
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 or refer to transfer policies else where in this document.

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 stu-

dents 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. krypton.mnsu.edu/Registrars/

- 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. Students 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

Policy Background

This probation/suspension policy of Minnesota State University supersedes the policy approved in April 2003. Changes in the policy are necessary to better align the satisfactory academic progress standards of Financial Aid and Academic Affairs. Among those changes are inclusion of maintenance of both the minimum cumulative GPA of 2.00 and a cumulative satisfactory course completion rate of 67 percent. These changes are also responsive to MnSCU Policy 2.9: Financial Aid Satisfactory Progress. The policy provides proactive support to students placed on probation by mandating strong advising and, as appropriate, other academic support. These changes also align the academic probation/suspension contract and appeal process the Financial Aid.

Policy Statement

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 (including transfer coursework) completed, and
2. Maintaining a cumulative satisfactory course completion rate of at least 67 percent of all post-secondary credits (including transfer credits) attempted.

The Grade Point Average (GPA) is the total number of quality points (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. Courses transferred in from an institution that uses a +/- system are converted to straight letter grades.

Satisfactory course completion is defined as the completion of courses which

have received grades of A, B, C, D, and P. Courses assigned grades of F, NC, I, IP or W are not completed in a satisfactory manner. Percentage of completion is calculated by the following formula: (Number of credits marked A, B, C, D, P) ÷ (Number of credits marked A, B, C, D, P, F, NC, I, IP, W) = completion rate.

Unsatisfactory Academic Progress

Unsatisfactory academic progress will result in either academic probation or suspension, and suspension of financial aid. Students who have earned a cumulative GPA of less than 2.0 and/or a rate of satisfactory course completion less than 67 percent:

1. will be placed on academic probation. While on probation, a registration hold will be placed on student records. Students will be required to take part in the probation process with the student's major college or the Office of First Year Experience, if the student is undecided about her/his major prior to registration for the following term and for any subsequent probationary term(s).
2. will have their financial aid suspended. Students whose financial aid has been suspended must file a Financial Aid Suspension Appeal (link will be added). Approval of the financial aid appeal will require the following:
 - a. To be completed by the student:
 - i. Written information fully describing the extenuating circumstances that prevented the student from making satisfactory academic progress as defined. Include the following:
 - ii. What were the factors which contributed to the academic performance which led to ineligibility?
 - iii. What are the plans to change these factors?
 - iv. Be as specific as possible in explaining why the student was not able to make such progress (e.g., health reasons) and attach supporting documentation (e.g. letter from your physician). Also specify the particular term(s) in which the difficulties occurred and explain how the student plans on improving his/her academic performance. All items listed below must be submitted/attached to this form.
 - b. Attach a copy of an unofficial academic transcript, which includes W grades, if any.
 - c. Attach supporting documentation from professional staff who have worked with the student during these circumstances (e.g., Faculty, Doctor, Counselor, Clergy, social Worker.)
 - d. Attach supporting documentation for a plan of action to improve academic progress that has been development in consultation with the student's academic advisor and signed by the academic advisor.

Note: An incomplete appeal will not be reviewed.

Continuation in Probationary Status

Students placed on academic probation will have two academic terms (including summer session) to meet standards of satisfactory academic progress. Failure to achieve the required GPA and/or percentage of completion will result

Satisfactory Progress Summary

Current Academic Standing	Cumulative GPA	Cumulative Completion Rate	Resultant Academic Standing	Resultant Financial Aid Standing
Satisfactory	2.00 or higher	67 percent or higher	Satisfactory	Satisfactory
Satisfactory	2.00 or higher	Less than 67 percent	Probation 1	Suspension*
Satisfactory	Lower than 2.00	67 percent or higher	Probation 1	Suspension*
Satisfactory	Lower than 2.00	Less than 67 percent	Probation 1	Suspension*
Completion of First Term of Unsatisfactory Progress				
Probation 1	2.00 or higher	67 percent or higher	Satisfactory	Satisfactory**
Probation 1	Lower than 2.00	67 percent or higher	Probation 2	Suspension*
Probation 1	2.00 or higher	Lower than 67 percent	Probation 2	Suspension*
Probation 1	Lower than 2.00	Less than 67 percent	Probation 2	Suspension*
Conclusion of Second Full Term of Unsatisfactory Progress				
Probation 2	2.00 or higher	67 percent or higher	Satisfactory	Satisfactory**
Probation 2	Lower than 2.00	67 percent or higher	Suspension***	Suspension***
Probation 2	2.00 or higher	Lower than 67 percent	Suspension***	Suspension***
Probation 2	Lower than 2.00	Less than 67 percent	Suspension***	Suspension***

* Must file appeal to Financial Aid. Appeal does not guarantee access to financial aid, but a student on Probation 1 is likely to have his or her appeal for reinstatement approved. If a student on Probation 1 is not approved, the student will be placed on Probation 2. If a student on Probation 2 is not approved, the student will be placed on Suspension. If a student on Suspension is not approved, the student will be placed on Discontinuation of Financial Aid.

** If a student is placed on Probation 1, he/she must file an Appeal for Academic Reinstatement. The information on the Appeal for Academic Reinstatement will be shared with Financial Aid. Academic Reinstatement does not guarantee access to Financial Aid.

in suspension following the close of the second probationary term.

Exception: suspension will not occur if a second term probation student achieves a term GPA of 3.0 or higher with a minimum of 12 credits for grade, so long as the student also meets satisfactory course completion requirements.

Suspension for Unsatisfactory Academic Progress

Students who fail to meet GPA and course completion requirements associated with probation will be suspended. Suspension is designed to serve as a mechanism to advise students with significant academic difficulties. A continued record of failure to meet satisfactory academic progress requirements jeopardizes admission to major programs, precludes graduation, and may prevent transfer to other institutions. Remaining at the university under such conditions serves no useful purpose to the student. Academic suspension disqualifies a student from further enrollment effective immediately. If a student has already registered for the next term, the registration will be cancelled. A student placed on academic suspension may not enroll at the University for one full calendar year.

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.

Suspension Appeal/Reinstatement Process

Appeal for Academic 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 term. 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 term 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.); or
- B. The student made significant academic progress in his or her most recent term on probation.

Appeals for academic reinstatement must be made to the Academic Standing Committee in accordance with posted guidelines for the particular term. 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. As noted above, the Appeal for Academic Reinstatement does not guarantee access to financial aid.

Academic Standing Committee

A committee shall be established to review appeals for academic reinstatement. Students must file an appeal for academic reinstatement. When the Academic Standing Committee's recommendation is to reinstate, contracts shall be established by the Academic Standing Committee, in cooperation with the Assistant Vice President for Undergraduate Studies, and the student. The application for academic reinstatement and the contract will be provided to Financial Aid. Acceptance of the contract by the student and by the Office of Academic Affairs does not guarantee access to financial aid. Failure on the part of the student to meet the terms of the contract will result in termination of the student's career at the University. The successful meeting of the requirements of the contract will allow the student to renew the contract for an additional term. Renewal of the contract, so long as other eligibility requirements are met, may grant the student access to financial aid for the renewal contract term.

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 opportunity 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 satisfac-

tory 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 and a transcript from the Community College at the Air Force (if applicable). 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 Academic Affairs 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 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 at krypton.mnsu.edu/Registrars/.

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 at krypton.mnsu.edu/Registrars/.

(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")

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 at krypton.mnsu.edu/Registrars/.

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 krypton.mnsu.edu/Registrars/.

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 krypton.mnsu.edu/Registrars/ 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 krypton.mnsu.edu/Registrars/ 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 for refund policy.)

Withdrawals are not permitted during the last 10 class days of the semester 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 semesters.

(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. Applications received within two weeks of graduation day will be moved to the next graduation term. 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, 2004. 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

See the Office of Academic Affairs for questions on Double majors.

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.

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

