

## Admission Policies - Transfer Applicants

As defined in NDUS Policy 402.4 and NDUS Procedures 402.4 transfer applicants are defined as those individuals who have previously attended one or more post-secondary institutions following high school graduation, including those who have earned a diploma, certificate, associate degree or a previous bachelor's degree. The following policy and procedures govern the admission of such transfer students to Mayville State:

1. A transfer applicant who has completed less than 24 semester or 36 quarter hours of transferable credit shall be considered as a beginning freshman applicant. Admission decisions regarding these applicants are governed by Policy M402.2 – Admission Policies for Beginning Freshmen.
2. Transfer applicants who have completed 24 or more semester or 36 or more quarter hours of credit toward a degree program shall be admitted to Mayville State if:
  - a. They are in good standing [not on dismissed or suspended status] at their most recent institution attended.
  - b. Present a cumulative grade point average of 2.0 on a 4.0 scale computed on all transferable work attempted at all colleges and universities previously attended.
3. Transfer applicants who do not meet requirements listed above may be evaluated on an individual basis utilizing a Supplemental Data Form and may be admitted based on this review. This review may include consideration of the following:
  - a. A review of the applicant's previous college transcript(s) and high school transcript to determine their previous academic performance.
  - b. A review of the applicant's ACT or SAT scores and profile to determine their level of academic preparation.
  - c. A review of the applicant's previous academic record to identify and evaluate circumstances that may have affected the individual's past performance and that may indicate potential recovery from poor academic performance in their post-secondary career.
  - d. An individual interview between the applicant and appropriate University staff to ascertain their potential for academic success at Mayville State.
  - e. Essays or personal statements submitted by the applicant.
  - f. Letters of recommendation from appropriate officials at previously attended institutions.
4. Applicants who meet the criteria for unconditional admission will be evaluated as application materials are received and notified accordingly of their status. Applicants who do not meet automatic admissions will be notified that their application is being reviewed and a decision regarding their admission status will be made by the Director of Admissions and will be communicated as soon as possible.
5. Any admission of a transfer applicant to Mayville State following the student's academic suspension/dismissal from another institution should be coordinated with the

suspending/dismissing institution to determine any conditions under which the student may be re-admitted at that campus. These conditions may be considered before making decisions regarding their admission status.

6. Any transfer applicant denied admission shall have the right to appeal that decision to the University's Committee on Admission and Academic Standards. Such an appeal must be made to the Director of Admissions, who will in turn submit the case to this committee.
7. Mayville State University has also established the following procedures to govern adherence to these admissions standards and to document the evaluation of transfer credit from such applicants:
  - a. Admission of undergraduate transfer applicants is based on transfer work, which is comparable to that offered at Mayville State or of such a nature as to prepare students to continue in an equivalent program at this institution.
  - b. Acceptance of transfer credits for specific programs or to satisfy degree requirements is governed by Mayville State's General Education requirements or by requirements of specific programs. Such acceptance of transfer credit will consider the NDUS common course numbering (CCN) system, the General Education Requirements Transfer Agreement (GERTA) and statewide articulation agreements. Where identified by one of these programs, full value for identified credit will be granted for admission to the institution, to the program identified by the applicant, and/or to general education requirements. Where not identified by one of these programs, college-level transfer credits shall be accepted at full value for admission to the institution if earned in: (1) other NDUS institutions; (2) North Dakota tribal colleges; (3) institutions that are members of, or hold candidate-for-accreditation status from regional accrediting associations; or (4) other institutions that offer comparable courses and programs and are accredited by an accrediting association that is a member of the Council for Higher Education Accreditation (CHEA) or the U.S. Secretary of Education.
  - c. Mayville State may award transfer credit for education received from non-collegiate institutions on the basis of the Guide to the Evaluation of Educational Experiences in Armed Services and the National Guide to Educational Credit for Training Programs.
  - d. Mayville State will make available to transfer applicants a written description of its policies and procedures for transcript evaluation. This description will also include an evaluation of all transfer credit as applied to Mayville State general education or program requirements in the form of a checklist or graduation audit from the Admissions Office. Questions related to transfer of credits should be directed to the Director of Admissions.
  - e. A student may appeal decisions regarding academic transfer of credit to be accepted by Mayville State. This appeal must refer to any of the NDUS transfer agreements; i.e. GERTA, CCN, statewide articulation agreements, and/or credit by exam programs such as CLEP, AP, IB, DANTES or the DSST program as outlined in NDUS Policies 403.7.1; 403.7.3; 403.7.4 or in the Mayville State catalog. Such an appeal should be submitted to, and reviewed by the Director of Academic Records, who in turn shall inform the student in writing of the final

decision regarding transferability of credits. A student who has exhausted the campus appeal process may submit a written appeal to the office of the Vice Chancellor for Academic and Student Affairs at the NDUS for further review. This appeal must include all documentation related to the campus level appeal, including academic transcripts, course syllabi and the NDUS Transfer Appeal form.

- f. All transcripts from previously attended institutions must be determined to be releasable before a transfer student can be formally admitted.

**Adopted: June, 2015**

**Sponsor: Vice President for Academic Affairs  
Vice President for Student Affairs**