

## ADMISSION TO THE UNIVERSITY

Office of Admissions  
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NOTE: Minnesota State Mankato's admissions policies are currently being revised. The policies listed within this section are for the 2006-2007 academic year. Admission policies for students applying for the 2007-2008 academic year will be available during fall, 2006 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](http://www.mnsu.edu/dept/admissions)

Minnesota State Mankato is committed to providing opportunity for everyone who desires and is prepared to continue educational growth. Past performance by Minnesota State Mankato 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 Mankato 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 providing evidence of high school graduation or the equivalent (GED).

#### HIGH SCHOOL APPLICATION PROCEDURE

1. Complete the Minnesota State Mankato 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 Mankato and will

not be returned.

### POST SECONDARY ENROLLMENT OPTION (PSEO) ADMISSION

#### Participation Guidelines

1. P.S.E.O. students admitted to Minnesota State Mankato have the rights and responsibilities of University students.
2. In accordance with MnSCU policy 3.5, high school juniors ranking in the top 33% of their class or a score at or above the 70th percentile on a nationally standardized norm-referenced test, and seniors ranking in the top 50% of their class or a score at or above the 50th percentile on a nationally standardized, norm-referenced test will be considered for the program. Students from high schools/alternative schools/home schools that do not have class rank are required to take the ACT and score 23+ for juniors and 21+ for seniors. However, the university reserves the right to restrict enrollment in any given year to insure resources are available for regularly admitted students. PSEO students are not allowed to receive special "Permission to Register" from faculty or departments. These admission standards shall apply to all Minnesota State Mankato courses. Application deadlines for program participation are Fall Semester: the preceding July 15 and Spring Semester: the preceding December.
3. PSEO students must obtain and submit to Minnesota State Mankato a signed Notice of Student Registration form for each semester they intend to enroll. This form is provided by the Minnesota Department of Education ([http://education.state.mn.us/html/intro\\_choice\\_pseo.htm](http://education.state.mn.us/html/intro_choice_pseo.htm)). Forms may also be obtained from most high school counseling offices.
4. The university reserves the right to restrict the number of PSEO students enrolled in individual courses.
5. The university does not allow PSEO enrollment in summer session classes.
6. In situations where a calculated high school rank cannot be provided other factors will be considered in admission. These factors may include ACT score, recommendations from high school counselors or other information acceptable to the Minnesota State Mankato Admissions Office.
7. Residence Hall rooms are not available to PSEO students at Minnesota State Mankato.
8. PSEO students who require a sign language interpreter and/or textbooks in alternative format may contact the Minnesota State Mankato Director of Disability Services to arrange registration early enough to obtain needed services.

#### Academic Standards

1. 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.
2. The PSEO program reimburses a maximum of 18 credit hours per semester.
3. PSEO students may not enroll in courses that have additional course related costs or special fees beyond the regular student fees paid per credit. 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.
4. All textbooks purchased through the PSEO program are the property of Minnesota State Mankato and must be returned to the Barnes and Noble Bookstore at Minnesota State Mankato upon completion of the course or immediately if a course is dropped or the student withdraws from Minnesota State Mankato.
5. University level credits earned to meet high school graduation requirements are accepted as university credits at Minnesota State Mankato, but other institutions may not consider them to qualify as college/university credit. PSEO students interested in attending other colleges or universities should check with other institutions regarding acceptance of PSEO credits.
6. Advising regarding the use of university level credits to meet high school graduation requirements must be done by the high school counselor.
7. All courses taken by PSEO students must be approved for Post Secondary

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Education Options students at the 100 and 200 levels. PSEO students are not allowed to register for courses numbered below 100, arranged courses and courses offered at the 300 and 400 level.

8. Credit by Exam or College Level Examination Program (CLEP) and arranged courses are not allowed to be taken for credit by PSEO students.

#### 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 Mankato 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.

All transcripts of courses taken from all post-secondary institutions must be sent to the Office of Admissions.

#### 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 Minnesota State Mankato, 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. Minnesota State Mankato 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 Minnesota State Mankato.
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.

Background/Rationale:

Minnesota State University, Mankato is committed to engaging in responsive and growth-oriented practices. MSU is also committed to providing regional and national education opportunities through extended learning activities. MSU is also committed to enhancing the educational opportunities of traditionally under-represented students.

Historically, Minnesota State University, Mankato has served significant numbers of students through a variety of extended learning activities. Past admission practices have allowed eligible students to register for a limited number of extended learning credits prior to/simultaneously with applying for regular admission to the University. This policy is designed to formalize this practice in order to:

- Maintain academic standards at the University
- Serve students who wish to take course work in an extended learning environment, with the coursework leading to a degree or certificate or just for personal benefit
- Allow students to register for specific extended learning courses in an expedited manner.

The traditional model of higher education is undergoing significant changes. Extended campus, distance education, for-profit education and other alternatives to traditional residential college educational experiences are increasing. Minnesota State University, Mankato is committed to serving increasing numbers of students for whom a traditional residential college experience is not the most appropriate or relevant educational experience.

##### Policy Statement:

In order to meet the educational needs of students whom may be nontraditional and place bound, and many of whom will also be seeking educational opportunities from a variety of educational institutions, MSU has created this alternative process for applicants interested in being a part of Minnesota State University, Mankato's increasing offerings in Extended Learning. This process applies only to admission to the University. Degree programs have their own admission requirements which are distinct from this policy.

Applicants for limited admission as addressed in this policy must have completed their high school diploma or GED at least three years prior to enrolling in Extended Learning Courses. Applicants are required to apply for and be granted regular admission status to exceed the 12 credit limit.

##### Enrollment Criteria:

- Students may register for up to 12 credits in Extended Learning (Extended Campus—Section 60; Online—Media Code 3; and/or Friday/Saturday College—Section 81) courses prior to or simultaneously with submitting material for the regular admission process. Students may not enroll in non-extended learning courses unless they have met the regular admission requirements.
- At any time while a student is completing these 12 or fewer credits, the student may be admitted to regular admission status if the student meets all the requirements for regular admission. Information about the Regular Admission requirements can be found at <http://www.mnsu.edu/admissions/>

##### Procedure

Students will be limited to 12 credits of enrollment without obtaining for-

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mal admission status. Enrollment status will be tracked by the Office of the Registrar with the assistance of Academic Affairs and Admissions. If a student seeks and is granted regular admission status, that student will be eligible to enroll as a fully-admitted student. If a student does not meet admission requirements, that student will be ineligible to enroll in any courses beyond the initial 12 credits.

Students enrolling in the initial 12 credits must have permission to enroll in Extended Learning courses. Students will be limited to Extended Learning courses unless and until they have been formally admitted to the University. Students enrolling in the initial 12 credits prior to formal admission will have holds placed on their ability to register. These holds will apply to all courses, including upper-division and graduate. Holds will only be lifted upon authorization of the student's advisor or designee, and the Dean of Extended Learning or designee. The Office of Academic Affairs will be responsible for lifting the holds.