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## **ACADEMIC POLICIES**

### **ACADEMIC RE-EVALUATION**

Academic Re-evaluation is the process of removing all prior grades from future GPA calculation for those students enrolling at Minnesota State Mankato 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 Minnesota State Mankato 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 Mankato.
- Following the minimum four-year absence, the student enters or re-enters Minnesota State Mankato, completing at least 30 semester credits at Minnesota State Mankato, 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 Minnesota State Mankato and any transfer institutions 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 notifies the student of non-approval and the basis for that decision.

**Transcript Changes Following Re-evaluation.** The Minnesota State Mankato 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 Minnesota State Mankato. 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 Minnesota State Mankato 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.

### **ACADEMIC PROBATION, SUSPENSION AND REINSTATEMENT**

The "Academic Probation, Suspension and Reinstatement" policy was undergoing review by the University community during the printing of this Bulletin. The reviewed policy is available at <http://www.mnsu.edu/acadaf/policies/>.

### **ACCESS FOR STUDENTS WITH DISABILITIES.**

A qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.

All programs, services, and activities of the University when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. 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 accommodation of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodations may include the following: alterations to rules, policies, or practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

Minnesota State Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

The official version of the entire policy and procedure statement, including statements of responsibility, confidentiality of records and discrimination appeal procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

### **ADMINISTRATIVE DROP**

Courses in which it is anticipated that enrollment demand will exceed course capacity may be designated as Administrative Drop courses. Administrative drop refers to a process whereby a student's enrollment in a course is terminated by action of an academic department.

In these courses, an administrative drop will be processed for students who fail to attend the first class session, unless an acceptable reason for the absence is provided to the instructor prior to that session. For online courses, an administrative drop will be processed for any student who does not electronically log into his/her class before or during the first day of the academic term.

Courses to which this policy applies will be designated in the class schedule each semester. An administrative drop will not result in a grade of "W" being entered on the student's transcript.

Students are responsible for confirming their status in courses and should not assume they are automatically dropped for non-attendance.

The official version of the entire policy, including procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

### **ADMISSION TO MAJOR**

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.

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**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 a major or suspension from a 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 a major for one semester only with a special exception. No provisional or conditional admission 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.

#### **ADVANCED PLACEMENT CREDITS**

Minnesota State University, Mankato awards credit for AP examinations. Credits are granted for a score of 3, 4, or 5 in the following areas.

Art, Computer Science, Economics, English, History, Languages (French, German, Spanish), Music, Political Science, Psychology, Sciences/Mathematics

Students must insure that AP examination scores are forwarded to the University in order for credit review process to occur. Students should avoid registering for courses for which AP credit may be granted. AP credit granted by other colleges/universities is not automatically granted by Minnesota State Mankato. Original AP examination scores must be submitted for possible determination of credits to be awarded.

The official version of the entire policy, including the procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **ATTENDANCE**

Class attendance is expected unless other guidelines are announced by the instructor. Check your syllabus for this information or ask your instructor.

#### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Minnesota State Mankato awards academic credit if certain scores are achieved on College Level Examination Program (CLEP) tests. Minnesota State Mankato grants credits based on the American Council of Education's (ACE) recommended credit-granted score guidelines for all computer-based general or subject exams if a score of 50 or greater is obtained (based on a CLEP 20-80 scale).

Students are not eligible to take CLEP exams that cover University course work for which credit has already been earned at any current or prior college/university. CLEP credits granted by other colleges/universities do not automatically translate into course credit at Minnesota State Mankato. Original examination scores must be submitted for determination of credits to be awarded. Students will not be awarded double credit for a course if both General and Subject exams have been taken.

The official version of the entire policy, including the procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **CONTINUANCE AND COMPLETION IN A MAJOR**

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 websites. 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.

The official version of the entire policy, including procedures, student rights and the appeal process, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **COURSE REPEAT**

Students may repeat any course in an effort to improve grades. A student may repeat any one course no more than two (2) times. Under exceptional circumstances, and upon approval of a formal written appeal, a student may repeat a course for a third time.

A course repeat takes place anytime a student retakes a course for which that student has already been awarded an A, B, C, D, F, P, or NC. This policy does not apply to completion of I or IP grades; however, it does apply if a student received an I or IP, did not successfully complete the I or IP, and then had the I or IP convert to a grade of F or NC. Courses which are designed to be repeated (e.g. Independent Study, Special Topics, Music Recital, etc.) are exempt from this policy.

The last 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. A repeated course for which a student receives a W will result in the last letter grade (A, B, C, D, F, P, NC) earned being the student's final "official" grade and the grade included for that course in GPA calculations.

This course repeat policy will apply for Minnesota State Mankato courses. All courses attempted will appear on the student's transcript. Each time a course is taken it will count as attempted credits in calculation of course completion rate and in calculation of credit limits for financial aid. Therefore, overuse of the course repeat process may result in academic probation or suspension as well as financial aid suspension.

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

The official version of the entire policy including appeal procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **COURSE TYPES**

**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.

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**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. CEU's do not translate into academic credits for graduation. 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 Extended Learning at 507-381-2572.

**Developmental Course.** These courses have been designated as remedial EEC 092, ENG 100, MATH 094 and MATH 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.

**Online.** Identifies course offered solely online with no more than one on-campus meeting per semester.

**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 Mankato 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.

#### **CREDIT BY EXAMINATION**

Undergraduate students currently enrolled at Minnesota State Mankato, 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 approved by the department chairperson as well as that of the college dean.

#### **DEAN'S LIST/ACADEMIC HONORS**

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, with all grades reported and no incompletes or in-progresses, is included on the Academic Honors List (Dean's List) for that semester. The words "Dean's List" will appear on the transcript. If a 4.0 grade-point average is achieved, the student will be on the Academic High Honors List.

#### **EXTENDED LEARNING STUDENT ADMISSION**

In order to meet the educational needs of students whom may be nontraditional and place bound, Minnesota State Mankato has created an alternative process for applicants interested in the University's offerings in the College of Extended Learning. This process applies only to admission to the University. Degree programs have their own admission requirements which are distinct from this policy.

**Enrollment Criteria.** Students may register for up to 16 credits in Extended Learning courses (Extended Campus—Section 60; Online—Media Code 3; and/or Friday/Saturday College—Section 81) 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.

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 16 credit limit.

At any time while a student is completing these 16 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/>

The official version of the entire policy, including procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **GRADE APPEALS**

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.

The entire policy and procedure statement, including the steps and timeframes of the review process, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

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### **GRADE CHANGE**

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.

### **GRADING SYSTEM**

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 Office of the Registrar (Dates page) for the deadline pertaining to change of grading system at [www.mnsu.edu/registrar](http://www.mnsu.edu/registrar)

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

In addition to use of straight A, B, C, D, F, NC and P letter grades, faculty members will have the option of using +/- additions.

**Pass/No Credit.** 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 will be required to perform at "C" level or better.

Individual departments may offer pass/no credit courses at any level of undergraduate instruction. Departments offering courses at the graduate level may use Pass/No Credit grades for theses, individual study courses, practicums, workshops, tours, seminars, and internships in the major field. They may not use Pass/No Credit grades for other courses in the student's major without specific approval of the Dean of the College of Graduate Studies and Research.

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 32 credits 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.

**Incomplete Grades.** 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. 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. Quality point calculations are as follows:

A+ = 4.00	A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00
B- = 2.67	C+ = 2.33	C = 2.00	C- = 1.67	D+ = 1.33
D = 1.00	D- = 0.67	F = 0	P = 0	NC = 0

**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 2.12. Grades of NC and P have no effect upon the calculation of a grade-point average. The cumulative GPA includes transfer work and Minnesota State Mankato credits.

The official version of the entire Grading policy, including the policy rationale is located on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

### **GRADUATION POLICIES**

#### **University Graduation Requirements**

- A. To be eligible for graduation with a **Baccalaureate degree** from Minnesota State Mankato, a student:
  - Must have earned a minimum of 120-128 semester credit hours.
  - Must have a cumulative (including transfer credits) and a local Minnesota State Mankato GPA of at least 2.0.
  - Must have all grades finalized (all grades of I, IP, or Z may not be on the permanent record).
  - Must have completed at least 40 semester credits of upper-division (300-400) courses.
  - Must have completed Minnesota State Mankato general education requirements or the Minnesota Transfer Curriculum.
  - Must meet Minnesota State Mankato Diverse Cultures requirement, whichever is applicable.
  - Must not exceed 32 credits of P/N grading.
  - Must meet the requirements for an academic major:
    - o Standard Majors are 32-47 credits. Standard majors require completion of a minor. Departments may recommend waiver of minor for students completing a double major.
    - o Broad majors exceed 47 credits and do not require a minor.
    - o Academic requirements for majors and minors may be more stringent than university minimum requirements.
  - Must graduate under requirements identified in a bulletin of no more than seven years preceding the date of graduation. Students also must complete all the requirements under a single bulletin.
  - Must have earned at least 30 semester undergraduate credit hours from Minnesota State Mankato. Departments and Colleges may have more stringent residency requirements
- B. To be eligible for graduation with an **Associate of Arts (AA) degree** from Minnesota State Mankato, a student:
  - 1. Must have earned at least 60 semester credit hours and completed the Minnesota State Mankato general education program. Completion of the Minnesota State Mankato general education program is required as part of the AA degree program and completion of general education meets the Minnesota Transfer Curriculum requirements.
  - 2. Must have a cumulative (including transfer credits) and a local Minnesota State Mankato GPA of at least 2.0.
  - 3. Must have all grades finalized (all grades of I, IP, or Z may not be on the permanent record).
  - 4. Must not exceed 16 credits of P/N grading.
- C. Graduation Residency
  - a. Must have earned at least 20 credits from Minnesota State Mankato.



#### D. Graduation with Honors

To qualify for Graduation with University Honors (**Cum Laude, Magna Cum Laude or Summa Cum Laude**), a student:

1. Must meet all requirements for a bachelor's degree.
2. Must earn a minimum of 40 semester undergraduate credit hours from Minnesota State Mankato.
3. Must have the appropriate minimum cumulative (including transfer credits) grade point average to satisfy honor requirements.
  - a. Cum Laude: minimum cumulative GPA of 3.3.
  - b. Magna Cum Laude: minimum cumulative GPA of 3.5.
  - c. Summa Cum Laude: minimum cumulative GPA of 3.8.

For a student's name to be listed in the Commencement Program, the requirements must be met the semester BEFORE graduation. 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 during the graduation term are considered in calculating the final GPA which determines the graduation honors for the transcript and diploma. To be recognized in the Commencement Program as achieving graduation honors, students must be graduating the term in which commencement is held.

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

- General Education Requirements
- GPA Requirements (Minnesota State Mankato cumulative and total cumulative) Major and Minor **OR** Broad Major without a Minor
- Number of P/N Courses Allowed
- Residency Requirements
- Diverse Cultures

**Applying for Graduation.** Applications must be made no later than one calendar year prior to the expected graduation term. A minimum of ten weeks must be allowed for application processing and notification. Applications received with in 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.** 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, 2009. 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.

**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 120-128 semester hours of credit.

**Majors.** A standard major has a minimum of 32 semester credits and requires a minor. A broad major has a minimum of 48 semester credit hours and requires no minor. Students may earn more than one major.

**Minor.** Students completing a standard major of 32 to 47 credits must complete a minor (which is a minimum of 16 credit hours). 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 recommendation for a student adding a major to a previous baccalaureate degree. In either case, students must complete a total of 120-128 credits for the baccalaureate degree to be awarded.

**Minor for Teaching Majors.** A minor will not be required for Teaching majors. Unless they have more than 48 credits in addition to the 30 professional education credits, teaching majors are not considered broad majors. This does not prohibit a teaching major from requiring a minor. All teaching majors must have a minimum of 32 required credits outside of the required 30 credits in professional education.

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

**Returning Student and Honor Designations.** Returning students adding a new major or minor will not be eligible for receiving additional honor designations. However, if a student is seeking a different degree, they qualify for university honors under the current code system.

**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 or IP. Special cases will be treated individually upon appeal to the Office of Academic Affairs.

#### INTERNATIONAL BACCALAUREATE (IB) CREDITS

Minnesota State Mankato may award academic credit to students who complete an International Baccalaureate diploma in high school. Students may earn specific University course credits by demonstrating a specified level of performance on selected higher level (HL) standardized IB examinations taken prior to enrolling at the University. Students must forward IB examination scores to the University to initiate the credit review process. IB credits granted by other colleges/universities do not automatically translate into course credits at Minnesota State Mankato. Original IB examination scores must be submitted for determination of credits to be awarded.

The official version of the entire policy, including procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### MAKE-UP WORK AND MISSING CLASS

Students represent the University through participation in University sponsored or sanctioned activities, such as the arts, theater, music, forensics, and intercollegiate athletics. When the activity schedule occasionally conflicts with academic obligations, student-participants will follow a standard protocol to provide their faculty members with prior, written notification of their absences from classes. Faculty members will determine, in consultation with student-participants, how missed classes and assignments are made-up in a manner that fulfills academic obligations and accommodates participatory obligations.

Except for absences resulting from sponsored or sanctioned activities, student-participants have the same responsibility with regard to class attendance and assignments as do all other students.

University-sponsored activities are defined as those activities that involve Minnesota State University, Mankato students serving as representatives of the university in:

- National Collegiate Athletic Association (NCAA) athletic competitions.
  - o Competition time includes time required to travel to and from the competition.
  - o Practices, exhibitions and scrimmages are not NCAA competitions and are not included in this policy.
  - o This policy also does not apply to Minnesota State Mankato Club Sports
- Presentations and performances involving theater, music or forensics students when such activities are requirements for the students in those activities. Regularly scheduled practices and rehearsals are not included in this policy.

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The official version of the entire policy, including the required procedures for informing faculty about absences is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **MATHEMATICS PLACEMENT**

Students seeking enrollment in Math 112: College Algebra, Math 201: Elements of Mathematics I, or Stat 154: Elementary Statistics must demonstrate readiness to succeed in the course through one of the following means:

1. ACT mathematics sub-score of 19 or higher, or
2. ACCUPLACER Elementary Algebra Test score of 75.5 or higher AND ACCUPLACER College-Level Math Test score of 49.50 or higher.

Students not meeting one of these requirements are placed in Math 098: Intermediate Algebra.

Students seeking enrollment in courses beyond those listed above must demonstrate readiness to succeed in the course through one of the following means: ACT score, ACCUPLACER score, Descriptive Test of Mathematical Skills (DTMS) placement test score, or satisfactory completion (i.e. grade of C or better) of pre-requisite coursework.

**Substitutions.** Students may substitute for the above requirements based on documentation of:

1. equivalent or higher scores on standardized college admissions tests, such as SAT quantitative scores, that report a separate mathematics sub-score within two calendar years;
2. successful completion of equivalent prior post-secondary education, such as course transfer evaluations or Cambridge International Examinations; or
3. enrollment exclusively in non-credit courses or programs.

#### **Waiver**

1. Students not meeting the requirements for enrollment in Math 112, Math 201 or Stat 154 may request a waiver to this policy.
2. Written requests for waivers to the policy must be submitted to the Chair of the Department of Mathematics and Statistics, and should include evidence of alternate means of demonstrating readiness for college algebra including but not limited to:
  - a. High school or recent post-secondary coursework which would indicate adequate preparation (transcripts or other records which include course titles, levels and grades are acceptable), or
  - b. Verification of extenuating circumstances which may have affected performance on previous exams.

The official version of the entire Mathematics Placement policy, including the scores required for advanced courses and the entire waiver procedure with timeframes, is located on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **MAXIMUM CREDIT REGISTRATION LIMIT**

Students who are otherwise eligible for registration may register for up to 18 credit hours per term with no additional permission. To register for 19-21 credits, a student needs written permission from his or her advisor and the chair of the department in which the student is registered as a major. To register for 22-24 credits, a student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major, and the dean of that college (or designee). To register for 24-27 credits, a student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major, the dean of that college (or designee), and the Vice President for Academic Affairs (or designee). Students are allowed to register for more than 27 credits only under exceptional circumstances, and only with the permission of the Office of Academic Affairs.

Students desiring to register for credits in excess of 18 each term would need to complete the Credit Hour Overload application ([http://www.mnsu.edu/registrar/FORMS/UG\\_Overload.pdf](http://www.mnsu.edu/registrar/FORMS/UG_Overload.pdf)). Once completed, the form will be submitted to the Student Relations Coordinator of the student's college or other appropriate University official and permission to register for the appropriate number of credits will be entered for the student.

The official version of the entire policy, including procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **MILITARY SERVICE CREDITS**

Minnesota State Mankato may grant credit for military course completion after review of each applicant's military service experience. The University does not grant credit for position responsibilities or on-the-job training activities. A student's military service documents are examined utilizing the American Council of Education (ACE) guides.

The official version of the entire policy, including procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

#### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

The Post-Secondary Enrollment Option policy was undergoing review by the University community during the printing of this bulletin. The reviewed policy is available on the University's Policy website (<http://www.mnsu.edu/acadaf/policies/>).

#### **PRIORITY REGISTRATION**

As some students, groups, programs, or teams are impacted by schedules or other constraints outside their control, those groups or individuals demonstrating circumstances resulting in a need for priority registration will be allowed to register in a pre-determined order in advance of the regular registration period. This procedure only applies to students registering for their second term while they are full time (12 credits or more) in their first term. The policy is tailored to allow students to have access to general education and lower division (100-200) courses, many of which have multiple sections, so that students can have access to the sections that allow them to attend class and meet their obligations in representing the university. Designated students may use priority registration until they have earned 64 credits. However, in cases where a need for priority registration can be demonstrated beyond this 64-credit threshold, an appeal process is available.

The following groups/individuals would be allowed priority registration prior to the regular registration timeframe:

- 1) Students with documented physical or mental challenges which require special attention in the scheduling process would obtain documentation from the Disability Services Office. These students would be allowed a one-week priority registration time frame prior to the start of regular registration. This is consistent with current university practice.
- 2) Students who routinely represent the institution in official, university-sponsored events, activities, or competitions, such that their availability for practices or appearance at said events, activities, or competitions is ensured and/or where missed class time could be minimized as a result of priority scheduling. These students will have a 24-36 hour priority registration timeframe prior to the start of regular registration.

This category would include groups such as student-athletes, forensics students, theatre students, and music students. Student groups wishing priority registration status would need to submit a request, and provide the following information:

- a. Group designation
- b. Reason for request
- c. Evidence of need for priority registration

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The requests would be submitted to a committee comprised of a representative from the Registrar's Office, a Faculty Association faculty member, a student member, and a representative from the Division of Student Affairs. This committee would make a recommendation to the Vice President for Student Affairs or her/his designee. The Vice President for Student Affairs or her/his designee would act upon the recommendation and notify the Registrar.

The list of students eligible for priority registration would be documented by the appropriate department or program, and the list would be supplied to the Registrar by the appropriate department or program a minimum of one month prior to the start of the next term's registration period. Students on this documented list would be allowed to register during the designated period prior to the start of the regular pre-registration period.

The official version of the entire policy, including the rationale is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

### **REGISTRATION FOR CLASSES**

**New Students.** Fall first year students who attend summer orientation 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 Registrar's Office Date page for registration opportunities and procedures or at [www.mnsu.edu/registrar](http://www.mnsu.edu/registrar).

**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 Registrar's Office Date page for specific times, dates, location and deadlines for dropping and adding classes at [www.mnsu.edu/registrar](http://www.mnsu.edu/registrar).

(Note: Students dropping all courses should contact the Campus Hub and officially withdraw. See section on "Withdrawal from the University"). Students dropping a class after the fifth (5) day of the semester will have a grade "W" placed on their transcript.

**Grading Method.** Changes to the grading method are permitted 10 business days at the beginning of a term.

No courses may be dropped after the officially published deadline. Courses dropped by the 5th class day will not be recorded on the permanent record.

**Refunds for withdrawal.** Refunds for total withdrawal from all classes are prorated depending on the number of days that have passed after the beginning of a particular term. Consult Student Financial Services for withdrawal refund percentages and drop deadlines [www.mnsu.edu/registrar](http://www.mnsu.edu/registrar).

**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 Mankato 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 Mankato 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.** Student academic success is directly related to both the quality and quantity of the time engaged in academic activities. Excessive course loads can negatively affect a student's academic performance, and can lead to lower grades and a significant learning loss. Additionally, registering for a large number of credits, and then withdrawing from those courses which a student is unable to complete successfully, lowers a student's cumulative course completion rate. Lower GPAs and a low cumulative course completion rate can place a student on academic probation and suspension, and can also result in a loss of financial aid. As well, when students register for credits in excess of those they intend to complete, other students are denied access to those courses.

Students desiring to register for credits in excess of 18 each term would need to complete the Credit Hour Overload application (<http://www.mnsu.edu/acadaf/forms/academicaffairsforms/credithouroverloadform.pdf>). Once completed, the form will be submitted to the Student Relation Coordinator of the student's college or other appropriate university official and permission to register for the appropriate number of credits will be entered for the student. Permissions must be entered using the online permission system, and the maximum credit limit must be entered as part of the permissions process. The student will then need to register for the credits.

As an institution that promotes quality educational experiences and is concerned with offering students a successful academic experience, Minnesota State Mankato needs to set standards that encourage student success. In an effort to promote student success, the university has created a policy limiting the number of credits for which a student can register.

**Dropping a Course.** Dropping a course, or some courses, during a semester and withdrawing from the University (dropping of all courses) are different processes although both result in a grade of W after the fifth day of the semester for the courses dropped. Students dropping a course, or some courses, are still registered. The deadline for dropping a course, or courses, is 20 class days from the end of the semester. The deadline for withdrawing from the University is 10 class days from the end of the semester. Consult the Office of the Registrar's web site for a specific semester's deadlines.

**Late Registration.** Consult [www.mnsu.edu/registrar](http://www.mnsu.edu/registrar) for late registration deadlines. Consult Student Financial Services for late fee schedule. Enrollments are not accepted after these deadlines have passed.

**Order of Registration.** Students register in early registration 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.**

### **TRANSFER POLICIES**

In accepting transfer work, Minnesota State, Mankato uses all grades in calculating the transfer earned hours and the transfer grade point average, including the grade of "D". Additionally, all transfer grades are used in calculating a cumulative grade point average, which is the combination of the grade point average earned at Minnesota State, Mankato as well as the grade point average(s) transferred from other institutions."

**General Education Requirements. Baccalaureate Graduates.** Students with a Baccalaureate degree and 40 semester credit hours of general education coursework will generally have satisfied Minnesota State Mankato'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 if completing a BA at Minnesota State Mankato.

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**General Education Requirements. 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 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 Minnesota State Mankato 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.

**General Education Requirements. 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, using the distribution listed below.
- \* 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, using the distribution listed below.
- \* Distribution: Transfer AS/AAS degrees must have 40 credits in Categories 1-10; a minimum of 1 course in each of Categories 3-10; and one course in each part of Category 1. Categories 2 and 11 are exempt. (See Advising General Education/Diverse Cultures section in this bulletin).

**Non-degree transfer students.** Students without an associate or baccalaureate degree or a completed Minnesota Transfer Curriculum are obligated to follow and complete the Minnesota State Mankato general education requirements. (See Advising General Education/Diverse Cultures section in this bulletin).

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

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

**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 Mankato standards. Original score reports are required for each of these exam programs.

**Diverse Cultures Transfer Requirement.** Students transferring to Minnesota State Mankato are required to meet the University's Diverse Cultures 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 Diverse Cultures courses. Students who have completed an A.A. degree or transfer with 64 semester hours will have fulfilled the Diverse Cultures requirement.

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

**TRANSFER OF CREDITS FROM TECHNICAL COLLEGES**

The sum of all the semester technical credits taken in transfer from all regionally or appropriately accredited technical colleges or community and technical colleges will not exceed 16 semester credits. Credits approved for transfer will be treated as elective credits and will not apply to the major, minor, or to general

education. However, students may petition a specific department/major for an evaluation of these technical credits if students believe them to be applicable to the major. When supported by an articulation agreement between the University and the technical college, or community and technical college, from which the credits originate, additional credits beyond 16 may be accepted into the major. The articulation agreement must be approved through Minnesota State Mankato's curricular process. Additional credits beyond 16 may be accepted as general education with the following requirements:

1. Minnesota Community and Technical Colleges. In addition to the 16 semester technical credits, general education credits taken as part of a vocational/technical degree may also be transferred if the courses are approved Minnesota Transfer Curriculum (MnTC) courses.
2. Other vocational/technical schools. For coursework to be considered applicable to the Minnesota State Mankato's general education requirements, the school transferred from would have to be regionally or appropriately accredited.

Some technical colleges have merged with community colleges. We will accept unlimited community college credits. Minnesota State Mankato reserves the right to determine what is a technical credit and what is a community college credit.

The official version of the entire policy, including the policy rationale, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

**International Credits.** In order for any international university credits potentially to apply toward a degree program at Minnesota State Mankato, these credits must be evaluated by an external professional credit evaluation agency recognized by National Association of Credential Evaluation Services (NACES). The College of Science, Engineering and Technology specifically requires and allows only Educational Credential Evaluators (ECE).

**WORKSHOP CREDITS**

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.

**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. Withdrawal from the University is the termination of all registered courses.

Students withdrawing officially from the University should contact the Campus Hub at 117 Centennial Student Union to complete an official withdrawal form.

Repeated withdrawal may result in disqualification from further enrollment for at least two academic semesters and in financial aid suspension.