

INFORMATION FOR STUDENTS

Academic Standing

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 Academic Standing for Undergraduate Students policy, see <http://www.mnsu.edu/atoz/policies/>

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/>

Degree Audit (DARS)

DARS is an acronym for Degree Audit Reporting System. It is a computer program that produces advising information illustrating a student's progress in fulfilling the graduation requirements of their chosen degree program for undergraduate students.

DARS accomplishes its task by using a student's degree program information (degree, major, minor, catalog year), on file in the student records system, to create a generic "template" of that degree program. DARS then feeds all of a student's courses through this template to fill in the blanks. When the process is complete a document (called an audit) is produced showing where the student's courses fit in, which requirements are completed, and which are left to be done. The audit can then be used to monitor a student's progress and give a detailed assessment of what University requirements are yet to be satisfied.

DARS is not a replacement for the advising process whereby students are in communication with their department and assigned advisor. DARS should also not be considered a replacement for the University catalog, although the DARS program is based very heavily upon that document. The DARS program is a tool to assist students and advisors. Though DARS produces an accurate report of a student's graduation progress, infrequently some items cannot be checked for or taken into account. For example, audits do display the results of nearly all departmental substitutions and waivers, but there are some situations that cannot be dealt with via DARS. Many of these items are handled via the advising process and are done manually within the graduation process.

Questions concerning DARS should be directed to DARS-Questions@mnsu.edu

Ordering an Audit:

There are three ways that students can obtain audits:

- order their own via e-Services
- request an audit at the Campus Hub
- request an audit at their department or advising center

Courses

This catalog lists course offerings for the academic year beginning with fall semester 2017. This listing is as accurate as possible when the catalog is compiled. Students are advised, however, that all information regarding course offerings is subject to change, and it is recommended that students check the course schedules prior to each term. The University reserves the right to withdraw or modify any course or to change instructors.

Contact Hour.

One 50-minute period (minimum) of class group activity under supervision.

Writing Intensive "W" Designator. In certain cases, the 3-digit number may be followed by the letter "W", which indicates that the course satisfies the writing intensive graduation requirement, whereas the other course with the same designator (and no "W") does not. Credit will not be given for two courses with the same designator, regardless of GE writing intensive satisfaction.

Sections.

Individual course sections differentiated in the course schedules, but are not indicated in this catalog.

Number of Credits.

The number of credits is listed in parentheses after the course number. If the course is offered for variable credits, e.g., (1-4), the student will need to work with an advisor to determine the appropriate number of credits for which a certain course should be taken, and should register for the course accordingly. Permission is required for variable credit courses.

Prerequisites.

Students can be dropped from a course for which they are not found to have met the prerequisites. Some courses require prerequisites and/or co-requisite courses. These are listed at the end of the course descriptions in this catalog. In some cases, prerequisites are "enforced." If so, you would be unable to register without first verifying that you have completed the required prerequisite course. It is the student's responsibility to review prerequisite requirements, and register for the appropriate level course. Questions about prerequisite course requirements should be directed to your academic advisor, the College Advising Center, or the department offering the course.

General Education and Diverse Cultures Satisfaction.

Courses approved as satisfying General Education requirements are symbolized after the course description. For example, a course satisfying Goal Area 4 will be denoted as GE-4. Similarly, courses approved as satisfying the Diverse Cultures Graduation Requirement will be denoted as Diverse Cultures-Purple and Diverse Cultures-Gold after the description. If a course satisfies both a General Education and a Purple course requirement, for example, in Goal Area 5, it will be denoted as Diverse Cultures-Purple and under this, GE-5. If a course satisfies both a General Education and a Gold course requirement in Goal Area 5, it will be denoted as Diverse Cultures-Gold, followed by GE-5.

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)

Deans 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.

Email: 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.

Equal Opportunity and Nondiscrimination in Employment and Education Policy Minnesota State 1B.1

Minnesota State Mankato is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status (protected class).

Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university or otherwise adversely affects the individual's employment or education.

Harassment on the basis of protected class is prohibited. Harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when it is directed at members of the opposite sex or when it is directed at members of the same sex.

The 1B.1 Policy can be found at: <http://www.minnstate.edu/board/policy/1b01.html>. Inquiries regarding compliance or to file a report for a neutral investigation, contact the Office of Equal Opportunity and Title IX, 112 Armstrong Hall, or at 507-389-2986 (V) or 1-800-627-3529 or 711 (MRS/TTY).

Equity In Athletics Disclosure Federal Act 1994

Updated reports are released by October 15 of each subsequent year. Included is data on the amount of money spent on men's and women's teams and recruiting efforts, participation rates, personnel and operating expenses, revenues generated, and sports related financial aid allocations. The report is readily accessible to students, prospective students and the public. Contact Finance and Administration, 238 Wigley Administration Center, 507-389-6621.

Family Education Rights and Federal Act (FERPA)

Affords students certain rights with respect to their education records. For more information, see "Student Education Records" policy: <http://www.mnsu.edu/atoz/policies/studenteducationrecords2017.pdf>

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

Last Date of Attendance (LDA)

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 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/>

Pre-Professional 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.

Rights for Students with Disabilities

Minnesota State University, Mankato, is committed to achieving equal educational opportunity and full participation for qualified persons with disabilities. See <http://www.mnsu.edu/atoz/policies/acessforstudentswithdisabilities2015.pdf> Achieving full participation and integration of people with disabilities requires the cooperative efforts of all the departments, offices, and personnel. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act of 1990. All students with a disability may request accommodation through Accessibility Resources (132 Memorial Library, 507-389-2825).

Sexual Violence Policy. Minnesota State 1B.3 Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of Minnesota State Mankato. Acts include sexual assault, non-forcible sex acts, dating, intimate partner, and relationship violence, stalking, as well as aiding acts of sexual violence. These acts will be investigated and may subject an individual to disciplinary sanctions as well as possible referral to appropriate law enforcement agencies.

The 1B.3 Policy can be found at: <http://www.minnstate.edu/board/policy/1b-03.pdf>. Inquiries regarding compliance or to file a report for a neutral investigation, contact the Office of Equal Opportunity and Title IX, 112 Armstrong Hall, or at 507-389-2986 (V) or 1-800-627-3529 or 711 (MRS/TTY).

Required Comprehensive Training. The State of Minnesota and Minnesota State Mankato requires that all students complete training on sexual harassment and violence awareness and prevention as detailed in Minnesota's Statute 135A.15 Sexual Harassment and Violence Policy, Subdivision 8. Minnesota State Mankato fully supports the reduction of sexual harassment and sexual violence on our campus. Student participation in this required training is an investment in the safety of our campus.

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/>

Student Right-to-Know and Campus Security Act 1995

The Student Right-to-Know and Campus Security Act increased the level of information universities must collect and provide to current and prospective students and employees and to the Department of Education. The first part of the act, entitled the Student Right-to-Know Act, requires colleges and universities to compile and release institution-wide graduation rates for all students, with more detailed statistical information submitted on the graduation rates of athletes. The graduation rate for Minnesota State Mankato new entering first year students, fall term 2009 cohort, is 49 percent. This percentage reflects the number of first time, full-time four-year degree seeking students either who received a baccalaureate degree within six years or an associate degree within three years. The 2009 cohort is the most recent one for which a six year graduation rate is available.

Part II of the act, entitled the Campus Crime Awareness and Campus Security Act of 1990, requires colleges and universities to annually make available to all current employees and students as well as to applicants for enrollment or employment an Annual Security and Fire Safety Report. This report contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at www.mnsu.edu/safety. You may also request a paper copy from University Security at 507-389-2111 or by emailing security@mnsu.edu.

Transfer

Minnesota State University, Mankato complies with the Minnesota State 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/>

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.minnstate.edu/board/policy/511.html>

To view Minnesota State Mankato's tuition and fees schedule for the current term, see <http://www.mnsu.edu/tuition/>

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 Awards

Minnesota State Mankato offers programs leading to undergraduate certificates, associate of arts degree, baccalaureate degrees, master's degrees, graduate certificates, education specialist degrees and doctoral degrees. (The Graduate Studies Catalog contains complete information regarding graduate degree programs.)

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 semester hours of credit (or up to 128 for certain programs).

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.

Baccalaureate Degrees

The baccalaureate degrees available are Bachelor of Applied Science (BAS), Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), Bachelor of Science in Civil Engineering (BSCE), Bachelor of Science in Computer Engineering (BSEC), Bachelor of Science in Electrical Engineering (BSEE), Bachelor of

Science in Engineering (BSE), Bachelor of Science in Mechanical Engineering (BSME), and Bachelor of Science in Social Work (BSSW). Students seeking teacher licensure pursue a Bachelor of Science degree. These degrees are generally based upon four years of study and require satisfactory completion of 120 credits (or up to 128 for certain programs).

Bachelor of Arts (BA). The Bachelor of Arts degree emphasizes both breadth and depth in its curriculum.

BA candidates usually complete a major not exceeding 40 semester credits and a minor not exceeding 20 semester credits, plus general education and elective credits. Certain broad majors which exceed 47 semester credits do not require the completion of a minor.

BA degrees require completion of one full sequence (minimum 8 credits) of a single modern language (including American Sign Language) at the elementary or intermediate level. Please consult the Department of World Languages & Cultures for acceptable sequences.

BA candidates who wish to qualify as secondary school teachers may do so by completing the requirements for the Bachelor of Science (teaching) plus the professional education and other secondary teaching requirements described in the Bachelor of Science program for licensure. Students will then earn a Bachelor of Science (teaching) in addition to, or instead of the Bachelor of Arts. They may alternatively choose to complete the Master of Arts in Teaching degree described in the Minnesota State Mankato Graduate Catalog.

Bachelor of Fine Arts (BFA). The Bachelor of Fine Arts degree program is designed for students who desire a professional career in the Fine Arts, Creative Writing and Theatre.

Bachelor of Science (BS). The Bachelor of Science degree emphasizes professional or technical preparation. BS candidates usually complete a major not exceeding 40 semester credits and a minor not exceeding 20 semester credits, plus general education and elective credits. Certain broad majors which exceed 47 semester credits do not require the completion of a minor.

Bachelor of Science in Electrical Engineering (BSEE). This degree is a professional degree designed for students planning a career in Electrical Engineering.

Bachelor of Science in Civil Engineering (BSCE). This degree is a professional degree designed for students planning a career in Civil Engineering.

Bachelor of Science in Computer Engineering (BSEC). This degree is a professional degree designed for students planning a career in Computer Engineering.

Bachelor of Applied Science (BAS). This degree is designed for students with an appropriate 2-year degree and who participate in an extended internship program. Currently offered is a BAS in Computer Application Development.

Bachelor of Science in Engineering (BSE). This degree is a professional degree designed for students planning a career in Engineering. Students can choose a technical focus area within the project-based programs.

Bachelor of Science in Mechanical Engineering (BSME). This degree is a professional degree designed for students planning a career in Mechanical Engineering.

Bachelor of Science in Social Work (BSSW). This degree is designed for students preparing for a professional career in the social work field.

Associate Degree

Associate of Arts (AA). The Associate of Arts (AA) degree can only be earned through the Liberal Studies program. Students must complete the general education requirements plus 16 credits of lower division electives for a total of 60 semester credits. This Associate of Arts (AA) degree is intended for those students who wish to pursue a two-year balanced program of liberal education.

Certificate

These programs provide evidence of specialized study and expertise in given fields.

A certificate is awarded to students who satisfactorily complete a prescribed course of study and/or a qualifying examination. Program descriptions, with specific requirements, are given under departmental headings.

University Policies

www.mnsu.edu/atoz/policies/

University policies are statements of institutional positions on issues. They both reflect and support the University's mission and values. While developed primarily to guide institutional decisions or actions, they also may articulate the institution's compliance with external mandates, encourage efficient use of resources or promote consistency by those acting for the institution. University policies impact the entire institution and their applicability is not limited to a single institutional unit. The implementation of University policies requires the approval of the President.

University Procedures

www.mnsu.edu/policies/procedures.html

University procedures are written statements of specific processes initiated to implement a University Policy. Procedures are subject to regular change to improve the manner in which a policy is administered.

Withdrawal from the University

<https://www.mnsu.edu/campus/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.minnstate.edu/board/policy/512.html>