

MINNESOTA STATE UNIVERSITY CALENDAR OF DAYS OF INSTRUCTION
2003-04 (Fall through Summer)
(tentative as of 4/14/03)

Fall Semester (71 Class Days)

Aug. 19-21	International Student Orientation
Aug. 20	Residence Halls Open for New Residents 9:00 A.M. - 4:00 P.M.
Aug. 21	Residence Halls Open for Returning Residents 9:00 a.m. - 10:00 P.M.
Aug. 25	Classes Begin
Aug. 29	Deadline for General Registration for On-Campus Classes
Aug. 30	Saturday Classes Begin 9:00 A.M.
Sept. 1	Labor Day (No Classes)
Sept. 9	Deadline for Grading Method Change
Oct. 13	Columbus Day (Classes Scheduled)
Oct. 17	No Classes. Faculty Duty Day.
Nov. 12	Deadline for Dropping Classes
Nov. 26	No Evening Classes
Nov. 27-28	Thanksgiving Break (No Classes)
Nov. 26	Deadline for Official Withdrawal from the University
Dec. 8-12	Final Examinations
Dec. 12	Last Day Fall Semester
Dec. 13	Graduation Day
Dec. 15	Grading Day (No Classes)
Dec.16-Jan. 11	Winter Break

Spring Semester (74 Class Days)

Jan. 7-9	International Student Orientation
Jan. 9	Residence Halls Open for New Residents 12:00 NOON - 7:00 P.M.
Jan. 11	Residence Halls Open for Returning Residents 12:00 NOON
Jan. 12	Classes Begin
Jan. 16	Deadline for General Registration for On-Campus Classes
Jan. 19	Dr. Martin Luther King, Jr. Day (No Classes)
Jan. 26	Deadline for Grading Method Change
Feb. 16	Presidents' Day (Classes Scheduled)
Mar. 2	Precinct Caucus (No Classes/Activities Between 6:00 - 8:00 P.M.)
Mar. 8-12	Spring Break
Apr. 9	Deadline for Dropping Classes
Apr. 23	Deadline for Official Withdrawal from the University
May 3-7	Final Examinations
May 9	Last Day Spring Semester
May 8	Graduation Day
May 10	Grading Day (No Classes)

Summer Session (48 Class Days)

May 24	Classes Begin—General Registration
May 28	Deadline for General Registration
May 31	Memorial Day Observed (No Classes)
June 7	Deadline for Grading Method Change
July 1	Deadline for Dropping Full-Term Classes
July 5	Independence Day Observed (No Classes)
July 16	Deadline for Official Withdrawal from the University
July 30	Last Day of Summer Session

DIRECTORY OF PROGRAMS

MAJORS

MAJOR	DEGREE(S) OFFERED	MINOR REQUIRED
ACCOUNTING	BS	None.
ALCOHOL & DRUG STUDIES	BS	Yes. Any.
ANTHROPOLOGY	BA, BS	Yes. Any.
ART	BA, BFA	Yes. Any for BA. No minor required for BFA.
ART HISTORY	BA	Yes. Related area as approved by Advisor.
ASTRONOMY	BA, BS	None.
ATHLETIC TRAINING	BS	None.
AUTOMOTIVE ENGINEERING TECH.	BS	None.
AVIATION	BS	None.
PROFESSIONAL FLIGHT (OPTION I)		
AVIATION MANAGEMENT (OPTION II)		
BIOCHEMISTRY	BA, BS	None.
BIOLOGY	BA	Yes. Chemistry.
GENERAL, NON-SPECIALIZED	BS	Yes. Chemistry.
BIO-BUSINESS	BS	Yes. Any Business Minor.
CYTOTECHNOLOGY	BS	None.
ECOLOGY	BS	Yes. Related area as approved by Advisor.
HUMAN BIOLOGY	BS	Yes. Chemistry.
MICROBIOLOGY	BS	Yes. Chemistry.
PHYSIOLOGY	BS	Yes. Chemistry.
PLANT SCIENCE	BS	Yes. Related area as approved by Advisor.
TOXICOLOGY	BS	None.
ZOOLOGY	BS	Yes. Related area as approved by Advisor.
BIOTECHNOLOGY	BS	None.
CHEMISTRY	BA, BS	Yes. Any for BA. No minor required for BS.
CHEMISTRY: ACS	BS	None.
CIVIL ENGINEERING	BSCE	No minor or other major accepted in degree.
CLINICAL LAB SCI. / MEDICAL TECH.	BS	None.
COMMUNICATION DISORDERS	BA, BS	None.
COMPUTER INFORMATION SCIENCE	BS	Yes. Any.
COMPUTER ENGINEERING	BSEC	None.
COMPUTER ENGINEERING TECHNOLOGY	BS	None.
NETWORKING OPTION		
COMPUTER SCIENCE	BS	None. Math minor is part of major.
COMPUTER SCI MGMT INFO SYSTEMS	BS	None.
CONSTRUCTION MANAGEMENT	BS	None.
GENERAL OPTION		
FACILITIES PLANNING AND MGMT OPTION		
CORRECTIONS	BS	Yes. Any.
DENTAL HYGIENE	BS	None.
EARTH SCIENCE	BA, BS	None.
ECONOMICS	BA, BS	Yes. Any for BA. No minor required for BS.
ELECTRICAL ENGINEERING	BSEE	No minor or other major accepted in degree.
ELECTRONIC ENGINEERING TECH	BS	None.
ENGLISH	BA	Yes. Related area as approved by Advisor.
LITERATURE OPTION		
CREATIVE WRITING OPTION		
ENGLISH	BS	
GENERAL OPTION		Yes. Related area as approved by Advisor.
CREATIVE WRITING		Yes. Related area as approved by Advisor.
TECHNICAL COMMUNICATIONS		Yes. Any.
ENVIRONMENTAL SCIENCE	BS	
OPTION I		No. Second major required.
OPTION II		Yes. Two minors required. See designated list.
ETHNIC STUDIES	BS	Yes. Any.
PUBLIC/GOVERNMENT EMPHASIS		
BUSINESS/CORPORATE EMPHASIS		
LOCAL COMMUNITY AND		
HUMAN SERVICES EMPHASIS		
INTERNATIONAL COMMUNITY AND		
HUMAN SERVICES EMPHASIS		
EXTENDED PROGRAM COURSES		

MAJOR	DEGREE(S) OFFERED	MINOR REQUIRED
FAMILY CONSUMER SCIENCE	BS	None.
DIETETICS OPTION		
FAMILY LIFE AND CHILD DEVELOPMENT OPTION		
FOOD AND NUTRITION OPTION		
FINANCE	BS	None.
CORPORATE FINANCE		
FINANCIAL PLANNING		
INSTITUTIONAL FINANCE		
INSURANCE		
INVESTMENT ANALYSIS		
FOOD SCIENCE TECHNOLOGY	BS	Yes. Chemistry.
FRENCH	BA, BS	Yes. Any.
GEOGRAPHY		
STANDARD MAJOR	BA, BS	Yes. Any.
PROFESSIONAL MAJOR	BA, BS	None.
GIS/PLANT SCIENCE	BS	None. (Offered in cooperation with Minnesota West.)
GERMAN	BA, BS	Yes. Any.
HEALTH: COMMUNITY HEALTH	BS	None.
HISTORY	BA, BS	Yes. Any.
HUMANITIES	BA	
OPTION I		No. Second major required.
OPTION II		Yes. Two minors required.
INTERIOR DESIGN	BS	None.
GENERAL OPTION		
HISTORIC RESTORATION AND PRESERVATION		
INTERNATIONAL BUSINESS	BS	None.
MARKETING OPTION		
FINANCE OPTION		
MANAGEMENT OPTION		
INTERNATIONAL RELATIONS	BA	Yes. Any.
LAW ENFORCEMENT	BA, BS	
TRACK I : PRE-PROFESSIONAL	BA, BS	None.
TRACK II : GENERALIST	BA, BS	Yes. Any.
LIBERAL STUDIES	AA	
MANAGEMENT	BS	None.
GENERAL MANAGEMENT OPTION		
HUMAN RESOURCE MANAGEMENT OPTION		
MANAGEMENT INFORMATION SYSTEMS OPTION		
MANUFACTURING ENGINEERING TECH	BS	None.
MARKETING	BS	None.
MASS COMMUNICATIONS	BA, BS	Yes. Any.
GENERAL		
NEWS-EDITORIAL		
PUBLIC RELATIONS		
MATHEMATICS	BA, BS	Yes. Any.
MECHANICAL ENGINEERING	BSME	None.
MUSIC	BA	Yes. Any.
APPLIED	B. Mus.	None.
(INSTRUMENTAL, ORGAN, PIANO, or VOICE)		
MUSIC INDUSTRY	BS	None.
NURSING	BS	None.
BASIC OPTION		
RN OPTION		
ACCELERATED OPTION		
LPN OPTION (AVAILABLE WITH SUFFICIENT APPLICATIONS)		
OPEN STUDIES	BS	None.
PHILOSOPHY	BA, BS	Yes. Any.
PHYSICAL EDUCATION	BS	
GENERAL OPTION		Yes. Any.
EXERCISE SCIENCE OPTION		None.
SPORTS MANAGEMENT OPTION		None.
PHYSICS	BA, BS	None. Double Major in Math is Recommended with BS.

MAJOR	DEGREE(S) OFFERED	MINOR REQUIRED
POLITICAL SCIENCE	BA, BS	Yes. Any.
PSYCHOLOGY	BA, BS	Yes. Any.
REC, PARKS & LEISURE SERVICES	BS	None.
LEISURE PLANNING AND MANAGEMENT		
THERAPEUTIC RECREATION		
RESOURCE MANAGEMENT		
SCANDINAVIAN STUDIES	BA	Yes. Any.
SOCIAL STUDIES	BS	None.
ANTHROPOLOGY		
ECONOMICS		
ETHNIC STUDIES		
GEOGRAPHY		
HISTORY		
POLITICAL SCIENCE		
PSYCHOLOGY		
SOCIOLOGY		
WOMEN'S STUDIES		
SOCIAL WORK	BS	None.
SOCIOLOGY	BA, BS	Yes. Any.
APPLIED OPTION		
GENERAL OPTION		
SPANISH	BA, BS	Yes. Any.
SPECIAL EDUCATION	BS	None.
DEVELOPMENTAL DISABILITIES		
SPEECH COMMUNICATION	BA, BS	Yes. Any.
THEATRE		
GENERALIST	BA, BS	BS, None. BA, Any Minor.
PERFORMANCE	BA, BS	BS, None. BA, Any Minor.
PRODUCTION	BS	None.
URBAN AND REGIONAL STUDIES	BS	Yes. Any.
WOMEN'S STUDIES	BA, BS	Yes. Any.

TEACHING DEGREES	GRADE LEVEL
ART	K-12
BUSINESS EDUCATION	5-12
(Inter-institutional with Winona State)	
DANCE & THEATRE ARTS	K-12
EARLY CHILDHOOD EDUC.	Birth through Grade 3
EARTH SCIENCE	5-12
ELEMENTARY EDUCATION	
PRE-PRIMARY	Age 3 - Grade 6
MIDDLE SCHOOL	K-8
ENGLISH/SPEECH	5-12
ENGLISH	
SPEECH	
FAMILY CONSUMER SCIENCE	5-12
FRENCH	K-12
GERMAN	K-12
HEALTH SCI: SCHOOL HEALTH	5-12
MATHEMATICS	5-12
MUSIC	K-12
PHYSICAL EDUCATION	K-12
SCIENCE TEACHING	5-12
LIFE SCIENCE (BIOLOGY)	
CHEMISTRY	
EARTH & SPACE SCIENCES	
PHYSICS	
SOCIAL STUDIES	5-12
ANTHROPOLOGY	
ECONOMICS	
GEOGRAPHY	
HISTORY	
POLITICAL SCIENCE	
PSYCHOLOGY	
SOCIOLOGY	
SPANISH	K-12

NON-DEGREE PROGRAMS

MANAGEMENT
NURSING HOME ADMIN. TRACK FOR LICENSURE
NON-PROFIT LEADERSHIP (CERTIFICATE)
PRE-AGRICULTURE
PRE-CHIROPRACTIC
PRE-DENTAL
PRE-ENGINEERING
PRE-FORESTRY
PRE-LAW
PRE-MEDICINE
PRE-MORTUARY SCIENCE
PRE-OCCUPATIONAL THERAPY
PRE-OPTOMETRY
PRE-OSTEOPATHIC MEDICINE
PRE-PHARMACY
PRE-PHYSICAL THERAPY
PRE-PODIATRIC MEDICINE AND SURGERY
PRE-THEOLOGY
PRE-VETERINARY SCIENCE

MINORS

ACCOUNTING
ALCOHOL & DRUG STUDIES
ANTHROPOLOGY
ART (STUDIO)
ART HISTORY
ASTRONOMY
ATHLETIC COACHING
AUTOMOTIVE ENGINEERING TECH.
AVIATION MANAGEMENT
BIOLOGY
BUSINESS ADMINISTRATION
BUSINESS LAW
CHEMISTRY
COMPUTER INFORMATION SCIENCE
COMPUTER SCIENCE
COMPUTER TECHNOLOGY
CORPORATE AND COMMUNITY FITNESS
CORRECTIONS
DANCE
DEVELOPMENTAL/ADAPTED PHYSICAL EDUCATION
(TEACHING MINOR)
EARTH SCIENCE
ECONOMICS
ELECTRONIC ENGINEERING TECH
ENGLISH
 GENERAL
 CREATIVE WRITING
 LINGUISTICS
 TECHNICAL COMMUNICATIONS
ENVIRONMENTAL SCIENCE
ETHNIC STUDIES
FAMILY CONSUMER SCIENCE
FINANCIAL PLANNING
FRENCH
GEOGRAPHY
GEOLOGY

GERMAN
GERONTOLOGY
HEALTH SCI: COMMUNITY HEALTH
HISTORY
HUMANITIES
INTER-DISCIPLINARY MINORS
COMMUNICATIONS
HUMANITIES/ETHNIC STUDIES
INTERNATIONAL BUSINESS
LATIN AMERICAN STUDIES
LAW ENFORCEMENT
MANAGEMENT
MANUFACTURING ENGINEERING TECH
MARKETING
MASS COMMUNICATIONS
MATHEMATICS
MILITARY SCIENCE
MUSIC
PHILOSOPHY
PHYSICAL EDUCATION
PHYSICS
POLITICAL SCIENCE
PSYCHOLOGY
RECREATION
SCANDINAVIAN STUDIES
SOCIAL WELFARE
SOCIOLOGY
SPANISH
SPEECH COMMUNICATION
SPEECH/ENGLISH
STATISTICS
TEACHING ENGLISH AS A SECOND LANGUAGE
LICENSURE OR NON-LICENSURE
THEATRE
URBAN AND REGIONAL STUDIES
WOMEN'S STUDIES

Admission to MSU



ADMISSION TO THE UNIVERSITY

Office of Admissions
Minnesota State University, Mankato
122 Taylor Center
Mankato, MN 56001
Phone: 507-389-1822
800-722-0544
Fax: 507-389-1511 (inquiries only)

NOTE: Minnesota State University, Mankato's admissions policies are currently being revised. The policies listed within this section are for the 2003-2004 academic year. Admission policies for students applying for the 2004-2005 academic year will be available during fall, 2003 and can be obtained by contacting the Department of Undergraduate Admissions or by visiting the Department of Undergraduate Admissions web site: www.mnsu.edu/dept/admiss/.

Minnesota State University is committed to providing opportunity for everyone who desires and is prepared to continue educational growth. Past performance by MSU students indicates that adequate preparation prior to entry into the university is of considerable importance. Consequently, admission requirements have been established to emphasize the need for such preparation prior to admission.

HIGH SCHOOL ADMISSION

Applicants for both day or evening on-campus classes who are graduates of accredited high schools (or who hold a GED certificate with acceptable scores) with no prior college work will be considered for admission to Minnesota State University on the basis of high school rank, ACT score and high school preparation requirements. Applicants at or above the 50th percentile in class rank or with an ACT score at or above the 50th percentile with a satisfactory class rank and high school preparation requirement compliance will be admitted.

HIGH SCHOOL PREPARATION REQUIREMENTS

4 years of English (including composition and literature); 3 years of math (2 years of algebra and 1 year of geometry); 3 years of science (including 1 year each of a biological and a physical science – each with significant lab experience); 3 years of social studies (including 1 year each of U.S. history and geography); 2 years of a single world language and 1 year of world culture or an arts elective.

Applicants who do not meet the above admission requirements will be reviewed on a case-by-case basis. The review will include an evaluation of strength of college preparation work, grade point average, probability of success, academic progression as well as class rank and ACT test scores. High school applicants are expected to have their ACT results sent directly from ACT.

Additional information may be requested prior to an admission decision.

Applicants who have been out of high school three or more years without attending any college, university or technical school, will generally be admitted upon application and upon providing evidence of high school graduation or the equivalent (GED).

HIGH SCHOOL APPLICATION PROCEDURE

1. Complete the Minnesota State University admission form. Forms can be obtained from your high school or the Admissions office or via the admission web site.
2. Have the high school send a copy of your high school academic record, including coursework, grades and class rank, to the Admissions office.
3. ACT test is required and score reports should be sent to the Admissions office from ACT.
4. A \$20 non-refundable application processing fee is required.

Application Deadlines. Applications are received on a rolling basis, but to expedite processing, it is recommended that applications be received 45 days before a semester begins. Applications for admission will not be considered complete until all required materials and processing fees are received in the Admissions office. Materials submitted to the Admissions office become the property of Minnesota State University and will not be returned.

POST SECONDARY ENROLLMENT OPTION (PSEO) ADMISSION

Participation Guidelines

PSEO students admitted to Minnesota State University have the rights and responsibilities of University students.

High school juniors ranking in the top 33% of their class and seniors ranking in the top 50% of their class will be considered for the program. However, the University reserves the right to restrict enrollment in any given year to insure resources are available for regularly admitted students. These admission standards shall apply to all Minnesota State University courses. Application deadlines for program participation are Fall Semester: the preceding July 15 and Spring Semester: the preceding December 1.

PSEO students must obtain a signed Notice of Student Registration form for each semester they intend to enroll. This form is provided by the Minnesota Department of Children, Families & Learning. Forms may be obtained from most high school counseling offices.

The University reserves the right to restrict the number of PSEO students enrolled in individual courses.

The University shall follow the guidelines on enrollment in summer session classes as outlined in the state-wide PSEO policy.

PSEO students who choose to live on campus may do so on a space available basis at their own expense. However, it should be understood that regularly enrolled students will receive priority in on-campus housing assignments.

In situations where a calculated high school rank cannot be provided other factors will be considered in admission.

Academic Standards

All students in the PSEO program will be expected to maintain a cumulative grade point average (GPA) of 2.0 ("C") or better and maintain a course completion rate of 67% or higher. All courses must be taken for a letter grade. If a cumulative GPA of 2.0 or better and/or completion rate of 67% or higher is not maintained, students will be dropped from the program. They will not be allowed to appeal this or re-enroll in the PSEO program. In such cases, both the student and participating high school contact person will be notified in writing.

The PSEO program reimburses a maximum of 16 credit hours per semester. There may be special circumstances where the maximum number of credits allowed may be waived following review and approval by the appropriate University staff.

PSEO students may not enroll in courses with extraordinary special fees. Examples of this include but are not limited to music lessons, computer rental, flight labs, international/study abroad classes, classes involving out of state travel.

All textbooks purchased through the PSEO program are the property of the school district and must be returned to the high school at the end of each semester. A student who withdraws during the first ten days of the semester must return books to the bookstore.

College level credits earned to meet high school graduation requirements are accepted as college credits at Minnesota State University, Mankato, but other institutions may not consider them to qualify as college credit. PSEO students interested in attending other colleges or universities should check with other institutions regarding acceptance of PSEO credits.

Advising regarding the use of college level credits to meet high school graduation requirements must be done by the high school counselor.

PSEO APPLICATION PROCEDURE

1. Complete a Minnesota State University Admission Form. Identify yourself as a PSEO applicant.
2. Complete Parts 1 and 2 of the Post Secondary Enrollment Options Program Form (form ED 01763-02), available from your high school. A high school official (superintendent, principal or counselor) must sign this form.
3. Submit a copy of current high school transcript and transcripts from any post-secondary institutions attended with the application for admission.

Application Deadlines: All applicants must ap-

ply before the deadline for any semester: Fall - July 15; Spring - December 1. Materials submitted to the Admissions office become the property of Minnesota State University and will not be returned.

TRANSFER ADMISSION

Transfer applicants with a minimum of 24 semester (36 quarter) college level credit hours from regionally accredited colleges or universities, having completed at least 75 percent of credits attempted with a cumulative grade-point average of 2.00 (A=4.0), will generally be admitted to Minnesota State University with advanced standing.

Transfer applicants who have NOT completed 24 semester (36 quarter) college level credit hours must meet the high school graduate admission requirements described previously and must have achieved a cumulative grade-point average of 2.00 and a 75 percent completion rate on college-level credit.

Transfer applicants from colleges and universities NOT regionally accredited may be considered for admission on an individual basis. Admission, if granted, will not necessarily be with advanced standing.

Transfer applicants under academic or disciplinary suspension or dishonorably dismissed from previous institutions or who are unable to obtain official transcripts will not be considered for admission.

TRANSFER APPLICATION PROCEDURE

1. Complete a Transfer Student application form and return it to the Office of Admissions. Forms are available through the Office of Admissions or via the Admissions web site.
2. Request official transcript(s) to be forwarded directly to MSU Admissions office from ALL previously attended colleges, universities and schools (whether coursework was successful or unsuccessful). Applicants who have fewer than 24 semester (36 quarter) credit hours or who have attended a technical institute must also have their high school transcript and ACT scores sent to the Office of Admissions.
3. A \$20 non-refundable application processing fee is required.

Application Deadlines: Applications are received on a rolling basis, but to allow adequate time for processing and transfer credit review, it is recommended that applications be received 45 days before a semester begins. Applications for admission will not be considered complete until all required materials and fees are received in the Office of Admissions. Materials submitted to the Office of Admissions become the property of Minnesota State University and will not be returned.

NOTE: Additional information about Minnesota State University, Mankato's policies concerning the awarding of specific transfer credits is found in the "Academic Policies" section of this bulletin.

INTERNATIONAL STUDENT ADMISSION

Applicants who are not permanent residents or citizens of the United States must meet the minimum academic requirements for high school graduates and transfer applicants as previously outlined.

Applicants must also:

- be in good standing with the Immigration and Naturalization Service;
- substantiate availability of financial resources for education and living expenses;
- demonstrates English proficiency by submitting a TOEFL score report. Scores must be at least 500 on the paper/pencil exam or 173 on the computer based exam. English proficiency may also be demonstrated by completion of Level 109 from an English Language School (ELS) or a minimum score of 80 on the Michigan Test of English Language Proficiency. International students transferring from other United States regionally accredited universities or colleges who have completed college level English Composition I with a grade of C or better, will meet English proficiency.
- submit a one-page statement in English describing applicant's life, education, interests, and reasons for seeking an education at Minnesota State University.

NOTE: Additional information about Minnesota State University, Mankato's policies concerning enrollment of international students is found in the "Enrollment" section of this bulletin.

INTERNATIONAL STUDENT APPLICATION PROCEDURE

1. Complete an international student application form and return it to the Office of Admissions. Forms are available through the Office of Admissions or via the Admissions web site.
2. Submit to the Admissions office official or attested transcripts and credentials from each foreign education institution attended and request that official transcripts from each U.S. college attended be sent directly to the Office of Admissions. In order to have international or foreign university credits potentially apply toward a degree program at Minnesota State University, students are required to have prior international credits evaluated by an outside professional agency.
3. Provide evidence of English proficiency as demonstrated through satisfactory performance on TOEFL or English Language School or Michigan Test of English Language Proficiency or an earned grade of C or better in college level English Composition I at another U.S. university. Minnesota State University will not waive the English language proficiency requirement for any student from a non-English speaking country.

4. Submit a \$20 non-refundable application processing fee.

Application Deadlines. All documents requested on the application form must be received in the Office of Admissions by the following deadlines:

* Students currently not living in the US and applying from another country:

- April 1 for the August term
- September 1 for the January term

* Students currently studying in the US and attending a US college, university or ELS:

- June 1 for the August term
- November 1 for the January term
- March 1 for the May term

-Application for admission will **NOT** be considered complete until all required materials and fees are received in the Office of Admissions. Materials submitted to the Office of Admissions become the property of Minnesota State University and will not be returned.

OTHER ADMISSION INFORMATION

Extended Campus Registrants. Formal admission to the university is required for all students. Applicants who have been out of high school three or more years without attending any college, university, or technical school, will generally be admitted upon application and providing evidence of high school graduation or the equivalent (GED). Applicants who have not been out of high school three or more years, must be admitted to Minnesota State University to register for Extended Campus classes and should follow the high school application procedure.

Note: Students who have never attempted post-secondary education may be reconsidered once they have been out of high school for 3 or more years. Students who have been denied admission to MSU due to unsatisfactory prior post-secondary academic performance may be reconsidered for admission after sitting out one full calendar year.

About the University



THE UNIVERSITY COMMUNITY

Minnesota State University, located in south-central Minnesota on a bluff above the Minnesota River, is a comprehensive university within the Minnesota State Colleges and Universities (MnSCU) system. Although most of the University's 13,000 students come from Minnesota, the strong academic programs and excellent faculty attract students from throughout the United States and more than 60 foreign countries.

A TRADITION OF ACHIEVEMENT

Minnesota State University's history began in 1867, when attorney Daniel Buck persuaded the Minnesota Legislature to authorize the city of Mankato to sell bonds for the \$5,000 required to open the state's second normal (teacher-training) school. He promised Mankato citizens that if they would support the school, untold benefits would be repaid "tenfold for every dollar invested."

Mankato Normal School opened in 1868 in downtown Mankato with 27 students. Tuition was free in return for a pledge to teach two years in Minnesota's schools. Old Main was constructed in 1870, beginning the Valley Campus that would serve the institution for over a century. In the 1880s and 1890s, the school expanded and its curriculum grew. In 1921, the school became Mankato State Teachers College, and in 1927, the institution awarded its first four-year degree, a bachelor of education.

In the late 1950s, Mankato State Teachers College was renamed Mankato State College to reflect its expanded curriculum. The college was quickly outgrowing its Valley Campus and construction was begun on the 300-acre Highland Campus.

In 1975, the college received full university status. Four years later, with completion of the Earle J. Wigley Administration Building, consolidation on the Highland Campus was complete. In September of 1998, in recognition of the University's expanded role in the state and region, Mankato State University became Minnesota State University, Mankato. Visitors to Mankato can still find the Valley campus buildings, many of which have been beautifully restored or renovated for other uses.

Today, the University community enjoys a spacious, thoroughly modern campus, featuring residential living for nearly 3,000 students, beautifully landscaped lawns and gardens, an arboretum, and a grand mall where students gather to meet or just relax. A favorite place to study in the fall and spring is alongside the fountain, a highlight of the central campus. Enclosed passageways connect most academic buildings, and the campus is easily accessible to students with physical disabilities.

Now, more than 125 years since its founding, Minnesota State University, Mankato continues to look toward the future, fulfilling Daniel Buck's promise of "tenfold benefits" to the city of Mankato, southern Minnesota,

the state, and the region. The University has more than 13,000 students, approximately 1,300 faculty and staff, and more than 90,000 alumni worldwide.

The academic life of the University is organized into seven colleges—Allied Health and Nursing; Arts and Humanities; Business; Education; Science, Engineering and Technology; Social and Behavioral Sciences; and Graduate Studies and Research. MSU offers over 120 undergraduate liberal arts and professional degrees to meet the needs of students who will shape American society well into the twenty-first century. The University offers six baccalaureate degrees, six master's degrees, a specialist's degree and other advanced programs, two associate degrees for two-year programs, several pre-professional programs of study, and several certificate programs.

MINNESOTA STATE UNIVERSITY

MISSION STATEMENT

Minnesota State University promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region and the global community.

STATEMENT OF GOALS

To realize this mission statement, MSU will have met the following goals for excellence through the actions of and evaluation by appropriate units:

- The University will foster an actively engaged and inclusive learning community based upon civility, trust, integrity, respect, and diversity in a safe, welcoming physical environment.
- The University will prepare students for careers and for life-long learning by providing a clearly defined general education program and focused undergraduate pre-professional, professional, and liberal arts programs.
- The University will strengthen its role as a major provider of graduate education, offering intensive, scholarly graduate programs including collaborative efforts with other institutions and professionals, culminating in student expertise at professional levels.
- The University will enhance advising, support services, and learning experiences that aid students in identifying life goals, planning academic careers, and achieving timely graduation.
- The University will increase the quantity and quality of service to the state, region, and global community through collaborations, partnerships, and opportunities for cultural enrichment and continuous learning.
- The University will invest in the professional development of all members of the University Community and in the appropriate technologies necessary to achieve excellence in learning through teaching, research, and service.

- The University, as a whole and in all of its parts, will establish priorities through planning and assessment processes that anticipate our needs and focus our efforts and resources in support of our mission and goals.

CURRENT ACCREDITATIONS

Minnesota State University is reviewed for accreditation every 10 years by the North Central Association of College and Secondary Schools. In addition, individual programs undergo periodic reviews, generally every five years. Some professional associations also accredit specific programs. The following accreditations have been awarded to Minnesota State University.

General Accreditations

1929: North Central Association of College and Secondary Schools
 1952: The American Association of University Women
 1954: The National Council for Accreditation of Teacher Education

Program Accreditations

Art - 1974: National Association of Schools of Art
 Athletic Training - 1969: Board of Directors, Commission on Accreditation of Allied Health Education Programs - Joint Review Committee on Educational Programs in Athletic Training
 Automotive Engineering Technology - 1996: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)
 Business, College of - 1997: The Association to Advance Collegiate Schools of Business (AACSB) (Accounting; Finance; International Business; Management; Marketing)
 Chemistry - 1970: American Chemical Society
 Communication Disorders - 1993: American Speech-Language Hearing Association (MS in Speech Language Pathology), Certification of Clinical Competence (CCC), Council on Academic Accreditation of the American Speech-Language Hearing Association (CAA)
 Corrective Therapy - 1973: American Corrective Therapy Association
 Counseling and Student Personnel (School Counseling, College Student Affairs, Community Counseling) - 1985: Council of Accreditation of Counseling and Related Educational Programs
 Dental Hygiene - 1970: Commission on Accreditation, American Dental Association
 Dietetics - 1972: American Dietetic Association
 Electrical Engineering - 1987: Commission of the Accreditation Board for Engineering and Technology (ABET)
 Electronic Engineering Technology - 1984: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)
 Manufacturing Engineering Technology - 1990: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)
 Mechanical Engineering - 1994: Commission of the Accreditation Board for Engineering and Technology (ABET)
 Music - 1971: National Association of Schools of Music
 Nursing - 1953: Minnesota State Board of Examiners of Nurses (Minnesota Board of Nursing), 1972: National League for Nursing Accrediting Commission.
 Recreation, Parks and Leisure Services - 1986: National Recreation and Park Association/ American Association for Leisure and Recreation
 Rehabilitation Counseling - 1977: Council on Rehabilitation Education, Certified Rehabilitation Counselor (CRC)
 Social Work - 1974: Council on Social Work Education

Certifications:

Law Enforcement - Certified by the Minnesota Board of Peace Officer Standards and Training (P.O.S.T.)
 Social Work - Certification

UNIVERSITY POLICY

The activities of the University are administered in accordance with a variety of federal and state laws, MnSCU Board policies, assorted rules and regulations, and staff and student rights and responsibilities. Individuals may consult the following University publications for detailed descriptions of applicable policies and procedures. "The Basic Stuff," "The Faculty and Staff Handbook," MnSCU Manual of Policies and Procedures, among others. For more information concerning applicable University policy, contact the office of Vice President for Academic Affairs.

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Office of the Registrar, dean, head of the Department of Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including health or medical staff) and also

clerical staff who transmit the education record; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person who is employed by MSU Security Department acting in a health or safety emergency; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Nondiscrimination in Employment and Education Opportunity. Minnesota State University is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Discrimination because of race, sex, or disability is prohibited by state and federal law. Discrimination because of sexual orientation is prohibited by state law. Discrimination is defined as conduct that is directed at an individual because of his/her race, color, national origin, sex, sexual orientation, mental/physical disability or that of his/her partner and which subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university or otherwise adversely affects the individual's employment or education.

Harassment because of race, sex, or disability is a form of discrimination prohibited by state and federal law. Harassment because of sexual orientation is prohibited by state law. Harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, sex, sexual orientation, or disability or that of his/her partner and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when it is directed at members of the opposite sex or when it is directed at members of the same sex.

Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of Minnesota State University. These acts will be investigated and may subject an individual to complaints and disciplinary sanctions as well as possible referral to appropriate law enforcement agencies.

Inquiries regarding compliance should be referred to the Office of Affirmative Action, 112 Armstrong Hall, or at 507-389-2986 (V) or 1-800-627-3529 or 711 (MRS/TTY).

Student Records Policy. Federal law and state statute allow current and former students access to their education records. While the primary record is located in the Office of the Registrar, other records may be located in Admissions, Financial Aid, Business Affairs, Career Development Center, Student Health Service, Student Affairs, Graduate Studies, Office of International Students and academic departments.

Minnesota State University has designated the following items as Directory Information. As such, this information may be released to the public without the consent of the student: name, date and place of birth, local and permanent address, major field of study, local and permanent telephone number, dates of attendance, previous college/university attended, degrees received, e-mail address, awards and honors, height and weight information for athletic participation, performance records and participation in competitive events, and participation in officially recognized activities, sports and organizations. Students may request that directory information be kept private by contacting the Office of the Registrar, 136 Wigley Administration Center.

Copies of the complete Student Records Policy may be obtained from the Office of the Registrar, the Office of Finance and Administration or the Office of Student Affairs.

Equity In Athletics Disclosure Act 1994. U.S. Department of Education guidelines now require post-secondary institutions participating in federal student aid programs to publish annual reports on gender equity in intercollegiate sports. In compliance with the EADA, Minnesota State University prepared its first Equity Act report by October 1, 1996. Updated reports are released by October 15 of each subsequent year. Included is data on the amount of money spent on men's and women's teams and recruiting efforts, participation rates, personnel and operating expenses, revenues generated, and sports related financial aid allocations. The report is readily accessible to students, prospective students and the public. Contact the Office of Student Affairs, 336 Wigley Administration Center, 507-389-2121.

Student Right-to-Know and Campus Security Act 1995. The Student Right-to-Know and Campus Security Act increased the level of information universities must collect and provide to current and prospective stu-

dents and employees and to the Department of Education. The first part of the act, entitled the Student Right-to-Know Act, requires colleges and universities to compile and release institution-wide graduation rates for all students, with more detailed statistical information submitted on the graduation rates of athletes. The graduation rate for Minnesota State University, Mankato, new entering freshman, fall term 1995 cohort, is 44 percent. This percentage reflects the number of first time, full-time four-year degree seeking students either who received a baccalaureate degree within six years or an associate degree within three years. The 1995 cohort is the most recent one for which a six year graduation rate is available.

Part II of the act, entitled the Campus Crime Awareness and Campus Security Act of 1990, requires colleges and universities to annually make available to all current employees and students as well as to applicants for enrollment or employment the following information: 1) a description of policies concerning the security of and access to all campus facilities; policies and procedures for reporting campus crime; and policies concerning law enforcement along with crime prevention educational programs relating to campus security, and 2) statistics concerning the occurrence of certain categories of campus crimes. Institutions are also required to issue timely warnings to the campus community about criminal activities representing a continued safety threat to aid in crime prevention. In addition, the University complies with the 1998 Higher Education Amendments Act that amended the Campus Security Act by expanding the geographic scope and categories of offenses that must be included in the annual statistics. This information is available to Minnesota State's "Partners in Safety" brochure, which is made available to each enrolled student and employee annually. Copies are available from the Security Department, 222 Wiecking Center, 389-2111, the Women's Center, 246 Centennial Student Union, 389-6146, First Year Experience, 10 Gage Complex, 389-5489, and Human Resources, 325 Wigley Administration Center, 389-2015. The brochure is also available at www.mnsu.edu/safety.

DEGREES

Minnesota State University offers programs leading to two associate degrees, baccalaureate degrees, six master's degrees and four specialist degrees. (The Graduate Studies Bulletin contains complete information regarding graduate degree programs.) MSU also offers several non-degree programs, some leading to certification and others as preparation for further study at specialized professional schools.

Please note that for any degree program, completion of a major and a minor in the same discipline is not permitted. Usually a minor is not required if two or more majors are completed on the same degree. Some majors do require specific minors to be completed.

BACCALAUREATE DEGREES

The baccalaureate degrees available are Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Bachelor of Music (B.Mus.), Bachelor of Science (BS). Students seeking teacher licensure pursue a Bachelor of Science degree. These degrees are generally based upon four years of study and require satisfactory completion of 128 credits.

Bachelor of Arts (BA). The Bachelor of Arts degree emphasizes both breadth and depth in its curriculum. In addition to the general education credits required for the B.S. degree, B.A. candidates must complete one total elementary or intermediate sequence in a single foreign language, unless exempted by the Department of Modern Language. This brings the total number of credits required for general education to 52. Students exempted from foreign language study must substitute elective credits in place of the language requirements; they are still accountable for 52 general education credits.

BA candidates usually complete a major not exceeding 40 semester credits and a minor not exceeding 20 semester credits, plus general education and elective credits. Certain broad majors which exceed 47 semester credits do not require the completion of a minor.

BA candidates who wish to qualify as secondary school teachers may do so by completing the requirements for the Bachelor of Science (teaching) plus the professional education and other secondary teaching requirements described in the Bachelor of Science program for licensure. Students will then earn a Bachelor of Science (teaching) in addition to, or instead of the Bachelor of Arts. They may alternatively choose to complete the Master of Arts in Teaching degree described in the MSU Graduate Bulletin.

Bachelor of Fine Arts (BFA). The Bachelor of Fine Arts degree program is designed for students who desire a professional career in art. The art major for the BFA program has been designated as a broad major and, therefore, does not require the completion of a minor.

Bachelor of Music (B.Mus.). The Bachelor of Music degree program is designed for students who aspire toward a professional career in music. The music major for the B.Mus. degree has been designated as a broad major and, therefore, does not require the completion of a minor. Keyboard and vocal majors seeking the B.Mus. degree should complete 8 semester credits for elementary or intermediate sequence foreign language coursework as part of the degree requirements.

Bachelor of Science (BS). The Bachelor of Science degree emphasizes professional or technical preparation. BS candidates usually complete a major not exceeding 40 semester credits and a minor not exceeding 20 semester credits, plus general education and elective credits. Certain broad majors which exceed 47 semester credits do not require the completion of a minor.

Teacher Licensure. Students seeking teacher licensure must also complete the professional education requirements, which include student teaching.

Minors. All approved minors may be used with most undergraduate baccalaureate majors. Some majors may require specific minors.

ASSOCIATE DEGREES

Associate degree programs are two year, 64-credit programs of a pre-professional or terminal nature. They represent an alternative to the four-year baccalaureate degree. Although most emphasize developing technical skills, they require some general education.

Associate of Arts (AA). The Associate of Arts (AA) degree can be earned through the liberal studies program.

Associate of Science (AS). The Associate of Science (AS) degree can be earned through the dental hygiene program. Detailed program descriptions are provided in departmental sections.

NON-DEGREE PROGRAMS

Pre-Professional Programs. The purpose of the pre-professional program is to provide students with the intellectual and academic background they will need before continuing their education at other institutions. Acceptance to professional educational institutions is usually contingent upon academic performance; therefore, students enrolling in pre-professional programs should be highly motivated and realize they are expected to maintain high standards of excellence.

Certificate and Non-Teaching Licensure Programs. These programs provide evidence of specialized study and expertise in given fields such as dental assisting, gerontology, non-profit leadership, and nursing home administration.

A certificate is awarded to students who satisfactorily complete a prescribed course of study and/or a qualifying examination. Program descriptions, with specific requirements, are given under departmental headings.

COLLEGES

COLLEGE OF ALLIED HEALTH AND NURSING

Dr. Kaye Herth, Dean
124 Myers Field House
Phone: 507-389-6315
Fax: 507-389-6447

Dental Hygiene
Family Consumer Science
Health Science
Human Performance
Recreation, Parks and Leisure Services
Speech, Hearing and Rehabilitation Services
School of Nursing

College Mission: The College of Allied Health and Nursing is dedicated to promoting wellness and improving quality of life through education, scholarship and service to the state, region, and global community.

College Goals:

1. Foster an active learning community that empowers critical thinking, ethical decision making, multicultural competence, global/international perspective, wellness, life-long learning, and leadership skill development.
2. Provide innovative, accessible, high-quality undergraduate and graduate educational programs and continuing education programs responsive to the needs of students and health service professionals.
3. Enhance the visibility of College, its mission, vision, distinctive, and achievements to internal and external constituents.
4. Identify centers of excellence and areas of potential growth and delineate a resources allocation and marketing plan.
5. Promote a healthy environment that values each member of the learning community and supports student, faculty, and staff professional development and participation in quality education, scholarship/research, and service opportunities.

Academic Advising: Students majoring in an area of study in the College of Allied Health and Nursing have an advisor assigned to them from their area of interest. Questions and concerns pertaining to advising and the assignment of advisors can be answered by the student relations coordinator, Mark Schuck, 135 Myers Field House, 507-389-5486. Advising information about nursing is found under School of Nursing.

Probation Advising Plan:

1. The student will be notified of his/her probationary status by a letter from the Office of Academic Affairs.

2. The SRC for Allied Health programs or the SRC for Nursing will send a letter to the Probationary student outlining the process to be followed before any further registration can occur.
3. The student must contact the department/school of his/her major to receive the Academic Probation Form and to set up an individual meeting with his/her faculty advisor. This will be stated in the letter from the SRC.
4. If the academic advisor and the student agree that continued enrollment is warranted, the advisor and student will complete, sign, and date the "Request for Removal of Registration Hold" form and return it to the department/school secretary. The secretary will deliver the form to the respective SRC.
5. The SRC will lift the registration hold to allow registration for the upcoming semester.

*These students are not necessarily admitted to the program but have declared as their major a program within the College of Allied Health and Nursing.

Admission to Major: Admission to majors in the College of Allied Health and Nursing is granted by the academic department or school in which the student proposes to major.

DEGREES OFFERED

Bachelor of Science: Alcohol and Drug Studies, Athletic Training*, Communication Disorders*, Dental Hygiene*, Family Consumer Science (Dietetics, Family Life & Child Development, Food & Nutrition, Housing and Consumer), Health Science: Community Health*, Nursing*, Physical Education* (General, Exercise Science, Sports Management), Recreation, Parks & Leisure Services (Leisure Planning and Management, Resource Management, Therapeutic Recreation)*

Bachelor of Science (Teaching): Family Consumer Science Education*, Health Science: School Health (5-12)*, Physical Education (K-12)*

Associate of Science: Dental Hygiene

Minors: Alcohol and Drug Studies, Community Health, Corporate & Community Fitness/Wellness, Family Consumer Science, Physical Education, Recreation.

Teaching Minors: Athletic Coaching (no licensure available), Developmental/Adapted Physical Education #

* Minor not necessary for completion of degree requirements.

Licensure only when accompanied by a physical education teaching major.

In addition, the College coordinates two pre-professional programs: Pre-Physical Therapy and Pre-Occupational Therapy.

COLLEGE OF ARTS AND HUMANITIES

Dr. Jane F. Earley, Dean

226 Armstrong Hall

Phone: 507-389-1712

Fax: 507-389-5887

Web site: www.mnsu.edu/carts

Art

English

Mass Communications

Modern Languages

Music

Philosophy

Speech Communication

Theatre and Dance

Mission and Goals Statement. The College of Arts and Humanities cultivates the appreciation and practice of forms of creative, intellectual, and cultural expression, the understanding of values and issues raised by those forms of expression, and the ability to think critically and to communicate effectively.

In order to realize its mission, the College has set the following goals:

- To offer quality undergraduate and graduate programs that engage students in effective learning communities and prepare them for professional careers or advanced study.
- To offer general education courses that encourage students to acquire disciplined habits of critical thinking and creative expression, thus enabling students to make and communicate enlightened judgments.
- To promote creative and scholarly expression through exhibitions, performances, lectures, and discussions that will engage the campus and the general public in the arts and humanities.
- To offer students opportunities to engage in meaningful practice within their disciplines.
- To engage in scholarship, research, and creative activity--using appropriate technologies--that will contribute to faculty development and to the professions and society.
- To provide advising and support services that will aid students in academic and career planning.
- To encourage students to be lifelong learners who recognize the interrelatedness of all knowledge in a diverse, global society.

Academic Advising. Students majoring in an area of study in the College of Arts and Humanities have an advisor from their area of interest assigned to them. Questions and concerns pertaining to the major, to advising and to the assignment of advisors will be answered for students in the department office of the major. General questions can be answered by the student relations coordinator, Carrie Finn, 226 Armstrong Hall, 507-389-1770.

Probation Advising Plan:

1. The student will be notified of his/her probationary status by a letter from the Office of Academic Affairs.

2. The Student Relations Coordinator for the College will send a follow-up letter asking the student to come to the College Dean's Office (226 AH) to make an appointment with the SRC by the fifth day of classes.
3. The SRC will review with the student the process to be followed before any further registration can occur; at this meeting the student will provide information for the "College Form for Advising Majors on Probation." The SRC will route this form to the department chair of the student's major.
4. The student will contact the department chair of the major to set up a meeting to discuss the barriers to academic success in the previous term and to plan for success in the current term; this information will be added to the "College Form for Advising Majors on Probation."
5. The student will carry out the plan for success.
6. The student will meet with the department chair prior to pre-registration to demonstrate corrective activity.
7. If the plan for success produces improved academic performance warranting continued enrollment, the department chair will approve the class schedule for the following semester, and will route the form to the SRC. The student must meet with the SRC to receive the dates for his/her pre-registration.
8. The SRC will then lift the hold for the temporary period allowed for the student to register; the hold will be re-instated automatically after the temporary period until final grades for the semester indicate whether the student has achieved success and is no longer on probation.

Admission to Major: Admission to majors in the College of Arts and Humanities is granted by the academic department in which the student proposes to major.

DEGREES OFFERED

Bachelor of Fine Arts. Art*

Bachelor of Arts. Art (History, Studio), English (Literature, Writing), French, German, Humanities*, Mass Communications (General, News-Editorial, Public Relations), Music, Philosophy, Scandinavian Studies, Spanish, Speech Communication, Theatre Arts

Bachelor of Music. Music (Organ, Piano, Voice or Winds, Strings and Percussion)*

Bachelor of Science. English, French, German, Mass Communications (General, News-Editorial, Public Relations), Music* (see Bachelor of Music degree), Music Management,* Open Studies,* Philosophy, Spanish, Speech, Theatre Arts*

Bachelor of Science (Teaching). Art (K-12)*, English/Speech: English Concentration,* French,* Music Education (Vocal/General K-12,* Instrumental/General K-12*),

Spanish,* English/Speech: Speech Concentration,*
Dance/Theatre*

- * Minor not necessary for completion of degree requirements.
- Requires a second major or two minors.

Associate of Arts Degree. Liberal Studies

Minors. Art (History, Studio), Dance, English (General Writing), French, German, Humanities, Linguistics, Mass Communications, Music, Philosophy, Scandinavian Studies, Spanish, Speech Communication, Teaching English as a Second Language (TESL), Technical Writing, Theatre Arts.

Teaching Minors. Teaching English as a Second Language (TESL)

Special Artistic and Cultural Events. Through its departments, the College of Arts and Humanities offers special programs for students and the public. These include performances in the E. J. Halling Recital Hall, and Ted Paul Theatre, the Good Thunder Series and other readings by creative writers, exhibitions at the Conkling Art Gallery, and many other cultural activities.

COLLEGE OF BUSINESS

Dr. Scott D. Johnson, Dean

120 Morris Hall

Phone: 507-389-5420

Fax: 507-389-5497

Accounting and Business Law

Finance

Management

Marketing and International Business

Mission. Our mission is to educate undergraduate students to be successful and responsible business leaders dedicated to pursuing excellence. Our high-quality business programs primarily focus on meeting the educational needs of Minnesota students, with a secondary focus on meeting the needs of students from the region. We partner with business to provide our programs in a technologically-advanced, active learning environment.

Our faculty, students and external partners work together in an environment of mutual respect and continuous professional development. The College encourages diversity of thought, exploration of technology, intellectual discovery, and contributions to the improvement of our global society. We pursue excellence in teaching, and engage high quality research and service to support our teaching. Although we value basic research, our intellectual contributions focus principally on applied research and instructional development which enhance the learning process and improve business practice. Our service facilitates management of the college and university, supports extracurricular activities, contributes to our business disciplines through the scholarly review and editorial process, and builds business partnerships to enrich student learning.

Student Outcomes.

General Effectiveness Skills:

- Demonstrate analytical, problem-solving and decision-making skills
- Demonstrate critical thinking skills
- Demonstrate written and oral communication skills
- Demonstrate quantitative skills used in business
- Demonstrate computer skills in data base management, spreadsheets, and statistics
- Demonstrate teamwork skills
- Demonstrate leadership knowledge and skills.

Business Core Competencies:

- Demonstrate technical and professional knowledge in all areas of business
- Understand the impact of global forces on business organizations
- Understand legal issues in organizations
- Understand ethical issues in business
- Understand the role of cultural diversity in business
- Understand the dimensions of quality in organizations.

Satisfaction Outcomes

- Satisfaction with the educational experience
- Employer satisfaction with student preparation.

Professional and Service Outcomes

- Community Service contributions
- Occupational attainment of graduates
- Continuing education of graduates.

Information Technology Initiative. The purpose of the Information Technology Initiative is to put computer technology into the hands of all College of Business (COB) students. Its mission is to provide education to students in a technologically-advanced active-learning environment. The Initiative is designed to provide students with industry applications of information technology that makes them better prepared and more marketable to prospective employers.

Each course and each professor will require different applications of notebook technology. Some courses will use notebooks intensively in class while others will rely more on out-of class applications. Students should not expect to use their notebook computer every day in every class. The common thread throughout the curriculum will be that professors will know all of their students have the appropriate technology to meet course objectives at all times.

Students may order the COB notebook on the COB Web site (www.cob.mnsu.edu) then click on the icon labeled "I.T. Initiative.") or by visiting the Campus Computer Store. The model/price will vary by semester/year. In addition to the initial cost of the COB laptop, a \$125 program fee is paid each semester the student enrolls in notebook courses. The fee covers technical services/support, unlimited printing on private COB printers, site licenses for software, the wireless infrastructure, and related program costs.

Academic Advising. Students majoring in an area of study in the College of Business have an advisor from

their area of interest assigned to them. Questions and concerns pertaining to advising and the assignment of advisors can be answered by the Office of Advising, 151 Morris Hall, 507-389-2963.

Probation Advising Plan: College of Business students who have earned a cumulative GPA of less than 2.0 and/or a rate of satisfactory course completion less than 67% will be placed on academic probation, notification of which will appear on the official transcript. The College of Business procedure for lifting probation holds is:

1. Academic Affairs notifies probationary student of general guidelines to clear probation (soon after grades are sent to student).
2. Letter is sent to each probationary College of Business student.
3. Probationary student schedules a conference with Advising Center staff for explanation of entire process to lift registration.
4. Student schedules conference with academic advisor and/or chairperson to complete the registration release form.
5. Conference held with academic advisor/chairperson. Probation form to lift hold is completed.
6. Registration hold is either lifted or retained.

Admission to Major. Admission to majors in the College of Business is granted by the academic department in which the student proposes to major. To be admitted to any program, the following requirements must be met:

- GPA of 2.5 for admission.
- Completion of 33 semester credits of general education requirements. Consult bulletin for cultural diversity requirements.
- Demonstrated microcomputer competency by successfully completing COMS 101, Introduction to Microcomputers, or equivalent.
- Completion of ACCT 200, 210; ECON 201, 202, 207; MGMT 200; College Algebra 112; BLAW 200; Second Year Experience 201.
- Completion of math and English competencies.
- Completion of 60 credits (or in progress).

Students must be admitted to the College of Business and a program to be awarded a degree in their selected major. Students who are non-business majors, business minors, or those who are not seeking a four-year degree will be allowed to complete a maximum of 30 semester credits of business courses.

DEGREES OFFERED

Bachelor of Science. Accounting*, Finance*, International Business*, Management (General Management, Human Resource Management, Management Information Systems)*, Marketing*

* Minor not necessary for completion of degree requirements.

Minors. Accounting, Business Administration, Business Law, Human Resource Management, International Business, Management, Marketing

Requirements for All Majors. All business majors are comprehensive and no minors are required. The majors' requirements include: 1) the business foundation requirements; 2) the specific requirements for each program; and 3) successful completion of Second Year Experience.

Majors in the College of Business are required to complete a minimum of 64 credits outside the College of Business. ECON 201, 202, 207, COMS 101, BED 345, and MATH 112 are outside of the College of Business.

Transfer students must complete a minimum of 30 resident credits at the upper division (300-400) in the College of Business.

Students must earn a minimum grade-point average of 2.0 (C) on the total courses taken in the College of Business to meet graduation requirements. No more than one-fourth of a student's major shall consist of P/N grades.

Second Year Experience. The purpose is to focus students on their academic and co-curricular professional development activities for completion of their business education at MSU. Orientation sessions are required of all students for admission to the College of Business. Transfer students with AA degrees take the sessions their first semester at MSU.

Internship Program. The College of Business offers each student the opportunity to participate in business and industrial organizations through intern programs. Internships are available during the junior or senior year in all departments. Students interested in internships should interview early with the internship coordinator for their department to enroll in this program.

College of Business Student Organizations. There are nine student organizations in the College. They offer activities (speakers, workshops, company visits, fundraisers, etc.) to help students prepare for business careers upon leaving Minnesota State University.

COLLEGE OF EDUCATION

118 Armstrong Hall

Phone: 507-389-5445

Fax: 507-389-2566

*Aviation and Business Education
Counseling and Student Personnel
Educational Leadership
Elementary and Early Childhood
K-12 and Secondary Programs
Military Science (Army ROTC)
Special Populations
The Children's House*

Mission. The College of Education, in partnership with the greater educational community, seeks to create the conditions whereby faculty, students, and educators at all levels are able to reach their full potential as professional practitioners and as human beings. This can be accomplished by attending to four dimensions:

**I. The learner;
II. The professional practitioner;
III. The educational community; and
IV. The University.**

In order to realize its mission, the College of Education has set the following goals for The learner, The professional practitioner, The educational community, and The University:

I. The learner.

Faculty, students, and educational professionals will:

1. Model and encourage an attitude of curiosity and life long learning;
2. Celebrate human diversity related to culture, ethnicity, religion, ability, learning styles, gender, age, social/economic status, and sexual orientation.
3. Engage in a self-reflective dialogue with (for) the purpose of developing their talents.

II. The professional practitioner.

Faculty, students, and educational professionals will:

1. Possess the knowledge and skills necessary to make good educational decisions.
2. Possess the knowledge and skills necessary to create effective learning environments.
3. Be able to translate research-based information into effective professional practice.
4. Engage in a self-reflective dialogue with the purpose of developing their professional practice.
5. Seek the highest good for students.
6. Strive for excellence in their professional practice.

III. The educational community.

Faculty, students, and educational professionals will:

1. Engage in an egalitarian dialogue with colleagues and members of the education community.
2. Contribute to the educational community through service and partnership.
3. Contribute to the field of education and the counseling profession through research and other scholarly activity.

IV. The University.

Faculty, students, and educational professionals will:

1. Promote and model a democratic process in regards to program design and decision making.
2. Act in the best interests of students, school systems, and the university.
3. Seek compromise through full communication and respectful dialogue.
4. Act with integrity.

Academic Advising. Students majoring in an area of study in the College of Education have an advisor from their area of interest assigned to them. Questions and concerns pertaining to advising and the assignment of advisors can be answered by Cheryl Kalakian, College of Education Academic Advising Office, 117 Armstrong Hall, 507-389-1215.

Probation Advising Plan:

1. The student will be notified of his/her probationary status by a letter from the Academic Affairs Office no later than two weeks into the start of the current semester.
2. The College of Education will send a letter to the probationary student no later than two weeks after the original notification from Academic Affairs. This letter will outline the College's plan for the student to remove his/her registration hold.
3. The probationary student will be required to attend an academic success session provided by the Student Relations Coordinator scheduled within two weeks of the College's notification letter. Students will have an opportunity to select one of several sessions facilitated by the College of Education Academic Advising Office (AH 117). During these sessions each student will receive a packet of materials including (1) major advisor information, (2) major program plan of study forms, and (3) the "Request for Removal of Registration Hold" form to be completed with his/her advisor. At this session the student will begin assessing his/her individual situation and consider possibilities for overcoming difficulties. The Student Relations Coordinator will speak to general retention strategies (i.e. repeating of coursework and academic re-evaluation). Most importantly, clear directions will be given as to how the student continues toward his/her removal of the registration hold.
4. After attending an assessment session, the student must schedule an individual advising meeting with his/her assigned faculty advisor (within ten days following their academic success session). The purpose of these individual academic advising meetings will be to discuss specific factor(s) which may have contributed to his/her probationary status and to identify specific action(s) to be taken in order to achieve satisfactory status. The student and advisor will complete the "Request for Removal of Registration Hold" form and as part of this form consider courses for the next semester.
5. If the academic advisor and student agree to the conditions of the "Request for Removal of Registration Hold" form, then continued enrollment is warranted and the advisor and student sign and date such form and the advisor returns the form to the Student Relations Coordinator.
6. The Student Relations Coordinator will lift the registration hold to allow registration for the upcoming semester.
7. Following pre-registration, the registration "hold" will be reinstated.

Admission to Major: Admission to the major is granted by the academic department in which the student proposes to major. To be admitted to any program, the following requirements must be met:

- GPA of 2.5 for admission
- Completion of 32 semester credits.

Admission to Professional Education.

Coordinator: Cheryl Kalakian, 117 Armstrong Hall

All students working toward a teaching degree need to be admitted to professional education prior to enrollment in professional education coursework. The Office of Academic Advising oversees this admission process.

Refer to either the Early Childhood and Elementary Education (EEC) or K-12 and Secondary Programs (KSP) sections for specific admission criteria.

Praxis I (PPST) Exam. The Minnesota Board of Teaching requires all candidates to provide evidence of having taken the PPST prior to enrolling in upper division coursework in the professional education sequence. Candidates who fail to achieve the minimum score on one or more of the examinations may enroll in upper division coursework in the professional education sequence; however, candidates must achieve passing scores prior to recommendation for an initial teaching license. Please consult the Academic Advising Office or the MSU Counseling Center for test dates.

Alternative Admission Policy. An alternative admission policy exists to encourage the participation of individuals from under-represented groups. The Student Relations Coordinator has the responsibility of hearing appeals for admission to the professional education program and may make exception to the published admission criteria.

DEGREES OFFERED

Bachelor of Science. Aviation, Early Childhood Education, Elementary Education

Minors. Aviation Management, Military Science

TEACHER EDUCATION DEGREE REQUIREMENTS - GENERAL

All students who wish to teach at the elementary and secondary education levels must fulfill the general education requirements for the B.S. (teacher licensure) degree. Students are advised that some of the required coursework for the major is included within general education offerings.

Early Childhood Education Degree. Students who want to teach in early childhood should complete a major in early childhood education (birth through grade) through the Department of Elementary and Early Childhood. For more information, see program description under Early Childhood Education.

Elementary Education Degree. Students wanting to teach at the elementary level should complete a major in elementary education through the Department of Elementary and Early Childhood. For more information, see program description under Elementary Education.

Secondary Education Degree. Students who want to teach in content teaching fields must select an approved

teaching major. In addition to a teaching major, students must complete professional education coursework as described in the Secondary 5-12 and K-12 Professional Education section.

Requirements related to teaching majors or professional education coursework are subject to change as new rules governing program approval are adopted by the Board of Teaching.

Student Teaching. All students are required to complete a student teaching experience in the licensure field and at the licensure level for which they are to be recommended for licensure. For further requirements, please see the Elementary and Secondary/K-12 sections.

Degree. To be eligible for Minnesota State University, Mankato's recommendation for an initial license, an undergraduate student must complete a B.S. (teaching) Degree.

Transfer students wanting to earn a B.S. (teaching) degree from Minnesota State University are required to complete a minimum of 30 MSU semester credits. A program evaluation of prior academic coursework as well as a minimum of six semester credits of student teaching at Minnesota State University is required for teacher licensure by this institution.

Teaching License.

Gail Orcutt, Licensure Coordinator
118 Armstrong Hall; 507-389-1216

The University recommends candidates for licensure to a state upon the satisfactory completion of a licensure program. However, licensure does not occur automatically through graduation and the awarding of a diploma. Students need to make application for a Minnesota teaching license at the close of the term in which they graduate. The College of Education, 118 Armstrong Hall, coordinates the licensure process. In addition to meeting all program requirements, the Praxis I (PPST) examination of skills in reading, writing and mathematics needs to be successfully completed, as well as the Praxis II pedagogy and/or content examination. Minnesota State Law requires that all candidates applying for initial licensure in this state be fingerprinted for national background checks. A conduct review statement will also need to be completed and signed. There is a \$26 fee for the criminal background check. The fee for the issuance of a State of Minnesota teaching license is \$47.

The Children's House. The Children's House of Minnesota State University is a model teacher education facility for prospective and in-service teachers of Early Childhood Education, Family Life and Child Development, and Elementary Education Majors with a Pre-primary emphasis. With its spacious facilities, state of the art equipment and optimum pre-kindergarten child enrollment of 90, The Children's House provides the setting and the subjects for fostering creative and comprehensive teacher education. The early learning setting meets the educational and individual needs of children ages six weeks through six years who may be enrolled full time or part time in the program.

**COLLEGE OF SCIENCE, ENGINEERING
AND TECHNOLOGY**

Dr. John Frey, Dean

131 Trafton Science Center N

Phone: 507-389-5998

Fax: 507-389-1095

Automotive and

Manufacturing Engineering Technology

Biological Sciences

Chemistry and Geology

Computer and Information Sciences

Electrical and Computer Engineering and Technology

Interior Design and Construction Management

Mathematics and Statistics

Mechanical and Civil Engineering

Physics and Astronomy

The College of Science, Engineering and Technology offers a broad range of programs for students interested in the sciences, engineering and technology. Students have a variety of career opportunities in the areas of industry, research, teaching, government, and professional or graduate school.

Academic Advising. Students majoring in an area of study in the College of Science, Engineering and Technology are assigned to a faculty advisor at the time they declare their major. Students are urged to declare their major and have an appropriate advisor assigned as soon as they have identified their majors.

Advisors assist students by helping them to plan their coursework; monitoring their academic progress; exploring career opportunities related to their major; and learning about curriculum changes, internships, scholarships, campus resources and undergraduate research options. Students are encouraged to develop and maintain a quality working relationship with their academic advisor.

General questions and concerns about academic advising may be addressed by Angie Bomier, Student Relations Coordinator, 125 Trafton Science Center, 507-389-1521.

Student Academic Advising Center. The Academic Advising Center for the College of Science, Engineering and Technology offers advising support services for all students enrolled in College programs of study. Services of the Advising Center include:

- general education assessment and advising
- major declaration and major change processing
- advisor assignments
- admission to upper-level major courses
- course scheduling assistance
- pre-graduation application assessments
- probationary advising

The Academic Advising Center also offers information concerning:

- major and minor requirements
- campus resources and support services

- MSU policies and procedures
- College-based scholarships
- College-based activities

The Advising Center is located in 125 Trafton Science Center. Students may access services by calling 389-1521, by visiting during office hours, or by arranging appointments at their convenience.

Probation Advising Plan: Among the most important goals of this probationary policy are those which encourage good planning, utilization of campus resources, support for the student's achievement in current courses, and development of an effective relationship with the student's academic advisor. These goals require time and thoughtful consideration. To support these goals, students must complete the process outlined no later than the first day of classes for the next semester.

1. The College of Science, Engineering and Technology will send a letter to the probationary student, outlining the process to be followed before any further registration can occur.
2. The probationary student must contact the College of Science, Engineering and Technology's Student Relations Coordinator to confirm the student's major and academic advisor.
3. Students will be required to attend one of the small-group assessment sessions provided by the Student Relations Coordinator.
4. After attending an assessment session, the student must set up an individual meeting with his or her faculty advisor to set goals for the remainder of the semester, to adjust his or her current schedule if necessary, and to consider courses for the next semester. If this is the student's second probation, the advisor and student will review and evaluate the previous request form before determining the criteria to be met for continued enrollment. Consideration will be given to the progress demonstrated by the student; the effect of previous recommendations; and any intervening circumstances.
5. If the academic advisor and student agree that continued enrollment is warranted, the advisor and student will complete, sign, and date the "Request for Removal of Registration Hold" form and return it to the Student Relations Coordinator.
6. The Student Relations Coordinator will lift the registration hold to allow registration for the upcoming semester.
7. Following pre-registration, the registration "hold" will be reinstated.

Admission to Major: Requirements for admission to upper level classes in the majors vary, and are described in each of the department sections of this catalog. Application forms and information are available in the College Student Advising Center, 125 Trafton Science Center.

DEGREES OFFERED

Bachelor of Arts. Astronomy, Biology, Biochemistry ++, Chemistry, Earth Science ++, Mathematics, Physics

Bachelor of Science. Astronomy ++, Automotive Engineering Technology ++, Biochemistry ++, Biology (Bio-Business, Cytotechnology, Earth Science ++, Ecology, General, Human Biology, Microbiology, Physiology), Plant Science, Toxicology, Zoology), Biotechnology ++, Chemistry, Civil Engineering**, Clinical Laboratory Sciences/Medical Technology ++, Computer Engineering, Computer Engineering Technology, Computer Science (General, Computer and Information Sciences), Electrical Engineering**, Electronic Engineering Technology ++, Environmental Sciences *, Food Science Technology, Interior Design and Construction Management (Construction Management, Interior Design, Facilities Planning and Management, Historic Restoration and Preservation ++), Management Information Systems, Manufacturing Engineering Technology ++, Mathematics, Mechanical Engineering**, Physics ++

Bachelor of Science (Teaching). Chemistry (5-12) ++, Earth Science ++, Life Science (5-12) ++, Mathematics (5-12) ++, Physics (5-12) ++

Degree Codes:

- * Requires a second major OR two minors
- ** No other major or minor accepted in this degree program
- ++ Minor is not required for completion of degree requirements

Minors. Astronomy, Automotive Engineering Technology, Biology, Chemistry, Computer Science, Computer Information Science, Computer Technology, Earth Science, Electronic Engineering Technology, Environmental Sciences, Geology, Manufacturing Engineering Technology, Mathematics, Physics, Statistics

Andreas and Standeford Observatories. See the Astronomy section for a detailed description of the observatory facilities at Minnesota State University, Mankato.

Business and Government Partnerships. The College is actively involved in partnerships with business and government agencies. These relationships are mutually beneficial for students and the associated partners. Students receive experience on up-to-date equipment/software and in "real-world" applications. Such experiences help provide students with background in their major fields, linking theoretical classroom/lab preparation with day-to-day business and government applications. The business and government partners have access to a well-prepared student work force, and have an opportunity to hire graduates who have had firsthand experience on their type of equipment/software and applications.

Regional Science Fair Program. The College coordinates four regional Science and Engineering Fairs that attract about 2,500 students annually in grades three to 12. These fairs offer an exceptional opportunity to en-

rich school programs at both the elementary and secondary level through encouraging independent project work, developing displays, having work judged by professional scientists and engineers, sharing similar interests with other students, competing for awards, and receiving local, national and even international recognition. For future scientists and non-scientists alike, Science and Engineering Fair work provides experience and motivation that are reflected in both personal and classroom development.

Water Resources Center. The Water Resources Center is a regional center which gathers, interprets and transfers data of environmental significance. It is closely associated with the Department of Biological Sciences, and is interdisciplinary in nature and functions to facilitate projects. To this end the Center obtains grants and contracts in the areas of regional applied and theoretical research. The Center emphasizes the involvement of students, both graduate and undergraduate, in meaningful research experiences. At present there are 12 ongoing projects involving lakes, rivers, wetlands, groundwater, land use, agriculture waste utilization and public policy.

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

Dr. Susan Coultrap-McQuinn, Dean

111 Armstrong Hall

Phone: 507-389-6307

Fax: 507-389-5569

Advising "U"

Phone: 507-389-6306

Anthropology

Earth Science

Economics

Ethnic Studies

Geography

Gerontology

History

International Relations

Political Science/Law Enforcement

Pre-Law

Psychology

Social Studies

Social Work

Sociology and Corrections

Urban and Regional Studies Institute

Women's Studies

The College of Social and Behavioral Sciences promotes the exploration, understanding, explanation and transformation of the social world. The organization of the College into distinct disciplines and departments insures diverse perspectives on the social world, its historical emergence, and its interaction with physical and ecological surroundings. While we seek to convey the specialized knowledge of our distinct disciplines to our students, we also strive to educate the whole person and to encourage our students to utilize this knowledge to

ward self-understanding. We seek to cultivate a broad set of intellectual abilities, including critical thinking, analytical and research skills, and clarity of oral and written expression. In addition to these broad skills, some programs within our college incorporate applied, pre-professional, and professional components.

The College of Social and Behavioral Sciences offers students a broad range of courses and programs aimed at increasing understanding of human behavior and developing skills that will be useful in a variety of people-orientated jobs and careers. Students majoring in one or more of the social and behavioral sciences may, for example, go on to graduate school, teach, do research, follow careers in public service, become part of the helping professions, serve as program administrators and planners, or follow one of many other routes to using the special perspectives and skills developed through the programs of this college. The College offers both undergraduate and graduate programs of study. In each program we commit ourselves to promoting the success of our students during their time at Minnesota State University, Mankato and in their future endeavors.

Academic Advising. Students majoring in an area of study in the College of Social and Behavioral Sciences are assigned an advisor who is a teaching faculty member within the department of their major. Students should contact the department of their major to declare the major and to be assigned an advisor. Students are encouraged to develop a quality working relationship with their advisor who may help them select classes, explore career and internship opportunities, access appropriate campus resources, and monitor their academic development. General questions and concerns about advising are addressed by Clark Johnson, Student Relations Coordinator, 114 Armstrong Hall, 507-389-5718, clark.johnson@mnsu.edu.

Advising “U” Advising “U” is the student resource center for the College of Social and Behavioral Sciences. Located in the center of campus, Advising “U” is a good place for students to seek answers to questions they have about academics and advising in the College.

Advising “U” can help students with:

- General education advising
- Selecting a major in the College of Social and Behavioral Sciences
- Developing strategies for success in classes
- Career exploration
- Study skills and time management
- Information about scholarships
- Finding volunteer opportunities

Advising “U” also serves as the home for preparing College faculty to be effective advisors. Advising “U” is located in 114 Armstrong Hall, 507-389-6306.

Probation Advising Plan: Students on academic probation will have a hold placed on their registration. Students are placed on academic probation when they

achieve a grade point average below 2.0 and/or a cumulative course completion rate of less than 67 percent of all Minnesota State University, Mankato courses. In order to return to good academic standing and have the registration hold removed, students must meet with Social and Behavioral Sciences personnel in Advising “U” to begin the process of planning and preparing for a successful semester. Advising “U” is located in 114 Armstrong Hall.

The **Mentor Connection Program** in the College of Social and Behavioral Sciences is a program designed to assist students in making satisfactory academic progress, which results in removal from probationary status. Participation in the Mentor Connection Program is an opportunity for students to develop skills and learn about resources that will help improve academic performance. While participating in the Mentor Connection Program, students will:

- create strategies for success in their classes,
- identify their academic strengths and weaknesses,
- plan for successful academic experiences.

Program Overview

The Mentor Connection Program is a three step process:

1. Students meet with Advising “U” personnel to assess individual needs and establish objectives;
2. Students meet with their advisors and/or mentors, who assist students in creating and implementing strategies to meet the established objectives, (this step usually takes two to four meetings);
3. Students again meet with Advising “U” personnel to discuss academic progress and plans for the future. The registration hold is then lifted.

Expectations

From the Mentor Connection Program, students can expect:

- accurate information about class registration, academic requirements, and campus opportunities and resources
- support of educational goals and plans
- professional respect of skills, interests, and unique circumstances
- prompt referral to other people and offices who can best address students’ needs

The College expects from students:

- genuine effort to learn about themselves and campus opportunities and resources
- careful preparation for advising sessions by reading, forming questions, and considering options
- honest communication of individual skills, interests, and circumstances
- personal responsibility for learning and accepting consequences of academic and personal choices

Admission to Major: Admission to majors in the College of Social and Behavioral Sciences is granted by the academic department in which the student has a major.

DEGREES OFFERED

Bachelor of Arts Anthropology, Earth Science*, Economics, Geography (Professional*, Standard), History, International Relations, Law Enforcement (Option I*, Option II), Political Science, Psychology, Sociology, Women's Studies

Bachelor of Science. Anthropology, Corrections, Earth Science*, Economics*, Ethnic Studies, Geography (Professional*, Standard), History, International Relations, Law Enforcement (Option I* or Option II), Political Science, Psychology, Social Studies* (Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, or Women's Studies), Social Work*, Sociology, Urban & Regional Studies, Women's Studies

Bachelor of Science (Teaching). Earth Science (5-12)*, Social Studies (Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology) (5-12)*

* Minor not necessary for completion of degree requirements.

** Requires an additional major from another discipline.

Minors. Anthropology, Corrections, Earth Science, Economics, Ethnic Studies, Geography, Gerontology, History, Latin American Studies, Law Enforcement, Political Science, Psychology, Social Welfare, Sociology, Urban & Regional Studies, Women's Studies

Center for Applied Social Science. The Center for Applied Social Science is dedicated to promoting applied learning and research opportunities for students and faculty in service to agencies, organizations, and communities in and beyond Minnesota. Students may be involved with faculty members on sponsored projects with communities and agencies. For more information, contact the Dean's Office in 111 Armstrong Hall, 507-389-6307.

Kessel Peace Institute. The Kessel Institute for the Study of Peace and Change is dedicated to advancing the understanding and the existence of peace at all levels, from the individual to the global community. The Institute defines peace in its broadest sense, denoting not only the absence of conflict but also the interrelationship of the factors necessary to create or to enhance harmony within and among human beings and their environment. The Institute supports the annual Kessel Lecture and sponsors films, forums, speakers, and one-day conferences on important issues. The Institute honors the life and work of Abbas Kessel, MSU Political Science professor from 1966 to 1985. For further information, contact Barbara Carson, Department of Sociology and Corrections, 113 Armstrong Hall, 507-389-6265.

Special Projects for Students. The College annually sponsors or hosts several projects of interest to secondary and/or university students. The annual Career and Agency Day provides students the opportunity to learn about career opportunities related to social and behavioral sciences. In partnership with the YMCA, the College hosts the State Convention of the Youth in Government Program. The College recognizes student achievement through Community Service Awards and nominations to Who's Who Among College and University Students. Departments within the College also recognize student excellence through scholarships and other awards.

Honor Societies. Departments within the College of Social and Behavioral Sciences are associated with national honor societies including: Alpha Kappa Delta, International Sociology Honor Society; Alpha Phi Sigma, National Criminal Justice Honor Society; Gamma Theta Upsilon, Geography Honor Society; Omicron Delta Epsilon, International Honor Society in Economics; Phi Alpha, National Psychology Honor Society; Phi Alpha Theta, International Honor Society in History; Pi Sigma Alpha, National Political Science Honor Society; Psi Chi, National Psychology Honor Society; Sigma Xi, National Science Honor Society.

COLLEGE OF GRADUATE STUDIES

125 Wigley Administration Center

Phone: 507-389-2321

Fax: 507-389-5974

www2.mnsu.edu/graduate

From Art to Women's Studies, Minnesota State University, Mankato has the most comprehensive offering of Master's programs in the Minnesota State Colleges and Universities system. The College of Graduate Studies provides over 70 graduate degree programs in areas such as the arts and humanities, natural sciences, allied health and nursing, education, social and behavioral sciences, and almost all of our graduate faculty hold the highest degree in their respective disciplines. Many of our faculty have won teaching awards, published scholarly books, and have provided a broad range of services to our University and community.

Information on each program is available in the Graduate Bulletin, contact the College of Graduate Studies and Research.

General Education and Honors Programs



Gen. Ed. & Honors

GENERAL EDUCATION

MINNESOTA TRANSFER CURRICULUM

Completion of the Minnesota Transfer Curriculum fulfills the general education requirement for any Minnesota public institution. Students transferring with a completed Minnesota Transfer Curriculum will satisfy Minnesota State University, Mankato's general education requirement. Completion of goal areas within the Minnesota Transfer Curriculum will be accepted as completion of that same goal area at Minnesota. Individual competencies will be evaluated and transferred on a course-by-course basis.

Students transferring from MSU to another Minnesota public institution of higher education will have fulfilled the Minnesota Transfer Curriculum if they have completed required courses in the following ten categories: Communication, Critical Thinking, Natural Science, Mathematical/Logical Reasoning, History and the Social and Behavioral Sciences, Humanities and the Arts, Human Diversity, Global Perspective, Ethical and Civic Responsibility, and People and the Environment.

GENERAL EDUCATION GUIDELINES

1. A total of 44 credits must be completed to satisfy the General Education Program at Minnesota State University.
2. Students transferring with the Minnesota Transfer Curriculum completed will be considered to have completed the MSU General Education requirements.
3. While included in general education at Minnesota State University, Mankato, categories 11, 12, and 13 are not part of the Minnesota Transfer Curriculum.
4. A single course may be placed in one or two categories and also may be designated as a Writing Intensive course. Each credit in any of these courses, however, may be counted only once in meeting the 44 credit requirement.
5. The Critical Thinking category two may be satisfied either by taking a course or by the satisfactory completion of the other General Education categories.
6. In each category where two courses are required (i.e., #3, 5, and 6), students are required to take courses from different disciplines.
7. For general education credit, students may take no more than two courses or eight (8) credits, whichever is greater, from the same discipline. The only exception is English, in which three courses may be taken. This exception is allowed because of the Category 1a requirement of ENG 101.
8. For Bachelor of Science in Electrical Civil, Computer or Mechanical Engineering General Education see the program requirements for a detailed explanation of general education coursework for these two degree programs.

9. The general education requirements of the Associate of Arts degree are the same as for the Bachelor of Science degree.
10. General Education courses that satisfy core requirements for cultural diversity are identified by *. Those that satisfy related requirements for cultural diversity are identified by ^.

CATEGORY 1: COMMUNICATION

Goal: To develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically. At a base, all students should complete introductory communication requirements early in their college studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement. There are multiple opportunities for interpersonal communication, public speaking and discussion.

Part A: English Composition

(requires one course, 3 credits or more, with a grade of at least "P" or "C")

Goal: To develop writers who use the English language effectively and who read and write critically. This course will require faculty-critiqued writing. Writing competency is an ongoing process which needs to be reinforced throughout the curriculum.

Students will be able to:

- (a) demonstrate and practice strategies for idea generation, audience analysis, organization of texts, drafting, evaluation of drafts, revision, and editing;
- (b) write papers of varying lengths that demonstrate effective explanation, analysis, and argumentation;
- (c) become experienced in computer-assisted writing and research;
- (d) locate and evaluate material, using PALS, the Internet, and other sources;
- (e) analyze and synthesize source material, making appropriate use of paraphrase, summary, quotation, and citation conventions;
- (f) employ syntax and usage appropriate to academic writing and the professional world.

Course(s) which satisfy this category include:
ENG 101

Part B: Speech and Oral Reasoning

(requires one course, 3 credits or more)

Goal: To develop skills necessary for reasoned communication. Courses in this category will require individual public speaking which is critiqued by the instructor. Speaking and reasoning competency is an ongoing process which needs to be reinforced throughout the curriculum.

Students will be able to:

- understand/demonstrate communication processes through invention, organization, drafting, revision, editing and presentation;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding;
- analyze, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- select appropriate communication choices for specific audiences;
- construct logical and coherent arguments;
- use authority, point of view, and individual voice and style in communications;
- employ syntax, usage and analytical techniques appropriate to academic disciplines and the professional world.

Course(s) which satisfy this category include:

CDIS 201 SPEE 100 SPEE 102 SPEE 233

Part C: Writing Intensive

(requires one course, 3 or more credits)

Goal: Students will continue to develop skills taught in Composition, applying them in the context of a particular discipline.

Students will be able to:

- use writing to explore and gain a basic familiarity with the questions, values and analytical or critical thinking methods used in the discipline;
- locate, analyze, evaluate, and use source material or data in their writing in a manner appropriate to intended audiences (popular or within the discipline).

Course(s) which satisfy this category include:

ANTH 250 BIOL 103 BIOL 105 COMS 202
 ECON 314[^] EEC 222* ENG 112[^] ENG 113[^]
 ENG 211* ENG 212[^] ENG 213 ENG 242
 ETHN 110* ETHN 120* ETHN 130* ETHN 140*
 FREN 302 GEOG 210 HIST 170W[^] HIST 180*
 HUM 250 HUM 280 HUM 281* HUM 282[^]
 KSP 220* PHIL 100 PHIL 115* PHIL 120*
 PHIL 205[^] PHIL 222[^] PHIL 224[^] PHIL 226
 PHIL 240 PHIL 334 PHIL 336 PHIL 358[^]
 POL 103 POL 107 PSYC 103 REHB 110*
 SOWK 190[^] THEA 285* URBS 230 WOST 120

CATEGORY 2: CRITICAL THINKING

(requires completion of the rest of the Gen. Ed. Program or one course)

Goal: To develop critical thinking, communication, and problem solving skills. Courses in this category must focus on skill development and throughout the course will provide opportunities to exercise skills. Although the exercise of skills requires a subject matter, the emphasis in this category will be on skill development. The skills will not be ones that are specific to the practice of a particular discipline or area of inquiry but rather

will be skills that are common to different disciplines and different areas of inquiry.

Students will be able to:

- gather and analyze information of various kinds, employing formal or informal tools to represent information in ways useful for solving problems;
- weigh evidence for and against hypotheses;
- recognize, construct, and evaluate arguments;
- apply appropriate critical and evaluative principles to texts, documents, or works--one's own or others'--in oral, visual, or written mediums.

Course(s) which satisfy this category include:

CHEM 111 CHEM 133 CHEM 201 CSP 110
 HLTH 212 PHIL 110 PHIL 112 PHIL 311
 PHYS 211 PHYS 221 POL 103 PSYC 103

CATEGORY 3: NATURAL SCIENCE

(requires two courses from different disciplines, 6 credits or more. At least one course must have a laboratory)

Goal: To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. Students should be encouraged to study both the biological and physical sciences.

Students will be able to:

- develop understanding of scientific theories;
- formulate and test hypotheses in either laboratory, simulation, or field experiences;
- communicate his/her experimental findings and interpretations both orally and in writing;
- apply the natural science perspective to society issues.

Course(s) which satisfy this category include:

ANTH 220[^] AST 101 AST 102 AST 104
 AST 115 BIOL 100 BIOL 102* BIOL 103
 BIOL 105 BIOL 270 CHEM 100 CHEM 105
 CHEM 111 CHEM 131 CHEM 132 CHEM 134
 CHEM 201 EET 112 FCS 140 GEOG 101
 GEOL 100 GEOL 121 GEOL 122 PHYS 100[^]
 PHYS 101 PHYS 102 PHYS 105 PHYS 107
 PHYS 110 PHYS 211 PHYS 221

CATEGORY 4: MATHEMATICAL/LOGICAL REASONING

(requires one course, 3 credits or more, with a grade of at least "P" or "C")

Goal: To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments, and detect fallacious reasoning. Students will learn to apply mathematics, logic, and/or statistics to help them make decisions in their lives and careers.

Students will be able to:

- illustrate historical and contemporary applications of mathematical/logical systems;
- clearly express mathematical/logical ideas in writing;

- (c) explain what constitutes a valid mathematical/logical argument (proof);
- (d) apply higher-order problem-solving and/or modeling strategies.

Course(s) which satisfy this category include:

MATH 110	MATH 112	MATH 113	MATH 115
MATH 121	MATH 130	MATH 180	MATH 181
MATH 184	MATH 201	PHIL 110	PHIL 112
PHIL 311	SOC 202	STAT 154	

CATEGORY 5: HISTORY AND THE SOCIAL AND BEHAVIORAL SCIENCES

(requires two courses from different disciplines, 6 credits or more)

Goal: To increase students' knowledge of how historians and social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. To challenge students to examine the implications of this knowledge and its interconnection with action and living an informed life.

Students will be able to:

- (a) employ the methods and data that historians and social and behavioral scientists use to investigate the human condition;
- (b) examine social institutions and processes across a range of historical periods and cultures;
- (c) use and critique alternative explanatory systems or theories;
- (d) develop and communicate alternative explanations or solutions for contemporary social issues.

Course(s) which satisfy this category include:

ANTH 101^	ANTH 240^	ANTH 250	CORR 106
CORR 132	CORR 255	ECON 100	ECON 201
ECON 202	ECON 314^	ETHN 100*	ETHN 101*
ETHN 110*	ETHN 120*	ETHN 130*	ETHN 140*
FCS 100	GEOG 103^	HIST 151*	HIST 153
HIST 154	HIST 155*	HIST 170^	HIST 170W^
HIST 171^	HIST 171W^	HIST 180*	HIST 181
HIST 190*	HIST 190W*	HIST 191*	HIST 191W*
HLTH 310	KSP 235	LAW 132	MRKT 100
POL 100	POL 104	POL 111	PSYC 101
PSYC 206	SOC 100*	SOC 101^	SOC 102
SOC 208*	SOC 255	SOWK 190^	SOWK 255^
URBS 100^	URBS 150	WOST 110*	WOST 240

CATEGORY 6: HUMANITIES AND THE ARTS

(requires two courses from different disciplines, 6 credits or more)

Goal: To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Students will be able to:

- (a) demonstrate awareness of the scope and variety of works in the arts and humanities;
- (b) understand those works as expressions of individual and human values within an historical and social context;
- (c) respond critically to works in the arts and humanities;
- (d) engage in the creative process or interpretive performance;
- (e) articulate an informed personal reaction to works in the arts and humanities.

Course(s) which satisfy this category include:

ART 100	ART 160^	ART 231	ART 260^
ART 261^	ART 275	ENG 110	ENG 112^
ENG 113^	ENG 114	ENG 211*	ENG 212^
ENG 213	ENG 214	HUM 150^	HUM 151^
HUM 155^	HUM 156	HUM 250	HUM 280
HUM 281*	HUM 282^	KSP 251*	MUS 120^
MUS 125*	MUS 126*	PHIL 100	PHIL 115*
PHIL 120*	PHIL 205^	PHIL 222^	PHIL 224^
PHIL 240	PHIL 321^	PHIL 334	PHIL 336
PHIL 337	PHIL 358^	SPEE 310	THEA 100^
THEA 101	THEA 285*	URBS 110	WOST 251*

CATEGORY 7: HUMAN DIVERSITY

(requires one course, 3 credits or more)

Goal: To increase students' understanding of individual and group differences, emphasizing the dynamics of race, gender, sexual orientation, age, class, and/or disabilities in the history and culture of diverse groups in the United States; the contributions of pluralism to United States society and culture; and issues—economic, political, social, cultural, artistic, humanistic, and education traditions—that surround such diversity. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

Students will be able to:

- (a) understand the development of and the changing meanings of group identities in the
- (b) demonstrate an awareness of the individual and institution dynamics of unequal power relations between groups in contemporary society;
- (c) analyze and evaluate their own attitudes, behaviors, concepts, and beliefs regarding diversity, racism, and bigotry;
- (d) describe and discuss the experience and contributions (political, social, economic, artistic, humanistic, etc.) of the many groups that shape American society and culture, in particular those groups which have suffered discrimination and exclusion;
- (e) demonstrate communication skills necessary for living and working effectively in a society with great population diversity.

Course(s) which satisfy this category include:

CDIS 290* EEC 222* ENG 211* ETHN 100*
 ETHN 101* ETHN 110* ETHN 120* ETHN 130*
 ETHN 140* ETHN 150* ETHN 200* GERO 200*
 HIST 151* HIST 155* HIST 190* HIST 190W*
 HIST 191* HIST 191W* HUM 281* KSP 220*
 KSP 251* MUS 125* MUS 126* PHIL 115*
 POL 102* REHB 110* SOC 100* SOC 208*
 SPEE 203* THEA 285* WOST 110* WOST 251*

CATEGORY 8: GLOBAL PERSPECTIVE
(requires one course, 3 credits or more)

Goal: To increase students' understanding of the growing interdependence of nations, traditions and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic, and political experiences.

Students will be able to:

- describe, analyze, and evaluate political, economic, humanistic, artistic, social and cultural elements which influence relations of nations and peoples in their historical and contemporary dimensions;
- demonstrate knowledge of cultural, social, religious and linguistic differences;
- analyze specific international problems illustrating cultural, economic, artistic, humanistic, social, and political differences which affect their solution;
- understand the role of a world citizen and the responsibility world citizens share for their common global future.

Course(s) which satisfy this category include:

ANTH 101^ ANTH 230^ ANTH 240^ ART 160^
 ART 260^ ART 261^ BIOL 201^ CDIS 206
 CDIS 207 ECON 314^ EET 125^ ENG 212^
 ENVR 101 FREN 101 FREN 102 FREN 201
 FREN 202 GEOG 100^ GEOG 103^ GER 101
 GER 102 GER 201 GER 202 HIST 153
 HIST 170^ HIST 170W^ HIST 171^ HIST 171W^
 HIST 181 HUM 155^ HUM 156 HUM 282^
 PHIL 205^ PHIL 358^ POL 106^ SCAN 101
 SCAN 102 SCAN 111 SCAN 112 SOC 101^
 SOWK 255^ SPAN 101 SPAN 102 SPAN 201
 SPAN 202 SPEE 203* THEA 225* URBS 100^
 WOST 220*

CATEGORY 9: ETHICAL AND CIVIC RESPONSIBILITY
(requires one course, 3 credits or more)

Goal: To develop students' capacity to identify, discuss and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others positions, be part of the free exchange of ideas, and function as public minded citizens.

Students will be able to:

- examine, articulate, and apply their own ethical views;
- understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues;
- analyze and reflect on the ethical dimensions of legal, social, and scientific issues;
- recognize the diversity of political motivations and interests of others;
- identify ways to exercise the rights and responsibilities of citizenship.

Course(s) which satisfy this category include:

BLAW 131^ CHEM 131 CORR 106 CORR 250
 CORR 255 ENG 213 HIST 180* KSP 101
 KSP 250 MASS 110^ PHIL 120* PHIL 222^
 PHIL 224^ PHIL 226 PHIL 240 PHIL 321^
 POL 101 POL 107 POL 111 SOC 255
 SOWK 190^ SPEE 300 URBS 230 WOST 120
 WOST 220*

CATEGORY 10: PEOPLE AND THE ENVIRONMENT
(requires one course, 3 credits or more)

Goal: To increase students' understanding of today's complex environmental challenges. Students will examine the interrelatedness of human society and the natural environment. Knowledge of both bio-physical principles and psychosocial cultural systems is the foundation for integrative and critical thinking about environmental issues.

Students will be able to:

- explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems;
- discern and analyze patterns and interrelationships of the bio-physical and psycho-social cultural systems;
- critically discern and analyze individual, social, and ecological dimensions of health;
- describe the basic institutional arrangements (social, legal, political, economic, health, ethical, religious) that are evolving to deal with environmental and natural resource challenges;
- evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions;
- propose and assess alternative solutions to environmental problems;
- articulate and defend the actions they would take on various environmental issues.

Course(s) which satisfy this category include:

BIOL 201^ CHEM 133 EEC 205 ENVR 101
 GEOG 100^ GEOG 101 GEOG 210 GEOL 100
 GEOL 121 HLTH 101 PHIL 226 RPLS 282
 URBS 150

CATEGORY 11: PERFORMANCE AND PARTICIPATION
(requires 2-3 credits)

Goal: To prepare students for responsible and effective participation in groups and communities.

Students will be able to:

- (a) participate effectively in a variety of artistic, education, political, recreational, health and public service, or social service settings;
- (b) interact with others of another culture in its indigenous setting through a structured experience;
- (c) participate cooperatively in group athletic activity or artistic performance.

Course(s) which satisfy this category include:

CDIS 205	EEC 222*	ENG 242	HLTH 210
HP 101	HP 103	HP 104	HP 105
HP 114	HP 117	HP 130*	HP 138
HP 139	HP 143	HP 145	HP 146
HP 147	HP 148	HP 149	HP 150
HP 152	HP 153	HP 154	HP 155
HP 156	HP 157	HP 158	HP 159
HP 161	HP 166	HP 174	HP 175
HP 176	HP 177	HP 178	HP 179
HP 182	HP 190	HP 241	HP 242
HP 245	HP 248	HP 250	HP 252
HP 257	HP 291	KSP 220*	MUS 101
MUS 102	MUS 103	MUS 104	MUS 105
MUS 111	MUS 112	MUS 113	MUS 114
MUS 115	MUS 116	MUS 117	NURS 101
POL 101	RPLS 278	SOWK 214	SPEE 220
SPEE 310	THEA 102	THEA 103	THEA 105
THEA 107	THEA 108	THEA 109	THEA 123*
THEA 125*	THEA 126	THEA 127	THEA 128
THEA 223*	THEA 225*	THEA 226	THEA 227*
THEA 228	THEA 229	THEA 328^	URBS 230

CATEGORY 12: FIRST YEAR EXPERIENCE (requires 0-1 credits)

Goal: To promote further development of student success skills, such as reading, writing and speaking; help students gain intellectual confidence; build in the expectation of academic success; and to provide assistance in making the transition to the University.

Students will be able to:

- (a) experience higher personal expectations of his/her ability to meaningfully participate in academic life;
- (b) define and give examples of critical thinking;
- (c) interact with other students regarding academic matters;
- (d) affirm that careful thinking is an important aspect of the educational process;
- (e) make a comfortable transition to college life.

Course(s) which satisfies this category include:
FYEX 100

CATEGORY 13: INFORMATION TECHNOLOGY (requires 0-2 credits)

Goals: To familiarize students with the tools, concepts and societal impact of information technology and to develop the skills necessary to use this technology critically and effectively.

Students will be able to:

- (a) use electronic information technology ethically and responsibly;
- (b) access and retrieve information through electronic media, evaluating the accuracy and authenticity of that information;
- (c) create, manage, organize and communicate information through electronic media;
- (d) demonstrate a working knowledge of information technology terms and concepts;
- (e) understand how computers function and the limits of computation and information technology;
- (f) recognize changing technologies and make informed choices in their use.

Course(s) which satisfy this category include:

COMS 100 COMS 110 EET 115 EET 116
POL 105

CULTURAL DIVERSITY REQUIREMENT

All MSU undergraduate students must satisfy a Cultural Diversity (CD) credit requirement for graduation. Students pursuing a baccalaureate degree must take at least two (2) courses and a minimum of six (6) credits from the list of courses designated as Cultural Diversity courses. One CD-Core course and a minimum of 3 credits satisfies the CD requirements for the AA and AS degree. Transfer students that have taken between 33 and 63 credits will be granted up to 3 credits of their CD requirement while transfer students that have taken 64 or more credits or have already received an AA degree will be granted 6 CD credits, satisfying their entire CD requirement.

Two types of courses fulfill the Cultural Diversity requirement:

1. Cultural Diversity Core courses (CD-Core) and
 2. Cultural Diversity Related courses (CD-Related).
- Throughout the following listing of General Education Courses, Cultural Diversity courses are designated with either * for core CD courses or ^ for related CD courses.

Courses must be taken according to the following distribution:

1. At least one course must be taken from the list of courses designated as Cultural Diversity-core;
2. At least two different departments must be represented. Students are encouraged to take more than one core course in completing the CD requirement. For a list of courses, see the book *General Education and Cultural Diversity Bulletin 2003-2004*, available from the Office of Cultural Diversity.

HONORS PROGRAM

Director: Jasper S. Hunt
134 Carkoski Commons
Mankato, MN 56001
507-389-1314
E-mail: jasper.hunt@mnsu.edu
www.intech.mnsu.edu/honors/

The Honors Program is an alternative to the traditional general education program. An Honors student completes a total of 35 Honors credits:

Honors Seminars (4-8 credits)

The Honors seminars fulfill general education competencies in the areas of Communication, Critical Thinking, Human Diversity, Global Perspective, Ethical and Civic Responsibility, People and the Environment, Performance and Technology. Honors 201, "Introduction to Honors," is strongly recommended for each Honors student during his/her first year.

Honors Topics (4-8 credits)

Honors 450 topics courses are designed to allow extensive, in-depth coverage of specific topics in small-group settings. An Honors student is eligible to enroll in topics courses after he/she has been admitted to his/her academic college.

Honors Designated General Education Classes (17-23 credits)

An Honors student has many opportunities to take general education courses that enable him/her to interact

with other Honors students as well as with other students at MSU. At least one Honors designated General Education course must be completed in each of three areas: Humanities and the Arts, History and the Social & Behavioral Sciences, Natural Sciences/Mathematics.

Honors Senior Project (2-3 credits)

Each Honors student undertakes an individual project under the direction of a faculty advisor in the student's major discipline. The result of this project may be a scholarly paper, a creative work, a performance, a web site, etc. The senior project must be completed prior to graduation.

Honors GPA Policy. To enter the Honors Program, a student has typically achieved a score of 25 or above on the ACT, been in the upper 10% of his/her graduating class, or earned a cumulative GPA of 3.3 or above in college-level coursework. All applications for the MSU Honors Program will be evaluated on an individual basis. Once accepted, to remain in the Honors Program, an Honors student must maintain a minimum GPA of 3.0 during the first year of coursework, a 3.1 GPA during the sophomore year, a 3.2 GPA during the junior year and a cumulative GPA of 3.3 at the time of graduation from the University. In addition, all University policies including Pass/No Credit, Incompletes, In Progress Grades, and Grade Appeals apply to Honors students.

Academic Policies



GENERAL POLICIES

Admission to Major Policy

Students will be admitted to a major based on requirements established by the major and monitored by a department.

To be admitted to an academic major a student must fulfill the following minimum requirements:

- Completion of a minimum of 32 earned semester (48 quarter) credit hours;
- A minimum 2.0 (C) cumulative grade-point average;

Additional requirements may include, but are not limited to: completion of prerequisite courses, higher grade-point averages for admission to major and/or graduation from the program, testing, other forms of evaluation or portfolios.

Continuation in Major. Departments may establish additional eligibility requirements for continuation in a major and/or major completion.

Application. Application should be made directly to the department or program of the individual's choice.

Denial of Admission. Students may be denied admission to major for failure to meet any of the admission requirements imposed by the department or program.

Suspension from Major. Students must remain in good standing to continue toward degree completion, and may be suspended from an academic program for failure to meet any of the admission or continuation requirements imposed by the program or department.

Appeals. Students shall have the right to appeal a department's decisions concerning denial of admission to major or suspension from major. Each department shall establish an appeals procedure that shall be concluded within 30 days of initiation. This 30 day period shall include an appeal to the department and the option of an appeal to the College Dean.

Conditional Admission. Students may receive provisional/conditional admission to major for a total of one semester only with a special exception. No provisional or conditional admissions may be granted unless the student has met the minimum requirements of a GPA of 2.0 and completion of 32 semester credits.

Waiver/Substitution of Requirements. Minimum requirements may not be waived nor may substitutions be made. Under exceptional circumstances Department/Program requirements may be adjusted at the discretion of the Department/Program.

Attendance Policy

Class attendance is expected unless other guidelines are announced by the instructor. Check your syllabus for this information or ask your instructor. If you're skipping classes more and more, it's a good idea to talk with a counselor, advisor, or professor. Maybe you need to change majors or maybe you need help in learning to study or in self-motivation techniques. Contact The Center for Academic Success in the library, 389-1791, the Career Development and Counseling Center, 389-1455, or your advisor.

Workshop Credits Policy

Credit-bearing activities for work associated with conferences, where the conference is central to the course of study, will be offered through a workshop. Workshops might be offered through any department. In such cases, it becomes the responsibility of the department to ensure that a valid academic experience accompanies each workshop. Two or more departments might offer workshops associated with the same conference. Students cannot earn more than one credit for the same course-associated conference. Workshops require 18 contact hours per credit.

Credit by Examination Policy

Undergraduate students currently enrolled at Minnesota State University who believe they have the same information as normally gained through a course offered by the university may apply to take a comprehensive examination for credit in the course. Credit will be granted only as "Pass" (P) credit. A fee of \$5 per credit is charged for each examination to be taken. Applications for such examinations must be secured from and receive the approval of the department chairperson as well as that of the college dean.

College Level Examination Program (CLEP)

Credits may be awarded through the successful completion of the College Level Examination Program (CLEP) of the College Entrance Examination Board in the general examinations in humanities, mathematics, natural sciences, and social sciences/history provided no previous academic credits have been earned in these areas. Students interested in this option can contact the Counseling Center for more information.

At the present time, credit may also be granted through successful completion of the CLEP Subject Matter Examinations in specified courses of the College of Business and the Department of Modern Language. Standards and other information may be obtained by contacting the dean of the College of Business or the chairperson of the Department of Modern Language.

To earn credit in general education toward English composition, it is necessary to apply to the English Department for permission to attempt credit by examination. This locally developed examination is used at Minnesota State University in place of the CLEP English examination.

Continuance and Completion in a Major Policy

In order to support students' learning and success in completion of their undergraduate education, Minnesota State University, Mankato establishes and upholds standards of performance within academic majors. Failure to meet any of the continuation requirements of the department, program, school or college of the student's declared major may result in the student being discontinued in the major. A review will be initiated if performance issues arise. Identified deficiencies are to be based on observable behaviors and measurable performance indicators that may include ethical codes or standards important to a profession. Depending on the nature of the deficiencies identified, disciplinary action may also be initiated and imposed by the University.

Notice of students' rights and responsibilities in pursuing successful completion of program requirements will be provided in departmental brochures and web sites. Each department/program shall inform students of any changes to program requirements. Under exceptional circumstances, Department/Program requirements may be adjusted at the discretion of the designated person. In consultation with the Disability Services Office, the Department/Program may also adjust program requirements when reasonable accommodations would enable an otherwise qualified individual to successfully complete program requirements without significantly altering the program. Departments/Programs also have the right to determine if courses from other institutions may be substituted for MSU courses as they relate to degree requirements within that Department/Program. Although it is recognized that faculty with expertise in the area of a course/competency in question are the best source of information regarding equivalency, a student will have the right to appeal a negative decision on equivalency.

Students Rights within the Major. Students are afforded the following rights in decisions involving retention and/or major completion: explanation of student rights and responsibilities in demonstrating satisfactory progress and completion within a declared major; advisement, fair evaluations, and assistance in identifying and meeting learning goals; notice of any deficiencies;

an opportunity to refute the identified deficiencies and offer evidence of ability to satisfactorily correct the deficiencies; an avenue for submitting a formal, written appeal in accordance with procedures established by the program/department if dissatisfied with the outcome.

Appeal Procedures. Students wishing to refute an oral and/or written notice of deficiencies or to challenge a ruling on equivalency may submit a written appeal to members of the department designated to hear appeals at the program/department level and/or established program/departmental admission and progress committee. This appeal should be submitted within two weeks* of receiving written or oral notice of deficiencies or ruling on equivalency. The appeal should include the basis for appealing, relevant information in support of the appeal and the remedy sought. If the appeal is made because of documented disabilities and the need for accommodation, the student should consult with the Director of Disability Services, provide that individual with a copy of the materials submitted to the department, and request that relevant information be forwarded under separate copy to the student and to the department. The student should keep a copy of the appeal submitted. Within two weeks* of receiving the student's appeal, the department/program shall provide written response to the student. If documented disabilities and need for accommodation are involved in the appeal, the department will consult with the Affirmative Action Officer to ensure that appropriate accommodations have been made. If appropriate accommodations have not been offered, the department will work with the Affirmative Action Officer and the Director of Disability Services to develop accommodations to be offered by the department. Students not satisfied with the appeal outcome at the program/departmental level may submit a formal written appeal to the Dean of the college, with a copy to the department/program, within two

weeks of receiving the departmental/program response to the original appeal. A formal appeal is a request by a student for a review of the decision-making process rather than a rehearing of the matter. The appeal should include the grounds cited for appealing, a summary of previous attempts to address the issue, relevant information in support of the appeal and the remedy sought. The student should keep a copy of the appeal submitted. Upon receipt of a formal, written appeal, the Dean or designee will determine whether an appeal hearing is warranted. If the request for an appeal hearing is granted, the student will be given adequate notice of the hearing and will be informed in writing within two weeks* of the hearing of the subsequent appeal outcome; a copy of the response should be provided to the department. If the request for an appeal hearing is denied, a written response will be provided to the student within two weeks* of receiving the request indicating the reason for the denial. Faculty members at the department level may submit a written statement to the Dean or designee if not satisfied with the appeal outcome asking for a review of the decision at the next level of the organization to support the consistency and integrity of program standards. This request for review of the decision should be copied to the student involved.

Note: *The time period of two weeks consists of normal university operating days during fall and spring semester when classes are held. Under unusual circumstances, deadlines may be extended. If the university representative, at any step, fails to review and/or respond within the time limits provided, the student may proceed to the next step. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn.

Math Placement Policy

Students seeking enrollment in MATH 112: College Algebra must demonstrate readiness to succeed in the course by achievement of an ACT math subscore of 19 or higher. International students, Post-Secondary Enrollment Option Program students and other students for whom the ACT is not required for admission to the University must have a score of 18 or higher on the Descriptive Test of Mathematical Skills, Intermediate Algebra Skills.

Request for Exception. Students not meeting the requirement for enrollment in MATH 112 (having an ACT math subscore of 19 or higher or DTMS score of 18 or higher) may request an exception to this policy. Written requests for exception to the policy must be submitted to the Chair of the Department of Mathematics, and should include evidence of alternate means of demonstrating readiness for college algebra including, but not limited to: A score of 18 or higher on the Descriptive Test of Mathematical Skills, Intermediate Algebra Skills;

High school or recent post-secondary coursework which would indicate appropriate preparation (transcripts and/or record which include course titles, levels, and grades); or Verification of extenuating circumstances which may have affected performance on previous exams. Requests for exception should be submitted by the following deadlines: 5 August for fall semester enrollment; 1 December for spring semester enrollment; 1 May for summer session enrollment. The Chair of the Department of Mathematics or designee should respond in writing to

student requests within three weeks of receiving them. Students whose initial request is denied may submit a written appeal to the Dean of the College of Science, Engineering and Technology. The Dean should respond to the student in writing, with a copy to the Chair of the Department of Mathematics. The Dean's decision is the final step in this appeal process.

Accommodation for Students with Disabilities

In compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Minnesota Statute 363, and Minnesota State Colleges and Universities policy, Minnesota State University prohibits discrimination against qualified students with disabilities on the basis of their disabilities. Under the leadership of the President, university officers, faculty and staff will implement the principles of equal access at Minnesota State University.

Communications. All forms of communication with the public, staff and students will be equally accessible and effective for people with disabilities. This includes, but is not limited to, providing written materials in alternative format, TTY service for telephone contact, sign language interpreting, and accessible web sites, on-line classes, and distance learning endeavors.

Accessibility. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodations of disabilities upon request.

Reasonable Accommodations. All programs, services, and activities, when viewed in their entirety, will be accessible to and usable by qualified students with disabilities.

Reasonable accommodations may include modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, provision of auxiliary aids or the provision of equally effective programs, services, or activities. Accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, 2) that result in a fundamental alteration in the nature of a service, program, or activity or an undue financial or administrative hardship, 3) that result in any change in the standards of performance required by an academic program, or 4) when they do not reduce to an acceptable level a direct threat to the health or safety of the student or others.

Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Students may request accommodation through the Office of Disability Services.

THE GRADING SYSTEM

Grading Policy

A student's work in any course will be evaluated in accordance with the following system of letter grades:

A, B, C, D, F, NC and P.

Note: Consult the class schedule for the deadline pertaining to change of grading system.

A represents work of definitely superior quality.

B represents a better-than-average level of performance.

C represents an average-level of performance.

D represents below-average performance.

F represents an unacceptable level of performance (regular graded courses).

NC represents an unacceptable level of performance at the undergraduate level (P/N graded courses).

P represents passing performance (P/N graded courses).

Pass/No Credit Policy. Under the pass/no credit (P/NC) system, a student may register for a course with the understanding that a P will be recorded if passed. If the course is not passed, no credit will be given and an NC will be recorded on the permanent record. Whether the indication is P or NC, the hours taken will not affect the grade-point average. To receive a P, the student is expected to perform at C level or better.

Individual departments may offer pass/no credit courses at any level of undergraduate instruction.

Courses taken for P/NC credit may be applied to major or minor requirements for graduation but only at departmental discretion. Each student has the responsibility to determine individual departmental policy in this regard. A limited number of P/NC units are accepted to apply toward a major, and no more than one-fourth of the total undergraduate degree requirements may be earned in pass/no credit courses. Courses offered for only P/NC grading are exempted from the one-fourth computation.

Incompletes. The grade of "incomplete" is reserved for special cases and means that, because of extenuating circumstances, the student failed to meet a specific need and an important requirement of the course, but has in other respects done passing work for the semester. The incomplete must be made up in the next semester in which the student is enrolled, unless other arrangements have been made between the student and instructor who assigned the grade. The instructor must file an "Extension of an Incomplete" form with the Office of the Registrar if more time is to be granted. If the deficiency is not made up within the specified time, the grade automatically becomes an F (regular-graded course) or NC (P/NC-graded course). **Students making up an incomplete should not re-register for the class. Student making up incompletes cannot be used for enrollment or financial aid verification in subsequent terms.**

In Progress Grades. The grade of "in progress" is reserved for courses that are designed not to be completed by the end of the term.

Quality Points. Quality points (grade points) are determined on the basis of letter grades. For each credit of A quality, students receive four points; of B quality, three points; of C quality, two points; of D quality, one point; of F quality, zero (0) points; and for each incomplete, in progress, pass or no credit, zero (0) points.

The number of quality points earned for a course may be determined by multiplying the number of points the grade commands by the number of credits the course carries. Thus, a four-credit course in which the student receives a B grade will carry 12 quality points, and a four-credit

course of A quality will carry 16 quality points. Incomplete, in progress, pass, and no credit evaluations are not included when calculating grade-point average.

Grade-Point Average (GPA). The total number of quality points acquired by the student divided by the total number of credit hours attempted on a regular grade basis, is called the grade-point average (GPA). For example, if a student has earned 102 quality points and has completed 48 credits of work, the grade-point average is 102 divided by 48, or 2.125. Grades of NC and P have no effect upon the calculation of a grade-point average.

Course Repeat Policy. Students may repeat any courses at their discretion in an effort to improve grades.

The highest grade earned in a repeated course will be the student's final, "official" grade and the only grade included for that course in GPA calculations. All courses attempted, and all grades earned, will appear on the student's transcript. Credit will be allowed only once for each course taken and repeated. This repeat policy will apply for both MSU courses and equivalent transfer courses.

Students must file a "Notice of Repeated Course" form with the Office of the Registrar upon completion of the repeated course to initiate the change to the transcript.

Individual departments and major program may limit the number of repeats allowed in courses which apply to the major/minor; specific departments and majors may also determine whether all courses and grades will be used in the GPA computation for program admission or for completion of the major.

Change of Grade Policy

A change of grade will be accepted by the Office of the Registrar only if properly signed by the instructor and the department chair. Changes will be accepted for completed grades for up to two calendar years from the original term of enrollment for that specific course. Changes will be accepted for IP (in progress), Z (grade unknown) and, in the event of error, in the calculation of the original grade. Changes of grade for I (incomplete) are not included in this policy. (See previous paragraph entitled Incompletes.)

Grade Appeals Policy

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled within two weeks* of university notification of a final grade. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

Review Process. Grade appeals will be reviewed in the following manner.

Step 1. A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Within two weeks, the instructor will respond to the student in

writing. If the student is not satisfied with the response provided by the instructor, he/she may proceed to Step 2. In cases where the departmental chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2. A written petition will be submitted by the student to the departmental chairperson with a copy to the instructor. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with the instructor, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. The student, instructor, and chairperson may meet to discuss the complaint, if necessary. Within two weeks*, the departmental chairperson will respond to the student in writing with a copy to the instructor of the class. If the student is not satisfied with the response provided by the chairperson, he/she may proceed to Step 3.

Step 3. A written petition will be submitted by the student to the dean of the college with a copy to the departmental chairperson and instructor of the class. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with both the instructor and the departmental chairperson, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Copies of all materials presented in this matter shall be forwarded to the dean, upon request, by the chairperson. The dean may convene a college grade appeals committee which shall serve in an advisory capacity to the dean. The manner of appointment and number of members on the College Grade Appeals Committee shall be determined within the college. The chairperson of the College Grade Appeals Committee shall be appointed by the dean. Within two weeks*, the chairperson of the College Grade Appeals Committee will make a recommendation to the dean who will respond to the student in writing of the decision reached, with a copy to the instructor and departmental chairperson. If the student is not satisfied with the response provided by the dean, he/she may proceed to Step 4.

Faculty Right to Appeal. The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the dean if the complaint involves the departmental level or Vice President for Academic Affairs if the complaint involves the college level.

Step 4. For *undergraduate student* complaints, a written petition will be submitted by the student to the Vice President for Academic Affairs with a copy to the instructor of the class, departmental chairperson, and dean. For *graduate student* complaints, a written statement will be submitted by the student to the Dean of Graduate Studies with a copy to the instructor of the class, departmental chairperson, and dean. The petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue according to Steps 1 through 3, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Use of the University Grade Appeals Committee.

During consideration at Step 4, the Vice President for Academic Affairs may convene the University Grade Appeals Committee which shall serve in an advisory capacity. This Committee shall consist of a pre-selected panel comprised of a faculty member from each college selected by the Faculty Association and one student from each college selected by the Mankato Student Senate Association. Faculty serve a two-year term of appointment, and students serve a one-year term. The chair of the committee is determined by the Vice President of Academic Affairs.

In order for the University Grade Appeals Committee to review an appeal, two faculty members and two students will be randomly selected by the vice president to serve on the panel in addition to the chair of the committee. For *undergraduate students*, the chair of the committee shall be the Assistant Vice President for Academic Affairs. For appeals involving *graduate students*, the chair shall be the Dean of Graduate Studies. Panel representatives shall not review grade appeals when the instructor and/or student involved in the case are from their own college. The University Grade Appeals Committee shall have the right to all relevant information and will request all relevant instructor records.

For *undergraduate student* complaints, the chairperson of the University Grade Appeals Committee will respond to the vice president in writing within two weeks*, with a copy each to the instructor, departmental chairperson, student, and dean. For *graduate student* complaints, the chairperson of the Grade Appeals Committee will respond to the vice president in writing within two weeks*, with a copy to the instructor, chairperson, student, dean of the College, and the dean of the College of Graduate Studies.

Both the student and faculty member shall be permitted to make a rebuttal to the written record compiled by the committee. Intent to present a rebuttal should be made in writing within one week of notification* to the Vice President for Academic Affairs. The rebuttal should be presented to the vice president within two weeks* and should provide specific information which addresses the items in objection.

The decision of the Vice President for Academic Affairs/Dean of Graduate Studies shall be communicated in writing to the student with copies to the instructor, departmental chairperson, and college dean. This decision is final.

Note: *The time period consists of normal university operating days when classes are held. Under unusual circumstances, deadlines may be extended. If the University representative, at any step, fails to review and/or respond within the time limits provided, the student may proceed to the next step. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn. Adopted March, 1992.

PROBATION/SUSPENSION POLICY

Satisfactory Academic Progress

Satisfactory academic progress is defined as:

- 1) achieving a cumulative grade point average (GPA) of 2.0 or higher in all post secondary coursework completed, and

- 2) maintaining a cumulative satisfactory course completion rate of at least 67 percent of all Minnesota State University credits attempted.

Unsatisfactory performance will result in academic probation or suspension.

Probation for Unsatisfactory Academic Progress

Students who have earned a cumulative GPA of less than 2.0 and/or a rate of satisfactory course completion less than 67% will be placed on academic probation. While on probation, a registration hold will be placed on student records which will require formal probation advisor approval prior to registration for the following semester and for any subsequent probationary semester(s).

Continuation in Probationary Status

Students placed on academic probation will have two academic year semesters to meet standards of satisfactory academic progress. Failure to achieve the required GPA and/or percentage of completion will result in suspension following the close of the second probationary semester. Exception: suspension will not occur if a second semester probation student achieves a semester GPA of 3.0 or higher with a minimum of 12 credits for grade.

Removal from Probationary Status

The cumulative GPA must be above 2.00 and the cumulative rate of satisfactory MSU course completion above 67% to be removed from probation and the requirement for probation-related advising.

Suspension for Unsatisfactory Academic Progress

Students who fail to meet GPA and rate of course completion requirements associated with probation will be suspended. (A continued record of cumulative grade point averages below 2.00 and/or MSU course completion rate below 67% jeopardizes admission to major programs, precludes graduation and may prevent transfer to other institutions. Remaining at the University under such conditions serves no useful academic purpose to the student.) Academic suspension disqualifies a student from further enrollment, effective immediately. Notice of academic suspension will appear on the official transcript. A student placed on academic suspension may not enroll at the University for one full academic year (2 semesters, not including summers).

Suspension for Academic Misconduct.

Students may also be suspended for academic misconduct according to the definitions and procedures published in the University's Statement of Student Responsibilities.

Appeal for Reinstatement After Suspension. After an absence from the University for at least one year, a student may appeal for academic reinstatement for one term. Appeals must be made to the Academic Standing Committee at least 30 days prior to the first day of the semester. Completed "Application for Academic Reinstatement" forms, with supporting materials attached, must be submitted to the Office of Academic Affairs at least 30 days prior to the first day of class in the semester for which the student wishes to enroll. Students should contact the Office of Academic Affairs or visit the Academic Affairs Web site: www.mnsu.edu/acadaf for "Application for Academic Reinstatement" form, specific deadlines, and other information as needed.

Appeal for Early Reinstatement. Students wishing to appeal for early reinstatement prior to a one-year absence from the University may do so only under the following conditions: A. An extenuating circumstance led to the suspension. The student must provide direct evidence of the existence of the circumstance. (e.g., death certificate, letter from a health care provider or social worker, etc.); or B. The student made significant academic progress in his or her most recent semester on probation. Appeals for academic reinstatement must be made to the Academic Standing Committee in accordance with posted guidelines for the particular semester. Completed "Application for Academic Reinstatement" forms, with supporting materials attached, must be received in the Office of Academic Affairs by appropriate deadlines. Students should contact the Office of Academic Affairs or visit the Academic Affairs Web site at www.mnsu.edu/acadaf for "Application for Academic Reinstatement" form, specific deadlines, and other information as needed.

Academic Standing Committee

A committee shall be established to review appeals for academic reinstatement. When the Academic Standing Committee's recommendation is to reinstate, Contracts shall be established by the Academic Standing Com-

mittee in cooperation with the Assistant Vice President in the Office of Academic Affairs, and the student.

Policy Notes

Grade Point Average (GPA) is the total number of quality points (with A=4, B=3, C=2, D=1, F=0) earned by the student, divided by the total number of credit hours attempted on a regular grade basis. Courses in which a P or NC is earned are not included when calculating GPA. For example, if a student has 102 quality points and has completed 48 credits, the GPA is 102 divided by 48, or 2.125.

Course Completion Rate is defined as the completion of courses which have received grades of A, B, C, D and P. Courses assigned grades of F, NC, or I are not completed in a satisfactory manner. When the cumulative rate of satisfactory course completion at MSU drops below 67%, students are placed on probation. Courses that are officially dropped by the required deadline are **not** included in the course completion computation. Percentage of completion is calculated by the following formula:

$$(\text{Number Credits graded A, B, C, D, P}) \div (\text{Number Credits graded A, B, C, D, P, F, NC, I}) = \text{completion rate.}$$

ACADEMIC STANDING SUMMARY

Current Academic Standing	Cumulative GPA	MSU Cumulative Completion Rate	Resultant Academic Standing
Satisfactory	2.00 or higher	67% or higher	<i>Satisfactory</i>
Satisfactory	2.00 or higher	Less than 67%	<i>Probation 1</i>
Satisfactory	Lower than 2.00	67% or higher	<i>Probation 1</i>
Conclusion of First Term of Unsatisfactory Progress			
Probation 1	2.00 or higher	67% or higher	<i>Satisfactory</i>
Probation 1	Lower than 2.00	67% or higher	<i>Probation 2</i>
Probation 1	2.00 or higher	Lower than 67%	<i>Probation 2</i>
Conclusion of Second Term of Unsatisfactory Progress			
Probation 2	2.00 or higher*	67% or higher	<i>Satisfactory</i>
Probation 2	2.00 or higher*	Lower than 67%	<i>Suspension</i>
Probation 2	Lower than 2.00	67% or higher	<i>Suspension</i>
<p><i>2nd Term of Unsatisfactory Progress Results in Automatic Suspension.</i> <i>The Academic Standing Committee Must Approve Appeals for Academic Reinstatement.</i></p>			

*Achievement of a term GPA of 3.00 with a minimum of 12 credits for grade during the second semester of probation will allow the student to enroll in courses the following term, regardless of the cumulative GPA.

ACADEMIC HONORS POLICY/DEAN'S LIST

An undergraduate student who carries 12 credits or more for a grade (not including P/N) during fall or spring semester and achieves a grade-point average of 3.5 is included on the Academic Honors List (Dean's List) for that semester; if a 4.0 grade-point average is achieved, the student will be on the Academic High Honors List.

ACADEMIC REEVALUATION POLICY

Academic Re-Evaluation is the process of removing all prior grades from future GPA calculation for those students enrolling at MSU after an absence from post-secondary education of at least four years. It provides returning students who have had academic difficulties at an earlier stage of their academic career the opportu-

nity for a "second chance" at academic success in earning a degree. A student may petition for academic re-evaluation when all of the following conditions are met:

- The student has not been enrolled at MSU or ANY post-secondary institution (including two and four-year colleges, universities, or technical colleges) for at least 4 consecutive calendar years at some point prior to re-enrollment and/or transfer admission to Minnesota State University, Mankato.
- Following the minimum four-year absence, the student enters or re-enters MSU, completing at least 30 semester credits at MSU, earning a minimum GPA of 2.00 each semester, and earning a 2.5 cumulative GPA for the 30 credits.
- The student has not earned a previous degree (Associate or Baccalaureate) using any of the credits to be re-evaluated.
- Initiating Re-evaluation
- Eligible students would complete a petition for academic re-evaluation, available through the Office of the Registrar, and submit this petition, along with academic records from MSU and any transfer institution/s to the Office of the Registrar. If the petition is approved, the Office of the Registrar processes the petition. If the petition is not approved, the Office of the Registrar will notify the student of non-approval and basis for that decision.

Transcript Changes Following Re-evaluation. The MSU transcript will be divided into two sections. The first section will include ALL courses completed before the minimum four-year absence and enrollment/re-enrollment at MSU. All prior credit-bearing courses (grades of A, B, C, D, or P) will be computed as "pass" (P) credit. All prior non-credit bearing courses (grades of F, NC, I, or IP) will be computed as "no credit" (NC). All grades from previous courses will remain on the transcript, but will be eliminated from GPA calculation. Academic re-evaluation will be noted on the transcript at the time it is processed, and this notation will indicate the division of the transcript into two sections for GPA calculation. The second section of the transcript will include all MSU and/or transfer credits completed after the re-evaluation, along with the grades earned. The student's recomputed GPA would include no grades before the four-year absence from enrollment.

Department/Program Requirements. Individual departments/programs may require majors and minors to repeat required courses completed prior to the academic re-evaluation for their program.

Request for Exception. Students with extenuating circumstances may request exception from the four calendar year sit-out requirement by submitting a written request to the Office of Academic Affairs along with the application for academic re-evaluation. This request must include direct evidence of the existence of extenuating circumstances; e.g. written letter from health care provider, copy of death certificate, or other evidence of death. Letters from family members and friends will not be accepted as evidence. Requests for exception must be submitted by the second Friday of fall or spring semester.

TRANSFER POLICIES

Transferring General Education Requirements

Baccalaureate Graduates. Students with a Baccalaureate degree and 40 semester credit hours of general education coursework will generally have satisfied MSU's general education requirements for a Bachelor of Science degree. These same baccalaureate guidelines apply to the requirements for a Bachelor of Arts degree. However, if not previously completed, 8 semester credits of foreign language are also required for the BA.

Associate of Arts Graduates (AA)

- * Students from Minnesota Community Colleges with an AA degree will have satisfied the general education/Minnesota Transfer Curriculum (MnTC) requirements for the Bachelor of Science (BS) degree.
- * Students from Iowa Community Colleges participating in the Regent's Agreement, transferring with an AA degree, will have satisfied the general education requirements for the BS degree.
- * Students with an AA degree from other regionally accredited US community or two year colleges will satisfy the general education requirements of the BS degree if their AA contains 40 semester (60 quarter) credit hours of general education coursework. This coursework must be equivalent to the MSU general education/liberal arts courses. If the AA degree contains less than the required general education requirements, additional general education coursework will be required to make up the difference prior to graduation.

Associate of Science (AS)/Associate of Applied Science (AAS) Graduates.

- * Students from Minnesota Community and Technical Colleges with AS and AAS degrees may not have the entire general education/MnTC completed. Prior to graduation additional general education coursework will be required to make up the difference.
- * Students with AS and AAS degrees from other regionally accredited US community and two-year colleges may not have the required 40 semester (60 quarter) credit hours of general education. Prior to graduation additional general education coursework will be required to make up the difference.

Non-degree transfer students. Students without an associate or baccalaureate degree are obligated to complete the minimum credit and distribution requirements for general education Minnesota Transfer Curriculum at Minnesota State University.

Minnesota Transfer Curriculum (MnTC). Students transferring with a completed MnTC will satisfy Minnesota State University, Mankato's general education requirements.

General Transfer Policies

A variety of transfer credit policies exist at Minnesota State University, depending upon the type of institution previously attended or program in which applicants are enrolled.

Any college level credits earned at (1) any college on the list of the American Association of Colleges of Teacher Education or (2) any college that is a member of the North Central Association of Colleges or other comparable regional associations are applied toward the student's selected degree program as appropriate. The university reserves the right to determine whether previous coursework provides a suitable base for advanced study at Minnesota State University.

Vocational/Technical College Credits. A maximum of 16 semester technical credits will be accepted as elective credits in transfer from vocational or technical colleges having appropriate regional accreditation. Credits approved for transfer will be treated as elective, for a grade of Pass/No Credit, and will not apply to the major, minor or to general education. Students may petition a specific department/major for an evaluation of the vocational technical credits believed to be applicable to the major. An additional 16 credits may be accepted into the major when supported by an articulation agreement between the University and the vocational or technical college from which the credits originate. The articulation agreement must be approved through MSU's curricular process.

- Minnesota Community and Technical Colleges. To be considered for transfer all general education coursework taken as part of a vocational/technical degree must be taken from the Minnesota Transfer Curriculum (MnTC) approved courses.
- Other vocational/technical schools. For course work to be considered applicable to the Minnesota State University, Mankato general education requirements, the school transferred from would have to be regionally accredited and the coursework would have to be traditional college level general education.

International Credits. In order to have international or foreign university credits potentially apply toward a degree program at MSU, students are required to have prior international credits evaluated by an outside professional agency. The form necessary to request this evaluation may be requested from the MSU Undergraduate Office of Admissions.

Three Year Nursing Program Credits. Licensed registered nurses who have completed three-year hospital training programs may receive 48 credits of electives toward any undergraduate degree program except nursing. Thirty-two (32) credits will be applicable to the lower division; 16 to upper division coursework. To qualify, registered nurses need only present proof of satisfactory completion of R.N. tests as applicable. For further information, contact the Undergraduate Office of Admissions.

Military Credits. Veterans, upon admission, may be granted academic credit for formal military schools attended while on active duty. The American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces will be used to evaluate military experience. A copy of the student's Report of Transfer or Discharge (Form DD-214) is required for the evaluation. Completion of military service obligation does not exempt a student from fulfilling MSU's General Education Category 11 Performance requirement.

Examination Credits. College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) scores are evaluated for the potential awarding of college credit according to Minnesota State University standards. Original score reports are required for each of these exam programs.

Correspondence Credits. A student may apply a maximum of 10 semester (15 quarter) credit hours of correspondence coursework, from a regionally accredited college or university, toward a baccalaureate degree. Correspondence credits will transfer as elective credits, but may be reviewed upon request by your major department for possible application to the program.

Graduation Credit Requirements for Transfer Students. Students transferring from junior or community colleges must earn a minimum of 64 semester (96 quarter) hours of credit from four-year institutions beyond their junior/community college credit to meet minimum graduation requirements.

Cultural Diversity Transfer Requirement. Students transferring to Minnesota State University are required to meet the University's Cultural Diversity (CD) requirement. The requirement is prorated based on the number of credits transferred. Contact the Office of Cultural Diversity for the specific requirements for your particular number of transfer credits and a list of acceptable CD courses. Students who have completed an A.A. degree or transfer with 64 semester hours will have fulfilled the cultural diversity requirement.

All students who are fulfilling the Cultural Diversity requirement, must take at least one core course. Transfer students needing to complete 6 or more of cultural diversity credit must take courses in at least two different departments.

REGISTRATION FOR CLASSES

Office of the Registrar
132 Wigley Administration Center
507-389-6266 or 1-800-722-0544

After you've seen your advisor, it's time to choose your classes. MSU has a modern electronic telephone and Web registration system—MARS.

New Students. Fall first year students who attend summer orientation will be trained in the use of the MARS system, and will be allowed to early register for fall classes. New students not registering in the summer and planning to enroll for the fall semester will be notified when they are to report for orientation and registration. Late registration for new students is the day before the first day of fall and spring semesters or the first day of summer session.

Returning Students. Continuing and former students will register either during early registration or during the first week of classes. Refer to the semester Class Schedule for registration opportunities and procedures or contact the Office of the Registrar for information.

Auditing Courses. If students wish to take a course just for its content, and do not wish to take exams or

receive credit, registration is still required, and regular tuition fees are charged. Courses audited do not earn academic credit and, therefore, cannot be counted toward meeting graduation requirements or course load requirements, for receiving veterans' benefits or other financial assistance, or for intercollegiate eligibility.

Change in Enrollment. Students are permitted to adjust their class schedule prior to the beginning of the semester or for five days at the beginning of each term. Students may add or drop courses. Refer to the semester Class Schedule for specific times, dates, location and deadlines for dropping and adding classes.

(Note: Students dropping all courses should contact the Office of Business Affairs and officially withdraw. Dropping all courses on MARS is not the same as withdrawing from the University. See section on "Withdrawal from the University" below.)

Changes to the grading method are permitted for a short period of time (usually 10 class days) at the beginning of a term.

No courses may be dropped after the officially published drop deadline. Courses dropped before designated deadlines are not recorded on the permanent record. Any course not officially dropped will result in a grade being registered on the student's record. See the current semester Course Schedule for specific times, dates, location and deadlines for dropping classes.

Refunds for withdrawal of all classes are prorated depending on the number of days that have passed after the beginning of a particular term. Consult the semester Class Schedule for withdrawal refund percentages and drop deadlines.

Changing Evening Course Enrollment. An evening course, either on the campus or off campus, may be added or changed no later than the second session of the course.

Common Market Program. Minnesota State University participates in the MnSCU system's Common Market program. Students may move among the 7 state universities for a maximum of two semesters without completing a formal application for admission to the host institution. A Common Market Passport must be completed by the student and approved. Contact the Office of the Registrar for specific details of the program.

In addition to the Common Market Program, Minnesota State University has a similar program arrangement with Gustavus Adolphus College, St. Peter, Minnesota. For additional details and specifics of this program, contact the Office of the Registrar.

Course Load. The maximum undergraduate student course load per term is 18 credit hours, including summer, unless an overload permission is granted by the student's advisor. Requests for 19 or more credits, including summer, must be approved by the student's major College Dean or College Advisor. See class schedule for details. The load includes all courses for which a

student is registered in any given term, including off-campus, evening, Saturday and regular on-campus courses. Students who successfully carry an average load of 16 credit hours per term for 8 semesters can accumulate the 128 semester credits required for graduation within four years. Students taking graduate courses are limited to 12 credit hours (8 in summer) per term.

Late Registration Policy. Consult the semester Class Schedule for late registration deadlines and fees. Enrollments are not accepted after these deadlines have passed.

Order of Registration Policy. Students register in descending order: seniors, juniors, sophomores, and first-year students. Graduate students are able to register at any time during the registration period.

Permission to Register. Some courses require the permission of the faculty member before a student may register for a class. **Once permission has been granted, the student, not the faculty member, is responsible for registering for the class.**

Withdrawal from the University. Withdrawal may be initiated from only two sources: (1) a student requesting withdrawal and (2) the University, when a student fails to meet standards or contractual obligations. Requests for withdrawal by parents, spouse, significant others, etc., shall not be processed without either (1) written permission of the student or (2) sufficient documentation to satisfy the University that the person is acting on behalf of a student unable to represent her or his own interests at the time.

Students with outstanding financial obligations to the University will be required to pay them in full before withdrawal can be completed. Students who have refunds due may request them through the Office of Business Affairs in accordance with the refund schedule established by the MnSCU Board and the state legislature. (See "Finance" section below for refund policy.)

Withdrawals are not permitted during the last 10 class days of the quarter or the last five class days of a summer session.

Students withdrawing officially from the University should contact the Office of Business Affairs, 236 Wigley Administration Center to complete an official withdrawal form.

Repeated withdrawal may result in disqualification from further enrollment for at least two academic quarters.

(Note: Students dropping all courses should officially withdraw at the Office of Business Affairs, 236 Wigley Administration Center.)

TYPES OF COURSES

Auxiliary Course. Auxiliary courses are experimental courses numbered 001-090. They have all the attributes of regular courses, but can only be offered two times within a two year period, and then cannot be offered again. The purpose of an auxiliary course is to determine if the course should be offered on a regular basis

under a regular number. For courses numbered 091-099, see “Developmental Courses” below.

Continuing Education Units (CEU’s). Many licensed professions require that the license be upgraded each year through attending workshops or earning college credits. For those individuals who wish to upgrade their license without doing coursework for credit, a record-keeping device called the CEU, or Continuing Education Unit, has been developed. The CEU is a nationally recognized standard and, like college credits, generates a transcript so that a permanent record of the upgrading procedure exists. Upgrading requirements are usually expressed in terms of contact hours, or hours actually spent in the classroom or workshop. One CEU equals 10 contact hours. Programs dealing with job-related problems and issues, or for broadening professional skills can be arranged either on or off campus. Requests for information on any of these offerings should be directed to the Center for Continuous Learning (389-2572 or 389-5622.)

Developmental Course. These courses have been designated as remedial EEC 092, ENG 100, MATH 094 and 098. Regular tuition rates apply, but, with the exception of ENG 100, the credits do not count toward the graduation requirement of 128 credits.

Field Trip. A short-term visit off-campus to a site of educational significance. This activity is supplemental to a regular course. Credit awarded is for the course involved, with no extra or separate credit awarded for the field trip.

Individual Study. Permits properly qualified students to undertake independent study under guidance of a faculty member. It is used only where the time sequence and content are especially suited to the individual student and no other students are enrolled in the same work at the same time. Written permission from the individual professor and/or department is required prior to registration.

In-Service. A professor and a group of students concentrate on cooperatively working toward the resolution of a specific problem clearly relating to professional assignments of students. An in-service course focuses on concerns of a unique clientele. This course is usually offered on-site over an extended period of time. Each new subtitle must be approved by the department chairperson, college dean and, if at the graduate level, the graduate dean. Approval is for an indefinite time.

Laboratory. Component of a course involving “hands-on” experience with specialized equipment, performing scientific testing/examination procedures and analysis.

Module. Identifies a regular course taught in a two week format. All other guidelines for a regular course apply.

Practicum, Internship, Field Study or Fieldwork Credit. Awarded for an educational experience on an individual basis emphasizing on-the-job training. Compensation in dollars may not always be awarded, but academic credit is always awarded. The student’s work is jointly

supervised by the academic unit involved and the cooperating agency. Written permission from the individual professor and/or department is required prior to registration.

Regular Course. Contact hours between professor and students designed more to synthesize content than to present material to be learned. Thus, contact among class members and professor is heavily supplemented by regular assignments and systematic evaluation. A course meets on a regular basis usually for an academic semester or a summer session, or as a module.

Self-Paced Course. A series of specifically defined lessons. Each lesson involves an assignment and an evaluation which the student must complete at an acceptable competence level. Learning may involve group and/or individual activity, but the standards established apply equally to all members.

Seminar. Characterized by in-depth study and a narrow focus. Students are expected to do extended research outside of class and to present and defend their research in class. A limited number of students is accepted, and stringent prerequisites are required.

Tour. An extended group experience off the campus in which major learning results from travel. Tours must be supervised and accompanied by regular Minnesota State University faculty. Credit is awarded and student evaluation is expected. The tour itself is the major learning experience in earning credits.

Workshop. The principal learning takes place through interchange among class members, professor and his/her assistants. Thus, most work is frequently done within the scheduled contact hours; however, appropriate evaluation of student performance may include assessment of outside work as well. A workshop has specific focus on an educational problem and occurs in a compact time period. Typically a workshop includes more meeting hours per credit than other courses.

GRADUATION POLICIES

In preparation for graduation, students should consider whether they have completed the following requirements and broad categories of coursework:

- General Education Requirements
- GPA Requirements (MSU cumulative) Major and Minor **OR** Broad Major without a Minor
- Number of P/N Courses Allowed
- Residency Requirements
- Cultural Diversity

Application for graduation must be made no later than one calendar year prior to the expected graduation term. A minimum of four months must be allowed for application processing and notification. Forms are obtained from the Office of the Registrar reception area or the Hub and are processed in the order in which they are returned to that office.

Bulletin Expiration Policy

The privilege of graduating under the requirements of an undergraduate bulletin extends no longer than seven years from the term of the student's original enrollment.

The requirements outlined in this bulletin become effective at the beginning of the fall semester, 2003. Although no student can graduate under requirements outlined in a bulletin of more than seven years preceding the date of graduation, the student may elect to graduate under a more recent bulletin. However, students must complete all the requirements under a single bulletin, except for new programs.

Note: While specific requirements for a degree may expire or change, students never “lose” college credits they have earned. They may have to take additional coursework, or fulfill different requirements to obtain a degree under a new bulletin.

Graduation Scholastic Standards Policy

A minimum grade-point average of 2.0 is required for all coursework earned at Minnesota State University. In addition, a minimum cumulative grade-point average of 2.0 is required for graduation from any undergraduate degree program. Cumulative GPA includes all transfer work. Specific majors may have their own GPA requirements as well.

No degree will be awarded until all grades are finalized. “I”, “IP”, or “Z” grades may not remain on the permanent record.

Major

Minimum Credits. Graduation with an associate degree is based upon successful completion of a minimum of 64 semester hours of credit. Graduation with a baccalaureate degree requires a minimum of 128 semester hours of credit.

Double Majors

Double majors must be taken in the same degree.

Minor

Students completing a standard major of 32 to 47 credits must complete a minor. At the department's recommendation a required minor may be waived for a student completing a double major within the same degree. Required minors may also be waived at the department's recommendations for a student adding a major to a previous baccalaureate degree. In either case, students must complete a total of 128 credits for the baccalaureate degree to be awarded.

Graduation Residency Policy

To be eligible for graduation with a bachelor's degree, a student must have earned at least 30 semester hours of undergraduate credit from Minnesota State University during the last two academic years. The term “last two academic years” refers to work completed after the first 64 semester credits have been earned.

To be eligible for graduation with an associate degree, a minimum of 20 of the last 30 semester credits must be earned from MSU.

Transfers from junior or community colleges must earn a minimum of 64 semester hours of credit from four-year institutions to meet minimum graduation requirements.

A student must be enrolled at MSU for credit during the term in which the degree is awarded. However, the academic vice president is authorized to permit a student who lacks four or fewer credits for graduation, and who has a good scholastic record, to complete degree requirements in a manner prescribed by the academic vice president.

Graduation Honors Policy

To qualify for graduation honors, students must:

- meet all requirements for a baccalaureate degree; earn a minimum of 43 semester hours from Minnesota State University *after* attaining junior classification;
- have a minimum cumulative grade point average to satisfy honor requirements. For the student's name to be listed in the graduation program as an Honors Scholar, all of these requirements must be met the SEMESTER BEFORE graduation.

There are *no* exceptions to these requirements.

Students with a minimum cumulative grade-point average of 3.3 are graduated Cum Laude; 3.5, Magna Cum Laude; 3.8, Summa Cum Laude. Any student who meets the requirements may graduate with academic honors without participating in the Honors Program. Students in the Honors Program will also graduate with the additional distinction of “Honors Scholar.”

Grade-point average for determining graduation honors is calculated on the basis of all work attempted and completed toward a degree, **including transfer credits**. While the number of credit hours earned during the graduation term does not affect the determination of graduation honors for recognition at commencement, quality points earned for those credits are considered in calculating the final grade-point average which determines graduation honors for transcript and diploma purposes. Enrollment in P/N-graded courses during the final term *does not* alter the 43-semester-hour requirement specified above.

To be recognized in the commencement program as achieving graduation honors and to wear an academic honors ribbon, you *must* be graduating the term in which commencement is held.

Graduation Date Policy

The graduation date reflected on all university documents is the date that all degree requirements are completed. Students who enroll for courses, internships or other special projects during their final semester (the semester of graduation) but do not complete the course, internship or project until after the graduation date for that semester have one additional year to remove grades of I and IP. Special cases will be treated individually upon appeal to the Office of Academic Affairs.

Finances and Housing



FINANCES

EXPENSES

The rates for tuition and student fees, and for living expenses in University housing are determined by the Minnesota Legislature and the Minnesota State Colleges and Universities Board and are subject to change without notice.

Tuition: Resident/Non-Resident. Students who are not permanent residents of the state of Minnesota are charged a higher rate of tuition than are residents of the state. The MnSCU Board establishes the criteria by which student residency, for tuition purposes, is determined. Generally, a student's permanent residence is that location at which a student has graduated from high school, and where parents or legal guardians permanently reside. A classification of non-resident can be changed to resident at any time residency requirements are met. Students desiring to change their residency may obtain information concerning the specific requirements from the Office of the Registrar.

Tuition: Reciprocity with Other States. Students who are residents of North Dakota, South Dakota, Wisconsin and Manitoba can attend Minnesota State University without paying non-resident tuition. Students from Kansas, Michigan, Missouri and Nebraska can attend Minnesota State University at a rate less than the non-resident tuition rate. Students desiring the reciprocal rate must complete a reciprocity application form, available in the Office of the Registrar, and send the form to the Higher Education Board of their home state. Students may also obtain a form from a nearby postsecondary school.

ESTIMATED UNDERGRADUATE TUITION RATES FOR 2003-2004

On-Campus

1-11 credits

Resident \$ 143.90 per credit hour
Non-resident \$ 305.20 per credit hour

12-18 credits (Banded)

Resident \$1,804.00 flat fee
Non-resident \$3,826.00 flat fee

19+ credits

Resident Flat fee + \$205.00/credit
Non-resident Flat fee + \$414.00/credit

Extended Campus

Resident \$143.90 per credit hour
Non-resident \$305.20 per credit hour

Student Fees. Student fees are assessed based on enrolled credits. The student fee provides funds for a variety of student services and programs that benefit all students. Student fees are charged per credit hour and are the same for resident and non-resident students. The fees for the 2002-2003 academic year were \$27.90 per credit hour. The \$27.90 per credit hour fee was distributed to support the following services: \$9.00 Student

Union facility fee, \$7.93 Student activity fee, \$3.58 Health Services fee and a \$7.00 Academic Computer Lab fee. The above fees are charged through the first 12 credit hours. A Minnesota State University Student Association fee of \$.39 is charged through 15 credit hours. Fees are determined at the close of each academic year. Information about student fees for 2003-2004 can be obtained by calling the Office of Student Affairs, 507-389-2121 or (MRS/TTY 800-627-3529 or 711.)

Other Course Related Costs. In addition to tuition and fees, there may be additional course-related costs associated with enrollment in certain classes. Special costs include, but are not limited to, those for supplies and materials, facility use, liability insurance, or conference attendance costs.

Senior Citizens Fees. Minnesota senior citizens aged 62 and over may enroll for any course free of charge if they do not desire degree credit. An administrative fee of \$20 per credit hour will be assessed if degree credit is desired. No activity fees will be assessed; however, any laboratory and/or course fees will be required regardless if taking the course for credit or audit. For further information contact the Office of the Registrar, 507-389-6266.

Other Fees. At various times in their academic career, students may incur other fees and charges, such as a late payment fee, matriculation fee, and graduation fee among others.

ESTIMATED COSTS FOR 2003-2004

The following is a summary of estimated basic education costs for undergraduates during the academic year 2003-2004, based on a course load of 30 credit hours over two semesters. Costs of attending Minnesota State University will vary according to the student's actual credit load, book and supply needs, housing arrangements and so on. Expenses such as parking permits, laundry, health needs, etc. are not included.

	Resident	Non-Resident
Tuition (24-36 cr)	\$3,608.00	\$7,652.00
Room & Board (residence hall, double room, 19 meal) ..	\$4,279.00	\$4,279.00
Books (est.)	\$ 800.00	\$ 800.00
Total estimated education costs* (2 semesters)	\$8,687.00	\$12,731.00
* plus student fees		

Payment of Tuition and Fees. Tuition and fees are payable on a per-term basis. All tuition must be processed by the fifth day of each term. An installment payment plan (three payments) for tuition/fees and residence hall is available each term for a \$15.00 fee. **Registrations will not be canceled for nonpayment.** Students must officially withdraw from the University if they do not wish to be enrolled. **Consult the per term class schedule for specific deadline dates and instructions for each term.**

Refund of Tuition and Fees. Refunds and/or credits are based on the guidelines set forth by the MnSCU Board.

Refund Policy: Dropped Classes. Students registered for on-campus daytime classes will receive a full refund/credit providing the class is dropped through the fifth class day of the term or by one class after the first class session, whichever is later.

Short courses of two days or less must be dropped prior to the first class session.

Refund Policy: Withdrawal from the University. The term "Official Withdrawal" is defined terminating enrollment in all registered courses for the academic term.

Contact the Office of Business Affairs either in person (236 Wigley Administration Building) or by phone (507-389-2261) to officially withdraw.

Note: Off-campus students who are withdrawing from all course work must provide written notification to Extended Campus, 116 Foundation Center, Mankato, MN 56001 or by e-mail to extended-campus@mnsu.edu.

Students who have officially withdrawn from the University will receive a refund based on the schedule listed the per term class schedule.

Return of Federal Financial Aid Due to Withdrawal. When a Federal financial aid recipient withdraws completely from the University, a portion of the Federal financial aid must be returned. The amount of aid returned is directly proportional to the length of time enrolled. After 60 % of the semester is completed, all financial aid is earned. A billing will be sent indicating the amount of the repayment.

FINANCIAL AID

Financial aid can be awarded in the form of scholarships, grants, loans, and/or part-time employment. Detailed information and instructions on all financial aid programs may be obtained from the Office of Financial Aid, 109 Wigley Administration Center, Minnesota State University, MN 56001; 507-389-1185 (V), 800-627-3529 or 711 (MRS/TTY), www.mnsu.edu/dept/faids.

Need-Based Programs. Some programs are available only to those students with financial need as determined by the Free Application for Federal Student Aid (FAFSA) application process. Need-based programs administered by the Office of Financial Aid are listed below.

Scholarships

Alliss Foundation Scholarships

Grants

Federal Pell Grants, Minnesota State Grants, Federal Supplemental Educational Opportunity Grants, Post-Secondary Child Care Grant

Loan Programs

Federal Stafford Loans (Subsidized and Unsubsidized), Federal Perkins Loans, Federal Parent Loans for Undergraduate Students (PLUS), Student Educational Loan Fund (SELF)

Need-Based Employment

Federal Work-Study, State Work-Study

How to Apply. Students must be accepted for admission and must complete a Free Application for Federal Student Aid (FAFSA) form, available at high schools, MSU's Office of Financial Aid, or on the internet at www.fafsa.ed.gov. To receive priority consideration for all funds the FAFSA must be received by the Federal Processor on or before **March 15**. To ensure that funding is received in time for payment of fall semester, the FAFSA must be received by the Federal Processor on or before **July 1**. Applications received after July 1 will be processed as time permits.

Accurate completion of the FAFSA requires the prior year's federal income tax information; therefore, early completion of tax forms, followed by prompt completion of the FAFSA, is recommended. Estimated tax data are acceptable.

Award notices outlining eligibility and awarded funds are mailed to students upon the processing of their FAFSA applications and any required documentation. More detailed information can be obtained from the Office of Financial Aid at 507-389-1185, or on the internet at www.mnsu.edu/dept/faids.

Non-Need Based Programs. There are a number of student loan programs available to those who do not demonstrate a financial need. To be eligible for such funding, a valid FAFSA application must be on file with the Office of Financial Aid. The Office of Admissions coordinates a variety of academic scholarships and talent grant programs for new entering freshmen and transfer students. For information, contact the Office of Admissions, 507-389-1822.

A number of scholarships are awarded to students regardless of their major for participation in athletics and music programs. Students interested in athletic financial aid should contact the coach of their sport. Those interested in scholarships for music activities should contact the Department of Music, 202 Performing Arts Center, 507-389-2118.

Many scholarships are available to students majoring in a specific discipline once they have been formally admitted to a College or program. Students interested in College and departmental scholarships should contact the chairperson or scholarship coordinator of their academic department.

Part-Time Employment. In addition to the Federal and State Work-Study Programs administered by the Office of Financial Aid, the University offers other on-campus employment opportunities in the form of Student Help positions. Students who are currently enrolled for six or more credits are eligible to apply for these positions, with no requirements to demonstrate financial need. Because placement in Student Help positions is not guaranteed, students interested in these jobs will go through selection methods similar to those involved in any job application process.

The Student Part-Time Employment Service provides information on many on-campus and off-campus job openings. Brief job descriptions for Student Help positions and the off-campus part-time job openings of the Minnesota Job Service are posted on job boards in Wigley Administration Center, near the Academic Computing Center, and in Morris Hall.

Other Financial Aid. Other forms of financial aid are available to students who qualify for specific programs, such as Rehabilitation Services, Veterans' Benefits, Short-Term Student Loans. For further information on these programs, contact the Office of Financial Aid or the appropriate government office.

Satisfactory Academic Progress Standards. To be eligible for financial assistance, students must meet these federal and state mandated criteria: The minimum cumulative grade point average required is 2.0 (3.0 for graduate students). Students must maintain a 67% completion rate (completion rate is defined as the ratio of number of credits paid for compared to number of credits completed). The maximum time frame a student has to complete his/her degree cannot exceed 150% of the published program length.

These Satisfactory Academic Progress Standards may not be the same as the Academic Progress Standards of the University, your College or your department. Please contact the Office of Financial Aid for additional information.

LIVING ARRANGEMENTS

DEPARTMENT OF RESIDENTIAL LIFE

111 Carkoski Commons

507-389-1011

Fax: 507-389-2687

E-mail: reslife@mnsu.edu

Web site: www.mnsu.edu/reslife

The Department of Residential Life oversees all on-campus residence hall housing and dining activities. Contact this office for further information concerning on-campus housing and dining or to acquire contract forms.

Students can select their own living situations from a variety of options. While there is no on-campus live-in requirement, first-year and transfer students are highly encouraged to live on campus to help with their adjustment to Minnesota State University, Mankato. New students will find living in residence halls a good idea: GPAs are higher and students who live on-campus are more likely to graduate. About 3,000 students are able to take advantage of on-campus living. It gives them an opportunity to meet other new students and get involved in social and academic support activities; they don't have to worry about cleaning, making meals, light, phone, cable or heat bills and can concentrate on school; and best of all, they live right on the campus.

UNIVERSITY RESIDENCE HALLS

Students desiring the convenience of living on campus may live in either Crawford, McElroy, or Gage Complex. Maverick Hall, a housing option designed especially for first year students, is housed in Gage Complex.

Residence Hall Living. The residence life program at MSU is designed to provide a variety of opportunities and experiences that enhance and support students' academic experiences. There are a number of living-area choices available, including floor environments focusing on quiet-study, upper-class students, intercultural students, engineering, and substance-free areas. All MSU residence halls are smoke free. Residence hall staff are carefully selected and extensively trained to meet the needs of residents, and a large number of educational and personal development activities are planned by the staff and student governments throughout the year. There are also many social and recreational programs offered.

Furnishings and Services. Rooms are equipped with single beds, mattresses, blinds, drawers, closets, desks, telephone lines, cable service and internet service. Most rooms also have a sink. Bedding and telephones are not provided. Most students live in double rooms with only one roommate, although some triple rooms, single rooms and suites are available.

Dining Service. Five meal plans are available. Students may opt for the 19, 14, 10, 75 or 115 meal plan. The 19, 14 and 10 meal plans allow students to eat 19, 14 or 10 meals, respectively, of the 19 meals served each week. The 75 and 115 meal plans allow students to eat any 75 or 115 meals respectively per semester. A small percentage of assignments are also made to students desiring only a room contract; however, most students have found that eating in the dining hall is more convenient and cost-effective. All contracts include a minimum of 75 Flex dollars each semester. Flex dollars allow you to purchase anything you like at any time at any campus dining outlet. You may also opt for the larger Flex plans of 125 or 175 Flex dollars per semester.

Costs

Residence hall costs vary according to the type of room, meal plan and length of semester.

As a guide, the cost of a double room with 19 meals per week and 75 Flex dollars for 2003-2004 will be \$4,279.00.

Please contact the Department of Residential Life for more information on the cost of available room and meal options.

All rates are set each spring for the following academic year. The rates are subject to change by the MnSCU board or the state legislature at any time.

Residence Hall Reservations. Admission to the University does not include reservation in a residence hall nor does a receipt for room deposit indicate admission to the University. Reservations are made in the order in which they are received.

Application Procedure

Students who have applied for admission to Minnesota State University will receive a housing application form from the Office of Admissions along with the letter of official acceptance to the University. To reserve housing on campus students should complete the housing application and return it along with a \$100 prepayment to the Department of Residential Life. Admitted students may also apply on-line.

NOTE: Students with disabilities who have specific housing needs should identify their particular need on the application agreement.

Currently enrolled or previously enrolled students should contact the Department of Residential Life for housing application materials.

Policies and Regulations. All applicable policies and regulations are published in the Residence Hall Student Guide. A copy is given to each student who moves into the residence halls.

Semester Break/Summer Occupancy. Students who need to stay on campus during academic year vacations may stay in their own rooms during the breaks. Students should be aware, however, that they are responsible for their own meals during these times. Additional charges apply to remain on campus for winter break and summer session.

A residence hall on campus is always open for students attending summer school. Specific information about

summer housing is available beginning in the spring of each year. Current resident students may have to move to another location for summer housing.

Residence Hall Fee Payment. Residence hall payments are due upon receipt of the billing invoice. Payments can be made on an installment basis and/or by credit card. A hold is placed on the academic records of any student with past-due obligations to the University.

Off Campus Housing. For the MSU students who do not live in the residence halls there are numerous off-campus housing available in the Mankato area, much of it very near to campus. **Student Leadership Development & Service-Learning (SLDSL)**, 173 Centennial Student Union, 507-389-6076 or www.csu.mnsu.edu/comcon/off-campus.html, can provide a listing of nearby apartment complexes, representing more than 1,500 living units, with information on amount of rent, deposit and length of lease. There is also a database of other rental options in the surrounding area, including houses, rooms, and more apartments for rent accessed by calling or visiting SLDSL in person. Monthly rental fees generally run \$375-525 for a one-bedroom unit, \$460-680 for a two-bedroom unit, and \$590-1300 for a three- to five-bedroom unit. SLDSL also maintains a file of students seeking roommates. In addition to providing information on housing vacancies, staff can answer a variety of questions on off-campus living, or refer students to other sources on campus and in the community.

Campus Resources and Services



CAMPUS RESOURCES AND SERVICES

ACADEMIC ADVISING AND PROGRAM PLANNING

Planning should begin in your first year, and it should begin with finding an advisor who can best meet your individual needs and help you plan all facets of your degree: pre-major advising, choosing or changing a major, general education advising, career exploration, registration, or academic difficulty.

Advising Resources. Every new student is assigned an academic advisor. We urge you to work closely with this individual. Listed below are additional advising resources.

COLLEGE ADVISING

STUDENT RELATIONS COORDINATORS

Allied Health & Nursing

Mark Schuck, 1848 Highland Center
389-5486

Arts & Humanities

Carrie Finn, 226 Armstrong Hall
389-1770

Business

Advising Office, 151 Morris Hall
389-2963

Education

Cheryl Kalakian, 117 Armstrong Hall
389-1215

Nursing

Annette Benson, 319 Wissink Hall
389-6810

Science, Engineering & Technology

Angie Bomier, 125 Trafton Science Center
389-1521

Social & Behavioral Sciences

Clark Johnson, 114 Armstrong Hall
389-6306

FIRST YEAR EXPERIENCE

Maverick Hall

Michael Walsh, 10 Gage Complex
389-5498

OTHER ADVISING RESOURCES

Multicultural Affairs, 22 Centennial Student Union
389-6300

Student Support Services (formerly Ex.C.E.L.),
355 Wiecking Center
389-2797

Center for Academic Success (formerly The Learning Center, 132 Memorial Library
389-1791

Counseling Center, 245 Centennial Student Union
389-1455

Career Development Center,
209 Wigley Administration Center
389-6061

Disability Services, 116 Memorial Library
389-2825

OFFICE OF AFFIRMATIVE ACTION

112 Armstrong Hall
507-389-2986 (V)
1-800-627-3529 or 711 (MRS/TTY)

The goal of the Office of Affirmative Action is to help students obtain a prompt and equitable resolution of problems related to discrimination and harassment. Students who believe they have been harassed or treated unfairly because of their race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, creed, or on any other basis prohibited by state laws, federal laws, or MnSCU System policy are encouraged to contact the Office of Affirmative Action.

The Affirmative Action policy, policies prohibiting violence or harassment based on sex, race, disability or sexual orientation, and the Grievance Procedures are available upon request at the Office of Affirmative Action.

CAREER DEVELOPMENT & COUNSELING

209 Wigley Administration Center/
245 Centennial Student Union
507-389-6061/507-389-1455

www.mnsu.edu/cdc

Career Development & Counseling (CDC) facilitates student success through the provision of both personal and career counseling services:

Individual personal counseling provides short-term confidential counseling to help students cope with personal, social, and educational concerns that may be interfering with their University career. Typical issues include relationships, stress, loss, and self-esteem. The personal counseling program operates on an appointment basis. Consultation and support is available to faculty and staff.

National testing (CLEP, LSAT, MAT, GRE, and others) is coordinated through the Counseling area of the CDC.

Individual career counseling is available to help students identify interests and career opportunities. This can include the use of the Strong Interest Inventory and/or the DISCOVER Computer Career Guidance System.

Classroom and group presentations are scheduled throughout the semester on topics such as choosing a major writing resumes, job interviewing, job searching, overcoming test anxiety, grief and loss, coping with academic burnout, and building your self-image.

Internship and job-seeking assistance is provided through group presentations, individual job search strategy assistance, "Resume Quick Stop," candidate referrals to employers, the CDC's career resource library, and Internet listings and links. The web site mavjobs.com, provides an integrated recruitment database for employer resume referral and job listings. In addition, employers from a wide variety of fields recruit students through on-campus interviewing.

MSU Job Service assists students in securing part-time, seasonal, and temporary employment either on- or off-campus.

A number of special events are sponsored and co-sponsored by the CDC throughout the academic year. These include: Career Week, Minnesota State Universities Job Fair, and the Minnesota Education Job Fair.

CULTURAL DIVERSITY PROGRAM

115 Alumni Foundation Center
507-389-6125

The Cultural Diversity Program cooperates with existing student services and seeks to improve the socio-educational climate to make educational experiences more meaningful to students from diverse racial and cultural backgrounds. In addition to providing support services and cultural awareness activities, the program works with academic departments to increase diversity in curricula. See also **Office of Multicultural Affairs** below. An extension of the program, the Intercultural Student Center, located at 269 Centennial Student Union, provides social and cultural opportunities.

DENTAL HYGIENE CLINIC

3 Morris Hall (Lower Level)
507-389-2147
800-627-3529 or 711 (MRS/TTY)
www.mnsu.edu/dentalhygiene

The dental hygiene clinic is a student training facility staffed by a dentist and faculty. Comprehensive dental hygiene services performed include prophylaxis, radiographs, sealants, tooth whitening, and mouthguards. The clinic is open to the public and most dental insurance is accepted. Day and evening appointments available September - December and February - May.

OFFICE OF DISABILITY SERVICES

116 Memorial Library
507-389-2825, (V)
800-627-3529 or 711 (MRS/TTY)

The Office of Disability Services facilitates accommodations for individuals with disabilities which ensure equal access to programs, services and activities offered by Minnesota State University. The office assists with advocacy; alternative format of printed materials; alternative testing services; assistive technology; early registration; note taking; sign language interpreters; and text on tape. The office also acts as a resource and referral agent for community contacts and disability-related information.

Emergency assistance is also available on a 24-hour basis through the Security Department. Grievances, questions or requests related to equal opportunity for individuals with disabilities should be presented to the ADA coordinator, phone 507-389-2986 (Voice) 800-627-3529 or 711 (MRS/TTY).

EXTENDED CAMPUS AND CONTINUING EDUCATION

116 Alumni Foundation Center
507-389-2572 or 800-722-0544

Minnesota State University has the largest higher education outreach program within the MnSCU System. Every term, more than 1,000 students, many of them employed full-time, attend undergraduate and graduate level classes at approximately 25 locations in the Twin Cities and southern Minnesota including Burnsville, Bloomington, Fairmont, Faribault, Owatonna, New

Ulm, and St. Louis Park. Each of the offerings carries college credit at the undergraduate and/or graduate level and will apply toward degree requirements.

FIRST YEAR EXPERIENCE

First Year Experience
10 Gage Complex
507-389-5498

MSU recognizes the academic and personal challenges faced by first-year students. The First Year Experience (FYE) program is designed to enhance and support new students success.

Orientation. Extensive summer programs are designed to familiarize new students with the college environment, provide advising, and assist with registration. Orientation programs are also available for students entering Spring term.

Special orientation programs are provided for international students, and for American students of color. Many departments welcome students each year with informal orientation programs.

Invitations and information about the programs are sent to students. If you have any questions about orientation or entering the University, contact the Office of First Year Experience.

Academic Success. FYE provides academic advisement for all undecided/pre-major students at MSU, personal and academic transitional support for the first year students; and assistance with major selection.

FYE helps students address academic difficulties early through the midterm reporting system. Through this system FYE contacts professors of all students who have earned fewer than 24 semester credits, asking for a midterm progress review. A follow up phone call is made to students in academic difficulty. This phone call is made by an Academic Advisor and is designed to offer academic support, resources and the option to meet personally with an academic advisor. All phone calls are confidential.

The First Year Seminar. This one-credit general education course to introduces first-year students to the academic community. The course focuses on enhancing communication skills, critical thinking, and examining the components of a successful first year transition, both personally and academically. Classes are small, giving students and professors an opportunity for lots of interaction. This course meets once a week for 50 minutes.

Probation Advising Plan for First Year Experience Pre-Major Students

FYE takes the following steps to notify and support students facing academic probation:

1. An initial letter will be sent from the Office of Academic Affairs to students who are on probation.
2. Within the first weeks of the semester, the First Year Experience Program will send letters to pre-major students who are on a academic probation.
3. Pre-Major students on probation will be in-

structed to attend a group intake session offered by First Year Experience before the end of the first month of the academic term, (dates will be sent to students)

4. Pre-Major students will need to complete a self-assessment form during the group intake process.
5. After the intake process, students must bring their completed assessment and a copy of their current, unofficial transcript to the FYE office to set up an individual appointment to meet with their academic advisor.
6. Upon satisfactory completion of the contract the academic advisor makes the recommendation to the Assistant Director for Advising Support Services to have the students hold lifted.
7. Pre-major probationary students must demonstrate satisfactory completion of their probationary contract. Failure to do so will delay priority registration, impact support for other academic actions, I.E. suspension and/or financial aid reinstatements.
8. After registration has occurred, the hold is reinstated.

Learning Communities. Learning Communities are groups of 15-25 students who take fall semester courses together and live on the same residence hall floor. Participants develop lasting friendships with students who share common interests and have the opportunity to interact with select faculty.

Each learning community has a Learning Community Coordinator (LCC), an upper-class student dedicated to the academic success of every member as they transition to college life at MSU. The Learning Community Coordinator assists each student in setting and achieving academic goals, develops study groups for the community, and plans community events.

Residence Hall Living. Living on campus gives highly motivated students an excellent opportunity to become actively involved in campus life.

Maverick Hall. Maverick Hall is a planned living/learning environment designed to enhance first-year success. Community Advisors provide social and educational opportunities for residents to encourage involvement, and to provide support as students find their place in the MSU community.

HONORS PROGRAM

134 Carkoski Commons

507-389-1314

www.intech.mnsu.edu/honors/

The mission of the Honors Program is to provide a challenging interdisciplinary program of study for a highly motivated group of undergraduates and to function as an alternative to the traditional general education curriculum. By providing opportunities for students to meet weekly with professors in small, personalized classroom settings, the Honors Program allows participants to be-

come part of a community of scholars that includes experienced faculty who share a commitment to the program's goals. Honors Program participants have opportunities to attend special lectures, go on field trips, and work at their own pace in a setting that encourages goal-setting, perspective-taking, and independence. The MSU Honors Program is designed to help ensure a successful undergraduate experience, foster creativity and self-direction, and prepare student's for future professional and post-graduate work.

Honors students are encouraged to take part in extracurricular and co-curricular activities. Participating in the Honors Club with other Honors students helps to facilitate the scheduling of these activities. Such events might include campus lecture, a creative performance or reading, an athletic contest, a play, a film at the CSU, or any activity sponsored by campus groups and departments.

The Honors Program Curriculum is described in the general education section of this Bulletin.

INFORMATION AND TECHNOLOGY SERVICES (ITS)

3010 Memorial Library

507-389-6651 Fax: 507-389-6115

www.mnsu.edu/its

Information and Technology Services (ITS) serves the faculty, staff and student members of the MSU community in providing and supporting technology services. The Academic Computer Center and the Office of Instructional Technologies are areas within ITS.

The Academic Computer Center (ACC). Located at 121 Wissink Hall, telephone 507-389-5160. The Academic Computer Center has over 475 computers and printers for student use. Our computers are constantly being upgraded to keep current with technology. All computers have access to the Internet. Student workers are on duty at all times to maintain the lab, provide safety and security, and offer technical assistance. For students who need to develop their computer skills, free workshops are offered throughout the semester.

Surrounding the open lab are six classroom/labs for hands-on, interactive instruction. In addition, a services area houses printers black and white and color laser printers for the Macintosh and IBM microcomputers.

A multimedia area provides access to the latest technology in digitizing art, flatbed and 35mm scanning, MIDI, Video, and sound editing.

Students who have personal computers with modems in their rooms or at home can access the campus computer network via telephone, DSL, or cable lines.

Many satellite labs, with over 300 computers, are located around campus to provide specialized needs.

Computer Help Desk. Located at 3010 Memorial Library, 389-6654, Help Desk staff field questions about campus computers' hardware, software and related issues. They are also the contact for the Multimedia Pre-

sentation Systems in classrooms. Contact them via telephone at 507-389-6654 e-mail HelpDesk@mnsu.edu or in person at 3010 Memorial Library.

Computer Store. Located at 118 Centennial Student Union, 389-1907. Computers, printers, and software are available for purchase at low educational prices.

Interactive Television (ITV). Located at 86 Memorial Library, 389-5947. ITV courses provide a video/interactive format to deliver MSU courses and programs to learners in other communities. Class locations have included Fairmont, St. Cloud, Duluth, St. Paul, Marshall and Eden Prairie. See the Web site for more information/course listings www.intech.mnsu.edu/intech (ITV is an area of the office of Instructional Technologies.)

Student Technology Assistant Training Program. Located at 3010 Memorial Library, 389-6654. Student workers in administrative and academic departments at MSU may participate in computer training related to their position responsibilities. Training subjects include MS Office, MS Access, MS Excel, MS PowerPoint, MS Word, MS FrontPage, Internet & Multimedia, and Time Management & Communication.

INTERNATIONAL PROGRAMS

238 Centennial Student Union
507-389-6669
www.mnsu.edu/ipo

The International Programs Office provides information and guidance to students and faculty about academic opportunities abroad. Students receive help at every step to facilitate their study in a different culture. The office operates with proper procedures to comply with all legal requirements for the institution, sponsors and student participants. The office is responsible for publicizing and marketing various opportunities for study. It is also the designated overseer for all institutional agreements between MSU and programs abroad.

OFFICE OF INTERNATIONAL STUDENTS

219 Centennial Student Union
507-389-1281
www.mnsu.edu/iso

The Office of International Students serves international students by advising students about academic, immigration, personal, social and financial issues. There are approximately 600 international students representing more than 70 countries at MSU. The International Student Office serves as the official contact agent between the U.S. Immigration and Naturalization Service, other government agencies, and the University community.

The ISO also processes immigration paper work for faculty from abroad in J-1 status.

The Office of International Student coordinates and implements international social and cultural activities to promote international awareness and understanding on campus.

Health Insurance. Health and Accident insurance is REQUIRED for all international students and their dependents studying at Minnesota State University on an F-1 or J-1 Visa. All newly arrived international students are required to subscribe to the University's designated health plan prior to enrollment. Health insurance is required for the entire period of study at Minnesota State University – including the summer. Any exception or waiver can only be granted by the ISO Health Insurance Committee.

In-State Tuition Scholarship. International students may apply for an In-State Tuition Scholarship after successful completion of one semester. The scholarship is renewable if the student maintains the required academic qualifications and cultural contributions.

New Student Orientation. All new and transfer international students are required to attend a New Student Orientation program before they receive authorization to register for classes. An orientation fee will be charged to each new international student who enrolls at MSU.

English Placement Test and ESL. All new and transfer students whose native language is not English are required to take the English Placement Examination prior to enrolling in classes. This applies to both undergraduate and graduate students, as well as to transfer students. Based on student performance students may be required to enroll in English as a Second Language (ESL) classes, beginning their first semester on campus, until authorized by the ESL instructor as eligible to enroll in English Composition 101 or waived of further requirements in case of graduate students. If a student fails to meet this requirement, a hold will be placed on the student's records. ESL for undergraduate students is not a substitute for English Composition 101 for general education requirements. Questions concerning ESL can be referred to the Department of Modern Languages at 389-2116.

“International Students in U.S. Higher Education”

Course. The University requires all new international students to register and complete the course: “International Students in Higher Education” during their first semester on campus. Students who have attended other U.S. institutions for more than one year are waived from this requirement. The course is offered through the Department of Education Foundation Studies.

CENTER FOR ACADEMIC SUCCESS (FORMERLY THE LEARNING CENTER)

132 Memorial Library
507-389-1791
Fax: 507-389-2726
www.mnsu.edu/learn

The Center for Academic Success assists students in developing or strengthening academic skills. The main focus of the Center is to provide tutoring for general education and certain lower division courses. Tutoring is available on a walk-in basis for Mathematics, Biology, Chemistry, and Writing/ESL. Tutoring in other disciplines

is provided by appointment for regularly scheduled one-on-one or small group sessions. The Center also provides assistance in broader areas such as reading comprehension and specific academic skills like test taking, note taking, textbook reading, and time management, as well as workshops for PPST/GRE and Nursing Board preparation. Services are free to all MSU students.

LESBIAN, GAY, BISEXUAL CENTER

242 Centennial Student Union
507-389-5131 (phone and calendar announcements)
Fax: 507-389-5632
mankato_lgbc@hotmail.com
www.csu.mnsu.edu/lgbc

Filling the need for lesbian, gay, bisexual students and their supporters, the Lesbian, Gay, Bisexual Center (LGBC) at Minnesota State University, Mankato provides a place for students to build community; referrals to University, regional and national resources; information on gay, lesbian and bisexual (glb) issues; diversity through our visibility; and encouragement by acknowledging the efforts of volunteers and supports of the LGBC. The LGBC educational resources include our video and book library, speakers panels, and educational events throughout the year such as Eliminate Hate.

LIBRARY SERVICES

www.lib.mnsu.edu
Reference Services: 507-389-5958

The mission of Library Services is to support the University curriculum by providing students and faculty with information resources available through traditional methods and evolving technologies. Assistance and instruction in the use of information resources is available through reference services, formal classes, web access, and individual consultations with librarians. The library's resources consist of approximately 1.2 million volumes including 3200 print periodical subscriptions, 17,000 full-text electronic periodicals and over 125 electronic databases. Circulation services include check out of materials from all areas of print, audio, video, and equipment collections. Interlibrary loan services complement the collections by providing access and delivery of materials at other libraries.

Memorial Library is a depository for Minnesota state documents, Federal government publications, and U.S. Geological Survey maps. The library provides the specialized services and materials of the University Archives and the Southern Minnesota Historical Center. The Music Library, housed in the Performing Arts building, provides a broad collection of scores and recordings.

Additional services include internet access from over 100 dedicated terminals, print and electronic reserve materials, study carrels, seminar rooms, and a complete copy shop with paper and microform copiers. Wireless Internet access is provided for personal laptop computers in all study areas of Memorial Library.

OFFICE OF MULTICULTURAL AFFAIRS

243 Centennial Student Union
507-389-6300

Office of Multicultural Affairs staff members are skilled in understanding the background and culture of students of color and can identify and work effectively with the concerns of students from diverse backgrounds. The office maintains four Assistant Directors: African American, Asian American, Chicano-Mexicano-Latino American and American Indian. They assist students of color and serve the entire University community in creating and providing social cultural events and programs that help to bridge minority/majority relationships.

SPEECH AND HEARING CLINIC

103 Armstrong Hall
507-389-1414

Audiology and speech therapy services are available for students with hearing and/or speech problems. Individual instruction for students with communication disorders is provided by advanced students majoring in communication disorders under the supervision of faculty members.

STUDENT HEALTH SERVICES

Carkoski Commons
507-389-6276
www.mnsu.edu/dept/healthsv/welcome.html

The Student Health Services provides medical care, pharmacy services, laboratory services, and health education services including care for illnesses and injuries (e.g. sore throats, sprained ankles, or allergy shots), sports medicine, contraception, STD screening, and physical exams. There may be a small charge for seeing a physician or nurse practitioner, certain medical procedures, laboratory tests, and prescriptions. A health insurance plan is available to students, spouses and dependents. Information is available at the Student Health Services and The Hub or Cashier's Window in the Wigley Administration Center.

The Student Health Services emphasizes prevention through health education. Health educators provide sexuality/birth control information, drug and alcohol education and nutrition information, as well as information in a variety of other health-related areas.

STUDENT LEADERSHIP DEVELOPMENT & SERVICE-LEARNING

173 Centennial Student Union
507-389-6076
507-389-5632 (fax)
sdpadesk@mnsu.edu
www.csu.mnsu.edu/sdpa/sdpaintropage.htm

Service-Learning is an educational experience through which students are involved in community work that contributes significantly to positive change. This process always includes an intentional and structured educational component for students and may be employed in curricular or co-curricular settings.

Co-Curricular Community Service-Learning. Co-Curricular Service-Learning occurs through a variety of organizations, programs, and activities.

Organizations.

Circle K. Circle K is a recognized student organization sponsored by Kiwanis International that is dedicated to service, leadership and fellowship.

Community Outreach Connectors (COC's). The COC's are a student-run/student catalyst community service group that promotes learning, leading, and service. The group meets weekly. They help organize the Alternative Spring Break Trip, initiate community projects for the campus, and recruit volunteers to serve in community organizations.

Opportunities.

AmeriCorps (Mankato Cluster). AmeriCorps is a national service initiative. Through AmeriCorps, individuals of all ages and backgrounds address the nation's educational, public safety, human and environmental needs through service. During a one-year term of service, members receive a living stipend, health insurance, child care, loan deferment and interest accrual payments. After a term of service, AmeriCorps members receive an education award to help finance their college education or vocational training, or to pay back student loans.

Alternative Spring Break. Alternative Spring Break is a student-run service trip that travels across the United States. Past trips have taken students to Florida, Kentucky, Utah and New York.

Service Through Off-Campus Student Employment. Students provide services in the community to low-income individuals and receive work-study money in order to help finance their education. These services occur in non-profit and government sites that allow for learning, exploration, and skill building. Students are able to enhance their understanding of needs in the community as well as act as a community-building bridge between organizations/agencies and Minnesota State University, Mankato. Contact the Office of Financial Aid at 389-1185.

America Reads (Community Read-In)/Tutoring Program. Each spring 100 Minnesota State students, retired faculty, AmeriCorps members and community partners participate in a community-wide initiative that encourages and fosters parents to read to children and adults at public schools, literacy centers, libraries, and community organizations. This project continues as a tutoring program throughout the school year.

Curricular Community Service-Learning. Curricular Service-Learning is an educational method that begins in the classroom and progresses into the community to meet community needs. A true Curricular Service-Learning experience requires the application of acquired knowledge, skills, and reflection on the experience. Service-Learning classes are listed in the academic bulletins with this special Service-Learning identity indi-

cation. Students can register for these classes during fall and spring semesters.

The following courses include a Service-Learning component:

Accounting-ACCT 411 *Individual Income Tax*
Corrections-CORR 300 *Foundations & Orientation to Correctional Practices*
Educational Foundations-EEC or KSP 222 *Human Relations in a Multicultural Society*
Physical Education- HP 101 *Developmental/Adapted Physical Education*
Political Science- POL 381 *Citizenship I*
Urban & Regional Studies-URBS 230 *Community Leadership & Service-Learning*
English-ENG 473 *Desktop Publishing*
Mass Communications-MASS 433 *Public Relations Principles*

STUDENT SUPPORT SERVICES

355 Wiecking Center
507-389-2797

Student Support Services is a federally funded program that assists students in achieving their potential both personally and academically. It is the goal of the program to retain and graduate participants from Minnesota State University. Eligibility is based on income level (as determined by the Department of Education), first generation student status (neither parent has a bachelor's degree), and/or disability (a permanent physical disability including documented learning disability). Services are free and include tutoring, academic advising, personal and/or career counseling, career planning, workshops, seminars, and cultural activities.

STUDENTS' ATTORNEY

280 Centennial Student Union
507-389-2611
www.mnsu.edu/mssa/

A service provided by the Minnesota State Student Association, the students' attorney is available on a part-time basis to all currently enrolled students. Legal counseling is provided at no charge on issues such as traffic violations, landlord-tenant disagreements, and domestic matters.

WOMEN'S CENTER

218 Centennial Student Union
507-389-6146
Fax: 507-389-5539
www.cus.mnsu.edu/womensc/index2.htm
www.2.mnsu.edu/assault

The mission of the Women's Center is to foster a healthy, safe, and engaging campus community by enabling the full and active participation of women students in both their personal and educational pursuits at Minnesota State University, Mankato. The Women's Center provides programs, connections, advocacy, services and leadership opportunities for all MSU students.

Our programs include: The Brown Bag Lunch series, Women & Leadership programs, Women's History Month, "Go Girls!" programs supporting women's sports, The Vagina Monologues, Love Your Body Day, National Young Women's Day of Action, and sexual violence awareness and prevention education.

Services offered: The Women's Center offers connections and resources for nontraditional students, students seeking sexual violence support services, those interested in feminism, reproductive rights, social justice, eating issues and body image, assertiveness, self esteem, and countless other issues. General advocacy and assistance is available to all MSU students. The Women's Center hosts RAISE, asexual violence peer education group for students, as well as connections to other feminist, anti-violence, and global social justice organizations. In addition, staff members at the Women's Center are available to present programs and lead workshops for campus organizations or classes.

ACTIVITIES AND ORGANIZATIONS

STUDENT DEVELOPMENT PROGRAMS AND ACTIVITIES

22 Centennial Student Union
507-389-6076
Fax: 507-389-5799

IMPACT Team. The IMPACT (Innovative Memorable Programming Activities for Campus Togetherness) Team is the major activity- and event-sponsoring organization on campus. Student volunteers plan social, cultural, educational and recreational programs for the students, faculty and staff of MSU. The areas of emphasis include: Arts and Lectures, Concert Company, Films, Flipside Entertainment, Special Events, Almost Live Productions, Cultural and Social Diversity, and Promotions and Recruitment. Some of the programs the IMPACT Team has presented include homecoming, concerts, films, lectures, comedians, and bus trips to sporting and theatre events.

Organizations and Clubs. MSU has over 160 campus organizations covering a wide range of activities from political and religious to special interest groups such as the cycling club. Many departments also have clubs or professional organizations for their majors. To gain official recognition as a campus organization, groups must apply to Student Development Programs and Activities and must be approved by the Student Senate. A list of all recognized student organizations is available in the Student Development Programs and Activities Center, 22 Centennial Student Union.

Fraternities and Sororities. Greek organizations encourage scholarship, leadership, community service and social interaction. Through fraternities and sororities, students develop life-long friendships. The fraternities

on campus are Delta Chi, Delta Tau Delta, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Phi Kappa Psi, Sigma Nu, and Tau Kappa Epsilon. Alpha Sigma Alpha, Alpha Chi Omega, Delta Phi Epsilon, Gamma Phi Beta and Sigma Sigma Sigma are the sororities at MSU.

Leadership. The leadership program offers students opportunities to identify and develop their leadership skills through workshops, invited speakers, a resource library and retreats. A recognition banquet is held each spring in order to acknowledge student leaders who contribute to the MSU community.

Community Connections. Community Connections provides information for students and prospective students who are interested in off-campus information including maps, bus schedules, local housing options, and information on tenant rights. Other programs offered include Youth Works AmeriCorps National Service Program and the Service Learning Program. One of the most used services is the listing of off-campus housing vacancies and students seeking roommates. Information is also provided to students who are interested in commuting or interested in volunteering.

Cheer and Spirit. The MSU Cheer and Spirit Team is the driving force behind rallying the crowds at MSU athletic events. The cheerleaders also represent the campus through student involvement in community services and volunteer work. Stomper, the MSU mascot, is active in athletic entertainment, community relations, special events, fund-raising, and promotions.

The Indigo. The Indigo is MSU's coffeehouse located in the lower level of the Centennial Student Union. The Indigo is a great place to hang out, listen to music, and drink coffee. The Indigo—Where the Java Lives.

CENTENNIAL STUDENT UNION

220 Centennial Student Union
507-389-2224

The Centennial Student Union is the campus community center for students, faculty, staff and guests of the University. As a central meeting place, the Student Union is an integral part of the educational experience at Minnesota State University.

The Student Union is financed and operated solely on generated revenues and student facility fees. It is operated by a full-time staff and advised by a student/alumni board of directors responsible for recommending policy and conducting program review.

The Maverick game room in the lower level has 12 bowling lanes, 16 billiard tables, and various video games. The game room is open 7 days a week. Low-cost equipment rental for all seasons is also available. Equipment includes items such as camping gear, canoes, rollerblades, and skis.

INTERCOLLEGIATE ATHLETICS

123 Highland Center
507-389-6111

Minnesota State University currently offers 20 sports, 10 sports for men (baseball, basketball, cross country, football, golf, hockey, swimming, tennis, track, and wrestling) and 10 sports for women (basketball, cross country, golf, hockey, soccer, softball, swimming, tennis, track, and volleyball).

Minnesota State University, is an NCAA Division II institution that belongs to the North Central Intercollegiate Athletic Conference. Men's and Women's ice hockey compete on the Division I level and are members of the Western Collegiate Hockey Association.

All undergraduate students who wish to participate in the intercollegiate athletics program can obtain more information by contacting the Office of Intercollegiate Athletics or specific coaches.

INTERCULTURAL STUDENT CENTER

269 Centennial Student Union
507-389-6207

The Intercultural Student Center is an extension of the Cultural Diversity Program which provides a focal point for cross cultural programs and activities. A primary function of the center, which is operated by students, is to provide a place in which students of color and others at the University can exchange and reinforce their cultural existence. The center is a basic component of the cultural diversity retention effort which helps to reduce social cultural isolation and connect students from diverse backgrounds to the University.

MINNESOTA STATE STUDENT ASSOCIATION (MSSA)

280 Centennial Student Union
507-389-2611
www.mnsu.edu/mssa/

The agency for student participation in University governance is the Minnesota State Student Association. Its governing body is the Student Senate, and it is recognized by the MnSCU Board as the official voice of the student body.

Officers include the president, vice president, and speaker. Elections are held spring term for president and vice president and 29 senators. In the fall one undeclared major senator and the Maverick Hall Senator is elected. Senate committees work to represent student concerns on issues including financial aid, housing, parking, allocation of funds and changes in academic policy. Students can participate in the MSSA by seeking a senate position or joining one of its committees.

MUSIC ACTIVITIES

202 Performing Arts Center
507-389-2118

The Department of Music offers a number of performance and educational opportunities for all students. Students

can receive general education credit for participation in ensembles; some general education class offerings are designated as cultural diversity courses. Vocal/choral group opportunities include Chamber Singers, University Women's Chorale, and Concert Choir. Instrumental opportunities include Wind Ensemble, University Orchestra, Jazz Ensemble, Jazz Combo, Symphonic Band, Athletic Band for football, basketball and hockey, Theatre Orchestra, and Brass, String and Woodwind Ensembles.

The Department of Music sponsors many concerts and recitals throughout the year. Our annual Performance Series brings to campus some of the world's finest musicians in performance and in one-on-one master class settings. All students are encouraged to attend these musical offerings. This is a wonderful opportunity for students to introduce themselves to a wide array of musical and educational experiences. Concerts are presented in the 350-seat E. J. Halling Recital Hall of the Performing Arts Center. Special student-priced tickets are available.

RADIO

General Manager: Jim Gullickson
205 Alumni Foundation Center
507-389-5678 or 800-456-7810

Minnesota State University is home to two radio stations in one, both of which offer students the opportunity to participate in radio work: KMSU-FM and KMSK-FM are public radio station run by professional staff, student workers, and volunteers.

KMSU-FM (89.7 FM) and **KMSK-FM (91.3)**, with studios in the Alumni Foundation Center, serves south central Minnesota with fine arts, jazz, cultural, news and public affairs programming. KMSU and KMSK offer employment opportunities to students with specialized broadcast skills as announcers, engineers, reporters and producers; and offers training and experience opportunities for those desiring professional skills development. Call 389-5678 or 800-456-7810 for more information.

CAMPUS RECREATION

Director: Todd Pfingsten
118 Myers Field House
E-mail: todd.pfingsten@mnsu.edu
507-389-6215
Fax: 507-389-5393
www2.mnsu.edu/campusrec

The mission of the Office of Campus Recreation is to promote long-term healthy lifestyle behavior through multi-faceted recreational and leisure opportunities.

The Office of Campus Recreation encompasses four different program areas for University community members with varying skills and abilities.

Intramural Sports programs include: basketball, flag football, ice hockey, softball, volleyball, broomball, floor hockey, soccer, racquetball, tennis, triathlon, bowling, billiards, foosball, table tennis, darts, golf and more.

Open Recreation offers badminton, basketball, exercise, football, jogging, racquetball, softball, swimming, tennis, volleyball, walking, wallyball, weight lifting, soccer and other activities.

Fitness Center offers aerobics classes and fitness equipment including cardiovascular machines (treadmills, elliptical machines, stair machines, and bikes) and variable resistant weight machines.

Sport Clubs including: judo, Shotokan karate, men's and women's volleyball, men's and women's rugby, men's soccer, Aikido, men's lacrosse, men's hockey, Isshinryu self-defense, cricket, paintball, fencing, and TaeKwonDo.

SPEECH TEAM (MAVERICK FORENSICS)

This program is open to students interested in developing their speaking ability through competition. Participation provides the opportunity to attend forensic tournaments throughout the United States and to compete in major speech events, such as informative speaking, persuasive speaking, extemporaneous speaking, prose and poetry interpretation, and parliamentary debate. College credit may be obtained by participating on the speech team. Contact Dr. Daniel Cronn-Mills at 389-5534 for more information.

STUDENT PUBLICATIONS

The Reporter

293 Centennial Student Union
507-389-1776
Fax: 507-389-5812
www.msureporter.com

The Reporter is a twice-weekly student-edited, student-written newspaper that focuses on campus, local, state and national issues. Staff membership is open to all students in a variety of capacities and includes positions for editors, reporters, writers, photographers, advertising salespeople, graphic artists and computer ad designers.

Minnesota River Review

151 Centennial Student Union
507-389-2425

Minnesota River Review is a fine arts magazine published twice a year for and by students to showcase the students' work. Submissions of poetry, fiction, non-fiction and artwork are welcome at any time. Copies are available in the *Minnesota River Review* office which is located across from Barnes & Noble in the Student Union.

THEATRE AND DANCE

201 Performing Arts Center
507-389-2118
Fax: 507-389-2922
www.MSUTheatre.com

The Department of Theatre and Dance presents an array of entertainment including: The Mainstage Season consisting of six productions in both the 529-seat traditional Ted Paul Theatre and the 250-seat black box Andreas Theatre; the Studio Season, with four highly varied shows in the Andreas Theatre; two major Dance Concerts in the Ted Paul Theatre; two annual theatre tours, one professional stock theatre, and Highland Summer Theatre, is now in its 37th year. Recent Mainstage productions include *Footloose*, *A Christmas Carol*, *Art*, *Guys and Dolls*, *Camelot*, *Julius Caesar*, *The Mikado*, *Death of a Salesman*, and *Medea*. Recent Studio productions include: *A Doll's House*, *On the Verge*, *Fuddy Meers*, *Escape from Happiness*, *Eleemosynary*, and *The Golden Age*. Recent Highland Summer Theatre productions include: *State Fair*, *The Rainmaker*, *Women in Black*, *The Nerd*, *The Complete Works of Wllm Shkspr (Abridged)*, and *You're a Good Man Charlie Brown*.

Tryouts for each play are open to all students and community members. Construction and crew work is done by students. Credit hours may be earned by acting or working on sets, costumes, lights, sound or management. All interested parties are welcome.