

Guide for Transfer Students

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WELCOME TO BOISE STATE UNIVERSITY!

This information is to be used in conjunction with your External Credit Report. You can view your External Credit Report on BroncoWeb <http://broncoweb.boisestate.edu/>. This information is provided to help you understand how your transfer credit will apply toward graduation requirements.

WHAT YOU NEED TO KNOW ABOUT YOUR TRANSFER CREDIT

WHAT CREDITS WILL BOISE STATE ACCEPT?

Boise State University accepts all academic credits from regionally accredited institutions. Six regional associations accredit public and private schools, colleges, and universities in the United States. The associations are:

- ◆ Middle States Association of Colleges and Schools
- ◆ North Central Association of Colleges and Schools
- ◆ New England Association of Schools and Colleges
- ◆ Northwest Association of Schools and Colleges
- ◆ Southern Association of Colleges and Schools
- ◆ Western Association of Schools and Colleges

If you have earned credits from an institution that is not regionally accredited, you may still be able to transfer those credits to Boise State. In such cases, the department offering similar courses can review the credits you wish to transfer and decide which credits – if any – to accept. You must initiate this process with the assistance of your advisor.

HOW DO I READ MY EXTERNAL CREDIT REPORT?

There are two types of transfer courses: **equivalent** and **non-equivalent**. If a course you took at another college or university is **equivalent** to a course at Boise State, it will be counted toward your degree as if you had completed the course at Boise State. However, upper division credit for courses will be based on the course-numbering system of your transfer institution, not the Boise State course it has been equated to. **Non-equivalent** courses are designated on your credit report with an “XF” at the end of a course number.

At this first stage of transfer credit evaluation, a transfer evaluator will compare the course descriptions at your original institution with the course descriptions at Boise State. Some of the reasons why a course may be transferred as non-equivalent are:

- Boise State does not offer an equivalent course.

- There was not enough information in the course description to make a determination.
- The course is essential and/or specific to your major, and the department needs to determine if it is equivalent.

If you have taken a course that does not appear on your credit report, that course was **non-transferable**. A course may be non-transferable if it is below college-level or technical in nature.

HOW DO I DETERMINE IF MY TRANSFER COURSES FULFILL GENERAL EDUCATION REQUIREMENTS?

Two types of courses that may appear on your credit report will count toward general education (core) requirements. First, any course that is equivalent to courses on the approved core list will count. Second, any non-equivalent course with a core designation of XFC1, XFC2 or XFC3 has been accepted as a general education course, even though Boise State may not offer an equivalent course.

All core courses must be passed with a grade of C or higher to fulfill graduation requirements. A list of approved core courses can be found in the Boise State University catalog or online at

<http://academicsupport.boisestate.edu/universitycore/corecourses.shtml>

WHAT IF I SEE A COURSE ON MY EXTERNAL CREDIT REPORT THAT I CAN'T FIND IN THE BOISE STATE UNIVERSITY CATALOG?

Some course numbers have changed in recent years. Depending on when you transferred your credits to Boise State, your credit report might reflect either the current or the old numbers. Please consult with your academic advisor or the Registrar's Office for assistance determining the current course number.

WHAT IF I HAVE COMPLETED AN ASSOCIATE DEGREE AT ANOTHER COLLEGE OR UNIVERSITY?

If you have earned an academic associate degree at a regionally accredited institution, you will be considered "core certified" by Boise State University. This means that you have fulfilled the lower-division general education or "core" classes at Boise State and can transfer to Boise State with junior standing. The statement "GENERAL UNIVERSITY CORE MET" will appear on your credit report.

If you are transferring from an Idaho school and have not earned an associate degree, you may still be considered “core certified” if your transcript is stamped “core certified” by the Registrar’s Office of your original institution.

If you are transferring without an associate degree from an accredited institution, you will be granted credit based on a course-by-course review of your transcript.

You are responsible for meeting all graduation requirements, including specific courses required by a college or department, based on the date you began at Boise State.

WHAT IF I AM TRANSFERRING FROM AN INSTITUTION ON THE QUARTER SYSTEM?

If you are transferring from an institution that operates on a quarter system, your credit hours have been converted to a semester calendar. For example, a three-credit course on the quarter system will transfer as two credits to a semester system. If a course has been evaluated as equivalent, you do not need to repeat it to make up deficiencies in credit. You will, however, be responsible for earning the minimum total hours required for graduation.

WHAT IF I AM TRANSFERRING FROM A JUNIOR OR COMMUNITY COLLEGE?

You may transfer all credits from a junior or community college, but only 70 credits may be used toward graduation. All courses from two-year colleges are considered to be lower division even if they are equivalent in content to upper division courses at Boise State.

WHAT IF I HAVE TAKEN COURSES FROM A FOREIGN INSTITUTION?

Boise State University uses an outside service to evaluate international credit. To obtain this evaluation, you must be a currently enrolled, degree-seeking student. The evaluation process takes approximately six weeks.

WHAT IF I HAVE EARNED OTHER TYPES OF CREDIT AT MY TRANSFER INSTITUTION OR ELSEWHERE?

Boise State University accepts satisfactory performance on national standardized exams, locally written exams, or satisfactory evaluation of other training and experience as alternatives by which you may satisfy certain general education, specific course or major requirements. Boise State will evaluate your exam or experience from the original source rather than transfer your earned credits from the previous institution. More information about Boise State’s Credit for Prior Learning policy can be found online at: <http://registrar.boisestate.edu/Publications/CreditForPriorLearning.pdf>.

HOW DO MY TRANSFER CREDITS APPLY TO MY DEGREE AND MAJOR AT BOISE STATE UNIVERSITY?

The Degree Progress Report (DPR) is an academic requirement checking and degree-planning tool designed for undergraduate students and advisors. It compares the courses you've taken to the requirements for your degree and shows what you still need to graduate. The DPR is designed to be used in combination with the university catalog and your academic advisor.

The DPR is currently available for all undergraduate academic programs and for applied technology programs in the 2003-2004 catalog forward.

You may access the report by logging in to BroncoWeb
<http://broncoweb.boisestate.edu/>.

WHAT YOU NEED TO DO NEXT

STEP ONE

Read about general graduation requirements and specific requirements for your major in the Boise State University catalog. The catalog is available online at <http://registrar.boisestate.edu/Catalogs.htm>.

STEP TWO

Meet with an academic advisor before you register for courses to review your Degree Progress Report (DPR) and determine how your transfer credits can be applied to your degree as core, elective or major requirements. Meeting with an advisor before you register for courses is crucial so that you do not register for unnecessary courses and so that, if necessary, you can start the academic adjustment process described in Step Three.

To begin the advising process, contact the department of your major to make an advising appointment. If you haven't yet chosen a major, contact the Gateway Center for Academic Support. To locate an advisor in an academic department, refer to the online advising page <http://academicadvising.boisestate.edu/advisors/locate.shtml>

STEP THREE

If you want to petition to use non-equivalent courses to meet major or core requirements, work with your academic advisor to request an academic adjustment. You will need course descriptions and/or a syllabus from your original institution to complete the adjustment form which is available online at <http://registrar.boisestate.edu/Forms.htm>

WHO TO CONTACT

Registrar's Office.....426-4249

Administration Building, Room 110

regmail@boisestate.edu

<http://registrar.boisestate.edu>

Gateway Center.....426-4049

2055 University Drive

academic@boisestate.edu

<http://academicsupport.boisestate.edu>