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## INFORMATION FOR STUDENTS

### ADMISSION TO THE UNIVERSITY

Applicants who have previously not attended any post-secondary institution (exclusive of courses taken through a Post-Secondary Enrollment Options (PSEO) program) are considered for admission to Minnesota State University, Mankato based on the University's admission requirements for new entering first year students, new entering non-traditional students, and new entering international students. Applicants who have previously attended any post-secondary institution after graduating from high school (exclusive of courses taken through a PSEO program) are considered for admission to Minnesota State Mankato based on the University's admission requirements for transfer students.

To view the complete Undergraduate Admissions policy, see <http://www.mnsu.edu/atoz/policies/>

### COURSE DESIGNATOR AND NUMBERING SYSTEM

Each course is identified by a 2-4 alpha character code called a course designator that indicates the program or department housing the course. The listing of course designators used at Minnesota State Mankato are below.

A course designator is followed by a 3-digit numeric code indicating course level. Undergraduate courses are numbered 001-499. 001-299 indicate lower division courses and 300-499 indicate upper division courses. To be eligible to graduate with a bachelor's degree from Minnesota State Mankato a student must have completed at least 40 semester hours of upper division courses. Students must be admitted to their major first to be able to take 300-400 level classes.

### COURSE DESIGNATORS

ACCT	Accounting
AIS	American Indian Studies
ANTH	Anthropology
AOS	Applied Organizational Studies
ART	Art
AET	Automotive Engineering Technology
AST	Astronomy
AVIA	Aviation
BIOL	Biology
BLAW	Business Law
BUS	College of Business
CAHN	College of Allied Health & Nursing
CHEM	Chemistry
CIVE	Civil Engineering
CDIS	Communication Disorders
CMST	Communication Studies
CS	Computer Science
CM	Construction Management
CORR	Corrections
CSP	Counseling and Student Personnel
DAK	Dakota
DANC	Dance
DHYG	Dental Hygiene
ECON	Economics
ED	Education
EE	Electrical Engineering
EEC	Elementary Education
EET	Electronic Engineering Technology
ENG	English
ESL	English As A Second Language
ENGR	Integrated Engineering
ENVR	Environmental Sciences
ETHN	Ethnic Studies
FCS	Family Consumer Science
FILM	Film Studies
FINA	Finance
FYEX	First Year Experience
FREN	French
GWS	Gender and Women's Studies
GEOG	Geography
GEOL	Geology
GER	German
GERO	Aging Studies
HLTH	Health Science
HIST	History
HONR	Honors

HP	Human Performance
HUM	Humanities
IDST	Interdisciplinary Studies
IT	Computer Information Technology
IBUS	International Business
KSP	Secondary 5-12 & K-12 Professional Education
LAWE	Law Enforcement
MGMT	Management
MET	Manufacturing Engineering Technology
MRKT	Marketing
MASS	Mass Media
MATH	Mathematics
ME	Mechanical Engineering
MEDT	Medical Technology
MSL	Military Science and Leadership
MUSC	Music, General
MUSP	Music Performance
MUSE	Museum Studies (See Anthropology)
NPL	Nonprofit Leadership
NURS	Nursing
PHIL	Philosophy
PHYS	Physics
POL	Political Science
PSYC	Psychology
RPLS	Recreation, Parks & Leisure Services
REHB	Rehabilitation Counseling
SCAN	Scandinavian Studies
SOST	Social Studies
SOWK	Social Work
SOC	Sociology
SPAN	Spanish
SPED	Special Education (Academic and Behavioral Strategist)
STAT	Statistics
THEA	Theatre Arts
URBS	Urban & Regional Studies
WLC	World Languages & Cultures (formally Modern Languages)

### DEAN'S LIST

An undergraduate student who carries 12 or more credits 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 without incomplete grades or a grade in-progress when the report is run 6 weeks after the end of each term, will be 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 also be on the Academic High Honors List.

### GRADING

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:** In some instances, students can choose either a letter grade or pass/no credit for a particular course. If a student wishes to change the grading method after registration, they may do so within certain deadlines which are published on the webpage of the Office of the Registrar (Dates page).

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

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

To view the complete Grading policy, see <https://www.mnsu.edu/atoz/policies/>

### LAST DATE OF ATTENDANCE

The University is obliged to provide attendance information to various stakeholders about certain student populations, e.g. student athletes, international students on student visas, and students who receive Financial Aid or funding as veterans.

This information is collected from instructors for each course twice each term: during Mid-Term Reporting for advising purposes, and at the end of the term when

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grades are submitted. End-of-term Last Day of Attendance (LDA) information is only collected if a student receives a grade of "F" or "NC" for a particular course.

Instructors define what attendance means for each course. In general, the "last day of attendance" is considered to be:

- the last day the student attended class in courses in which attendance is taken by the instructor,
- the last day on which a student submitted an assignment, quiz, or test,
- or the last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

To view the complete Last Day of Attendance policy, see <http://www.mnsu.edu/atoz/policies/>

### **NON-DEGREE PROGRAMS**

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

### **OFFICIAL MEANS OF COMMUNICATION**

University assigned student email accounts shall be the University's official means of communication with all students. Students are responsible for all information sent to them via the University assigned email account. If a student chooses to forward the University email account, she or he is still responsible for all information, including attachments, that is sent to the University email account.

### **OFFICIAL WITHDRAWAL FROM THE UNIVERSITY**

<https://www.mnsu.edu/campusHub/payments/withdrawalinfo/>

Official Withdrawal is defined as terminating enrollment in all registered courses for an academic semester at Minnesota State University, Mankato. Refunds/credits of tuition and fees for withdrawal are based on the Minnesota State Colleges and University's refund policy, <http://www.mnscu.edu/board/policy/512.html>

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress for undergraduate students is defined as:

- Achieving a Minnesota State University, Mankato ("local") cumulative grade point average (GPA) of 2.0 or higher. (Transfer credits are not included in calculating satisfactory GPA).
- and**
- Maintaining a cumulative satisfactory credit completion rate of at least 67%. (Transfer credits are included in calculating satisfactory credit completion rate).

To view the complete Satisfactory Academic Progress Standards (SAPS) for Undergraduate Students policy, see <http://www.mnsu.edu/atoz/policies/>

### **STUDENT COMPLAINTS**

Minnesota State University, Mankato has a commitment to a respectful learning environment. Students have the right to seek a remedy for when they believe a campus office/department or a Minnesota State employee treated them in an improper, unfair or arbitrary manner. Students are encouraged to resolve the matter informally before initiating this process. Students seeking advice may contact the Minnesota State Student Association or an academic advisor.

To view the complete Student Complaints and Grievances policy, see <http://www.mnsu.edu/atoz/policies/>

### **TUITION AND FEES**

Minnesota Statute 136F.06, Powers and Duties, and Minnesota Statutes § 136F.70, Tuition; Fees; Activities Funds provide that the board shall set tuition and fees and adopt suitable policies for the colleges and universities it governs. All colleges and universities shall charge tuition and fees consistent with Minnesota Statutes, board policies, and system procedures. The Board shall approve the tuition and fee structure for all colleges and universities. The chancellor or designee is authorized to make any necessary technical adjustments to the tuition rates and fees. Technical adjustments are defined as changes in tuition and fee rates which are deemed a correction or the addition of a program rate for a new program established in the interim.

To view the complete Minnesota State Colleges & Universities Tuition and Fees policy, see <http://www.mnscu.edu/board/policy/511.html>

To view Minnesota State Mankato's tuition and fees schedule for the current term, see [http://www.mnsu.edu/campusHub/tuition\\_fees/](http://www.mnsu.edu/campusHub/tuition_fees/)

### **TUITION REFUND APPEAL**

<https://www.mnsu.edu/campusHub/payments/tuitionrefundappeal/>  
Appeals are granted only in cases of rare and extreme circumstances and are not granted for failure to cancel or non-attendance.

### **UNDERGRADUATE TRANSFER**

Minnesota State University, Mankato complies with the MnSCU system policy and procedures including Undergraduate Course Credit Transfer Policy and Procedure, the Minnesota Transfer Curriculum, and Transfer Rights and Responsibilities.

To view the complete Acceptance and Evaluation of Transfer Credits policy, see <http://www.mnsu.edu/atoz/policies/>