Office.
- Submit a completed Notice of Student Registration Form.
  - Applicants and their high school counselor must complete sections 1 and 2 of the Minnesota Department of Education Notice of Student Registration form and provide this directly to the Admissions Office.
  - As directed on the form, parents or guardians and high school counselors must sign off on the paperwork included in the application process. If the applicant is



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over 18 years of age, parents or guardians do not need to sign.

## 3. Admission Provisions

- Participation in the program requires approval from the applicant's parent or legal guardian, high school counselor, and the University.
- Only Minnesota high school juniors and seniors are eligible to participate in the PSEO program at the University.
- Admitted students are not required to reapply each semester but must submit the Minnesota Department of Education Notice of Student Registration Form for each semester they attend.
- All attempted coursework and student progress are subject to the University's academic regulations and policies.
- PSEO students are not eligible to enroll in courses with additional fees, such as private music lessons that require a fee per credit.
- First-year sophomores, cultural exchange students, and out-of-state residents are not eligible for PSEO at the University.
- PSEO allows eligible students to enroll in academic year coursework at the University as part of their full-time high school enrollment.
  - The provisions for participation in the PSEO program are subject to change without notice.
  - The University does permit high school students with demonstrated high academic ability to enroll in 1000- and 2000-level courses with the approval of the University faculty. Enrollment in 3000- and 4000-level courses is not permitted. Faculty consultation with admissions leadership may be used to review potential exceptions.

## 3. Application Deadlines

PSEO applications must be submitted by the published deadline found on the PSEO website. Late applications will not be accepted. Required application materials, including transcripts, test scores, and any additional documents, must be submitted no later than the published deadline found on the PSEO website. Incomplete submissions may result in disqualification from the program. Students are responsible for reviewing and meeting all deadlines to ensure eligibility. It is recommended to submit materials well in advance to account for processing times or unforeseen delays.

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### Early Enrollment of High School Applicants (Non-PSEO)

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## 1. Academic Performance Requirement

- Seniors- Cumulative High School GPA of 3.0 or higher on a 4.0 scale
- Juniors- Cumulative High School GPA of 3.3 or higher on a 4.0 scale

## 2. Application Procedures

- Complete the Special High School Student Application, available in the Admissions Office.
  - This application requires documented approval of the high school principal, high school counselor, and the University course instructor. All semester credits and grades earned as an early enrollment student become part of the student's permanent record.
- Provide Official Transcripts
  - Request official transcripts from your high school. Previously attended secondary school transcripts may be required if previously completed coursework is not published on the applicant's current high school transcript. Transcripts must be sent by the issuing institution(s) to be considered official and must come directly to the Admissions Office.

## 3. Admission Provisions

- The University does permit high school students with demonstrated high academic ability to enroll in 1000- and 2000-level courses with faculty approval. Enrollment in 3000- and 4000-level courses is not permitted. Faculty consultation with admissions leadership may be used to review potential exceptions.

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### International Applicants

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## 1. Academic Performance Requirements

First-Year applicants must meet the following criteria:

- A high school cumulative grade point average (GPA) of 2.5 or higher on a 4.0 scale.

Transfer applicants must meet the following criteria:

- A cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale, comprised of at least 24 earned college credits (or 36 quarter credits) earned post-high school graduation.

## 2. Application Procedures

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

- Complete the Admission Application

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- Provide Official Transcripts
  - To ensure the accuracy, authenticity, and equivalency of academic credentials from institutions outside of the United States, all Secondary and Post-Secondary international transcripts submitted for admission must be evaluated by a [National Association of Credential Evaluation Services \(NACES\)](#) member organization.
  - Request official transcripts from all post-secondary institutions where you are currently enrolled or were previously enrolled. If no credit hours were earned, you must provide either official transcripts or a letter of non-attendance from the Registrar's office. Secondary international transcripts may require a NACES approved evaluation based on internal assessment.
- A completed and signed International Student Admission Application Form
- Financial Affidavit Form
- Bank Documents
- International Agreement
- Passport Copy
- International application processing fee.
- English translations of all official educational records.
- Proof of English Proficiency
- Personal Essay
- SEVIS Transfer Request Form; only for international students currently studying in the United States on an F-1/J-1 Visa
- (optional) Authorization to Release Student Information form, only if you want to permit another person to have access to your application/admission records.

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## Graduate Applicants

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### 1. Academic Performance Requirements

Graduate admission requirements vary by program. Applicants must meet the minimum academic performance standards set by their intended program, which typically include:

- A bachelor's degree from an accredited institution.
- A minimum GPA requirement (varies by program).
- Completion of prerequisite coursework as specified by the program.

Additional requirements such as professional experience, portfolio submissions, or entrance exams (e.g., GRE, GMAT) may be required by specific programs.

### 2. Application Procedures

- Complete the Admission Application

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- Pay the non-refundable application fee
- Provide official transcripts from all post-secondary institutions attended, sent directly from the issuing institutions to the Admissions Office.
- Request official transcripts from all post-secondary institutions where you are currently enrolled or were previously enrolled. If no credit hours were earned, you must provide either official transcripts or a letter of non-attendance from the Registrar's office.
- Submit any additional materials required by the program, such as letters of recommendation, a personal statement, or a resume/CV.

### 3. Admissions Provisions

- Applications are reviewed on a rolling basis or by program-specific deadlines. Late submissions may not be considered.
- Admissions decisions are based on a comprehensive review of the application, including academic performance, supporting materials, and program-specific criteria.
- Conditional admission may be offered to applicants who do not fully meet all requirements but demonstrate potential for success.
- Students enrolled in an approved graduate program may submit an Application Addendum Form to modify their current program or add a secondary program. Requests are subject to program eligibility and seat availability. Additional fees or documentation may be required.

Applicants are encouraged to consult the graduate program's website or contact the Admissions Office for program-specific requirements and deadlines.

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### Returning Students

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An individual who has previously been enrolled at the University but has been absent from the institution for one or more terms (excluding summer session) and is seeking readmission to continue their academic program or pursue a new program of study should submit an updated application for admission. This category includes students who were previously in good standing, as well as those who were previously placed on academic warning, probation, or suspension. Returning students who were on academic warning, probation, or suspension may need to fulfill specific conditions for readmission, as outlined by the University's academic policies and procedures.

#### 1. Academic Performance Requirements

Returning students will be expected to meet any admission and academic program requirements in place at the time of readmission.

#### 2. Application Procedures

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- Complete the Admission Application
- Provide Official Transcripts
  - New or updated official transcripts from high school and any post-secondary institutions attended may be required. Admissions will notify the applicant once an updated application for admission is submitted if new or updated transcripts are required.

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## Senior Citizens

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Minnesota residents aged 62 years or older are eligible to enroll in courses for credit, audit credit-bearing courses, or participate in non-credit courses. Students are responsible for covering the cost of books, materials, and all applicable student fees, excluding the Student Activity Fee.

There are no restrictions on the number of terms senior citizens may attend, nor are there income limitations for eligibility. However, enrollment is subject to space availability and occurs only after all tuition-paying students have been accommodated. Senior citizens must register during the add/drop period, which begins the day after the first scheduled class meeting.

### 1. Admission Procedures

- Complete the Senior Citizen application, available through the Records and Registration Office, to obtain senior citizen status. A copy of your valid driver's license or passport is required at the time of registration.

### 2. Admission Provisions

- If you intend to pursue a degree, certificate, licensure, or credential, you must also complete an application for admission to the University via the online application portal, in addition to the Senior Citizen application.
- During registration, Minnesota senior citizens must complete the Senior Citizen application and provide the necessary data form in compliance with Public Law 1974, Chapter 479. This information is used for advising, statistical reporting, and locating students in case of emergencies. For billing-related inquiries, contact the Business Services Office. For registration assistance, contact the Records and Registration Office.

### Holistic Admission

The University employs a holistic admissions process that values academic achievement alongside leadership, community involvement, and unique personal experiences. Applicants who do not meet automatic admissions criteria and desire to challenge the decision are

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required to complete the Holistic Admission Request Form. Additionally, applicants may provide documentation of academic or exam achievements not previously considered, extracurricular achievements, volunteer work, and leadership roles for consideration. While we do not consider an applicant's race, ethnicity, religion, national origin, age, sex, disability, or tribal affiliation when making an admissions determination, we do consider the following contextual considerations:

- First-generation college student (optional to provide on the admissions application)
- Involvement in extracurricular pursuits associated with your desired major
- Proof of performance, aptitude, leadership, community service, and talents not shown on your academic record
- Proof of substantial responsibilities or leadership in the home, workplace, or community
- Military service
- Extenuating circumstances
- Evidence of overcoming obstacles to academic success that are social, physical, or economic
- Achievement exam scores (i.e., ACT, SAT, MCA, etc.)

Conditionally admitted students are required to participate in a structured support program designed to increase their likelihood of success and must meet specific requirements established by the Student Success Center. Students are required to adhere to the University's [Student Academic Progress policy](#).

## **Admission Committee**

The Admissions Review Committee consists of members from the Admissions Office, faculty, and student services. Decisions are made based on established criteria with a commitment to transparency and equity.

### ➤ **Submission of Holistic Admission Request Form (required)**

The Holistic Admission Request Form is available on the Admissions Office website or upon request. The admissions committee will use the answers submitted on this form with the academic and personal factors submitted for consideration, to make an informed decision on an applicant's academic readiness. Applicants are encouraged to share all pertinent information regarding their academic history and the circumstances that have contributed to their current situation.

By submitting this form, applicants acknowledge that their personal statements have been written in their own words. Use of artificial intelligence (AI), ghostwriting services, or assistance from others is prohibited. Submitting responses that are not authentically your own may result in denial of admission or revocation of your admission offer.

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➤ Letter of Recommendation (recommended, not required)

A letter of recommendation is encouraged by someone who can speak to the applicant's academic potential, personal character, or growth and address their readiness for college.

## Admission Denied

Applicants denied admission to the University will receive a formal notification explaining the decision and are encouraged to attend a community college to improve their grades before re-applying as a transfer student if denied admission. The University offers [transfer pathways](#) at community colleges within the Minnesota State system that will allow for a seamless transfer of credits to the University.

- **Transfer Agreements and Pathways:** The University is dedicated to supporting transfer students through a variety of transfer agreements and pathways. The University has established transfer pathways within the Minnesota State system and agreements with Minnesota Tribal Colleges, ensuring that credits earned at participating community colleges seamlessly transfer to the University. These pathways provide an accessible and clear route to achieve admission to the University, allowing students to continue their academic journey without losing valuable credits. Additionally, the University collaborates with community colleges to help students meet academic standards and prepare for a smooth transition to University-level coursework.

Applicants who do not meet automatic admissions criteria and desire to challenge the decision are required to complete the Holistic Admission Request Form. The admissions committee will then reassess their application, considering academic progress, personal growth, and other relevant factors before making a final decision. Applicants who have improved their grades after denial of admission should resubmit the **Holistic Admission Request Form** along with updated transcripts and any supporting materials for reconsideration.

## Additional considerations:

- **Academic Suspension or Dismissal from a Previous Postsecondary Institution**  
Applicants who have been placed on academic suspension or dismissed from a previous postsecondary institution may not be considered for admission until at least one full year has passed since the suspension or dismissal was imposed. In certain cases, the academic success planning process, along with an interview with admissions leadership, may be utilized to consider exceptions.
- **Disciplinary/Conduct Suspension or Dismissal from a Previous Postsecondary Institution**  
Applicants who have been subject to disciplinary suspension or dismissal from a previous postsecondary institution will not be considered for admission until the hold has been resolved by the issuing institution.

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- **Falsification or Omission of Information**

Applicants who falsify or omit relevant information on their application for admission or submit fraudulent or altered academic credentials will be subject to denial of admission.

**Applicants may not disregard any record of previously attempted study.** If it is discovered that information has been withheld, the applicant is subject to disciplinary suspension from the University.

## **Admission Cancellation**

Admission to the University may be cancelled if a student fails to attend classes during their first term of enrollment without prior notification or approval. The following provisions apply:

- 1. Non-Attendance Without Notification:**

- Students who do not attend any classes during their first term and fail to notify the Admissions Office or Registrar will have their admission canceled.
- Non-attendance is determined by the University's attendance verification process.

- 2. Reinstatement of Admission and Deferring enrollment:**

- Students whose admission is canceled due to non-attendance must reapply for a future term.
- Applications may be deferred one semester past their originally anticipated starting semester. If a student wants to defer their enrollment, they must notify the Admissions Office before their originally anticipated starting semester passes.
- Reinstatement is not guaranteed and is subject to standard application deadlines and procedures.

- 3. Financial Implications:**

- Cancellation of admission may result in the forfeiture of deposits or fees already paid. Students are responsible for resolving any outstanding balances.

Students are encouraged to communicate promptly with the Admissions Office if they are unable to attend or desire to defer their admission as planned to avoid cancellation of their admission.

## **End Dating of Student Records**

The University upholds a structured process to maintain the accuracy and integrity of student records. The following outlines the formal responsibilities and procedures related to admissions and matriculation:

- 1. Division of Responsibilities**

- The Admissions Office shall oversee and maintain student records until a formal admission decision is rendered.



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- The Records Office assumes responsibility for updating and maintaining student records following an admissions decision.

## 2. Admission Offer Validity

- An offer of admission to the University shall be voided if the student fails to enroll in and attend at least one credit-bearing course within the first semester of the term for which admission was granted. This evaluation shall be conducted after each academic term.

## Veterans and Veterans' Dependents

The University is approved by the Minnesota State Approving Agency to provide educational opportunities to United States military veterans. The University assists with enrollment procedures, obtaining GI Bill benefits, and accessing other VA-provided benefits.

### 1. Benefits and Other Information

- **Application for Benefits:** Submit applications for VA benefits through the Veterans Assistance Center.
- **Application Fee Waiver:** The Admissions Office waives application fees for all veterans (proof of service may be required).
- **Certificate of Eligibility:** Veterans should attach a VA certificate of eligibility when applying for admission.
- **Enrollment Certification:** The University certifies enrollment once registration is complete. Certification is semester-based, with separate processes for summer terms or workshops. Enrollment dates are based on the school calendar, workshop schedules, or contract periods.
- **Academic Standards:** Veterans must meet **the University's academic standards** and successfully complete the number of certified semester credits:
  - 12+ credits = full-time
  - 9-11 credits =  $\frac{3}{4}$  time
  - 6-8 credits =  $\frac{1}{2}$  time
  - A reduction in training time (full-time to part-time) will be reported to the VA, resulting in a corresponding decrease in benefits. If a veteran is academically suspended and has had one trial semester, the University will notify the VA of unsatisfactory progress.
- **Benefit Payments:** Payments are issued monthly based on enrollment certification and satisfactory academic progress. Veterans receiving Montgomery GI Bill Active Duty benefits or Selected Reserve benefits must verify enrollment on the last day of each month through the **VA's Web Automated Verification of Enrollment (WAVE) system** at <https://www.gibill.va.gov/wave>, by calling **1-877-823-2378**, or via VA.gov, Ask.va.gov, 1-888-GIBILL-1 (1-888-442-4551).
- **Course Interruptions:** Veterans must **immediately notify the Records Office and the VA** of any changes to their academic load, including adding, dropping, or withdrawing from courses.



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- **Advance Payment:** Veterans who wish to receive advance payment must **request it at the time of application for benefits**. The request must be submitted to the VA at **least 30 days but no more than 120 days before the semester begins**.

## 2. Additional Considerations

The **spouse and child** of a veteran who **died in service** or from a **service-connected disability** may qualify for educational benefits under VA regulations. For further information, contact the **Veterans Administration** or the University's [Veteran's Assistance Center](#).

## Conclusion

This policy reflects the University's commitment to transparency, equity, and academic excellence. Applicants are encouraged to consult with the Admissions Office for clarification or additional guidance.

## Supporting References

[Minnesota State Board Policy 3.4.1](#)