

ADMISSION TO THE UNIVERSITY
Office of Admissions
Minnesota State University, Mankato
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NOTE: Minnesota State University, Mankato's admissions policies are currently being revised. The policies listed within this section are for the 2004-2005 academic year. Admission policies for students applying for the 2005-2006 academic year will be available during fall, 2004 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/admissions

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 making 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 Office of Admissions or via the admissions web site.
2. Have the high school send a copy of your high school academic record, including coursework, grades and class rank, to the Office of Admissions.
3. ACT test is required and score reports should be sent to the Office of Admissions 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 Office of Admissions 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 statewide 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 for 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 the 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 apply before the deadline for

any semester: Fall - July 15; Spring - December 1. Materials submitted to the Office of Admissions 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.

INTERNATIONAL STUDENT ADMISSION

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

International Student Application Procedure

1. Complete an international student application document (which includes the application form, a financial statement, and an international student agreement). International students transferring from another U.S. institution must also complete the "International Student Advisor Form" page of the application document. The international application document is available for download from the Admissions web site or by request from the Office of Admissions.
2. Provide recent bank statements to substantiate the availability of financial resources which were listed on the financial statement pages of the application document.
3. Submit official or attested copies of transcripts or credentials from each U.S. and international secondary and post-secondary institution attended. Official transcripts for any U.S. institutions attended must be forwarded to the Office of Admissions DIRECTLY by those institutions. Also, although not required for admission, in order to have any international university credits potentially apply toward a degree program at MSU, these prior credits must be evaluated by an outside professional credit evaluation agency recognized by NACES.
4. Demonstrate English proficiency by providing ONE OF THE FOLLOWING: TOEFL score report of at least 500 (paper version) or 173 (computer version) OR completion of Level 109 from an English Language School (ELS) OR Michigan Test (MELAB) minimum score of 80 OR successful completion of non-ESL English Composition I with a grade of C or better at another U.S. institution. MSU will not waive the English proficiency requirement for any student from a non-English speaking country. In addition, local placement testing will be required for admitted students prior to registering for classes.
5. Submit a one-page statement in English summarizing applicant's life, education, and reasons for seeking an education at MSU.
6. Submit a \$20 non-refundable, non-waivable application processing fee.

Application Deadlines: All application items listed in the Application Procedure should be received by specific deadlines.

For students not already studying in the U.S. and applying from another country, the deadlines are:

April 1 for the August term

September 1 for the January term

For students who ARE studying at a U.S. high school, college, university, or ELS, the deadlines are:

June 1 for the August term

November 1 for the January term

March 1 for the May term

NOTE: Applicants should be in good standing with the U.S. Immigration and Naturalization Services. Also, additional information about policies related to and services for international students are found in the Campus Resources section of this bulletin under "Office of International Students".

OTHER ADMISSION INFORMATION

Extended Learning 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 Learning 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.