

Admission Procedure - Transfer Applicants

As defined in SBHE Policy 402.4 and NDUS Procedures 402.4 transfer applicants are defined a student who has previously attended one or more post-secondary institutions following high school graduation., The following procedures govern the admission of such transfer students to Mayville State:

1. Completion of Mayville State University's application for admission and pays the application fee.
2. Official college or university transcripts of all previous academic work from each institution attended.
3. Mayville State University may require documentation of immunization and/or immunity as defined in SBHE Policy 506.1 and NDUS Procedure 506.1.
4. Transfer applicants who have completed 24 or more semester or 36 or more quarter hours of transferrable credit toward a degree program shall be admitted to Mayville State if:
 - a. They are not on dismissed or suspended status at their most recent institution attended.
 - b. They 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.
 - c. All transcripts from previously attended institutions must be determined to be releasable before a transfer student can be formally admitted.
5. 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 standardized test 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. Essays or personal statements submitted by the applicant.
 - e. Letters of recommendation from appropriate officials at previously attended institutions.

6. Admission of undergraduate transfer applicants is based on transfer coursework as outlined in SBHE Policy 416. Other college-level courses completed may be used in evaluation for admissions in accordance with Mayville State University Transfer Credit Policy.

M402.4 Adopted: June, 2015

Changed to Procedure: October, 2021

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