



## 412.0 - Transfer Credit

### Purpose:

Bismarck State College shall establish consistent practices for the transfer of college-level courses and credits.

### Procedure:

1. The Academic Records Office will perform an evaluation of all official college transcripts for degree-seeking students upon matriculation. The official evaluation process may take up to two weeks.
2. BSC accepts undergraduate courses from colleges or universities which are recognized by the [United States Department of Education](#) from regionally accredited organizations and nationally recognized agencies.
3. All college-level courses attempted (A, B, C, D, F, or P/S/U) will be posted in transfer. Exceptions include, but are not limited to the following:
  - a. Courses with "W" grade
  - b. Graduate level
  - c. Continuing education
  - d. Institution-based credit by examination
  - e. Credit granted by placement exams
  - f. Credit granted for life experience
4. Remedial/Preparatory/developmental courses will be transcribed only if equivalent to a BSC Academic Skills Course (ASC). Credit(s) will not count toward earned credit or be calculated in a student's GPA but may be used to fulfill prerequisite requirements.
5. All NDUS collaborative credits from a provider institution will be transcribed on the student's home institution transcript, whether the student completed the course or withdrew (W).
6. There is no expiration or limitation on the age of an incoming transcript unless specified by an individual academic program. Older transcripts may require the student to provide additional documentation.
7. The number of transfer credits granted per course will not exceed the number granted by the originating institution.
  - a. The conversion of quarter hours to semester hours is 0.667 for each quarter hour.
  - b. Clock/contact hours may be accepted when the transcript key contains credit conversion.
8. The Academic Records Office determines which credits will transfer as well as how those credits will be applied toward the College's general education requirements.
9. The applicability of transfer credits toward an intended program of study is determined by the Academic Records Office and BSC academic departments.



10. Courses approved for transfer equivalent at BSC must be comparable in nature, content, level, and match at least 70 percent of the content and goals of the course.
11. Courses that are transferable but not determined equivalent to a BSC course may be articulated as elective credit.
12. Transfer course grades will be computed in the student's BSC cumulative GPA.
13. The name of the transfer institutions, each course/equivalent and the total credits accepted by BSC will be indicated on the student's transcript.
14. International college credentials from institutions outside the United States must be evaluated/translated by an approved external credential evaluation service. The evaluation is the sole responsibility of the student and must be submitted for evaluation to the [Foreign Credential Services of America \(FCSA\)](#) or member organizations of the [National Association of Credential Evaluation Services \(NACES\)](#) or the [Association of International Credential Evaluators \(AICE\)](#).
  - a. BSC policy for the evaluation of credit apply to international institutions.
  - b. The evaluation must contain a course-by-course evaluation.
  - c. BSC highly recommends using [Worldwide Education Services \(WES\)](#) or [Spantran](#) for evaluation.
15. Courses accepted in transfer deemed equivalent to a BSC course are subject to the [BSC policy – Repeating a Course](#).
16. A student who was suspended from another institution must comply with the BSC Policy - [Academic Standing](#).
17. BSC may award non-traditional college credit, students should refer to the BSC polices:
  - a. [College Credit for Advance Placement](#)
  - b. [Challenge Examinations](#)
  - c. [CLEP-College Level Examination Program](#)
  - d. [Credit for Industry Training](#)
  - e. [Prior Learning Assessment-Portfolio Development](#)
  - f. [Straighterline](#)
18. BSC may award credit for military training, students should refer to the [BSC Policy- Credit for Military Training Programs](#).
19. Students have the right to appeal transfer credit decisions by submitting a [BSC Academic Transfer Appeal form](#). Refer to 412.2 Transfer Credit Appeal procedure.

## References:

[SBHE 412 Transfer Credits](#)

[SBHE 411 - Admission](#)

[SBHE 460 – Transfer and Test Credit Agreements](#)

[NDUS 411.7 – Transfer Applicant](#)

[NDUS 412.1 – Satisfactory Academic Progress Calculation – Transfer and Collaborative Credits](#)

[NDUS 412.2 – Transfer Appeal](#)

[NDUS 460.1 - General Education Requirement Transfer Agreement \(GERTA\)](#)

[NDUS 460.6 - Military General Education Requirement Transfer Agreement \(GERTA\)](#)

[NDUS 460.2 - Alternative General Education Program \(AGEP\)](#)

[NDUS 460.3 – Common Course Numbering \(CCN\)](#)

## History of This Procedure:

Revisions – June 10, 1990; March 15, 1991; December 15, 1992; approved and effective April 16, 2001, by President Donna Thigpen; approved and effective June 16, 2003 by President Donna Thigpen; approved February 1, 2007 by the Faculty Senate and February 6, 2007 by the Interim President Gordon Binek; effective Fall semester 2007 – 2008 academic year; reviewed and amended by the Operations Council on January 22, 2010 and approved by the Executive Council on March 10, 2010; August 16, 2010; November 22, 2010; December 20, 2011; April 23, 2018; reviewed by Campus Council August 31, 2022, BSC Presidential approval September 1<sup>st</sup>, 2022.