Policy

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.

Materials submitted to the Admissions Office become the property of Minnesota State Mankato and will not be returned.

Definitions

- **New entering first year students** are students who have never attempted or earned credit at a post-secondary institution (exclusive of courses taken through a concurrent enrollment or PSEO program) and:
  - are applying to enroll after high school graduation; or
  - are applying to enroll at the University after having completed a General Education Degree (GED); or
  - are applying to enroll at the University after having completed home schooling.

  This category includes students who apply to the University within three years of graduating from high school, completing a GED, or after having completed home schooling.

- **Non-traditional students** are students who have never been registered at a post-secondary institution (exclusive of courses taken through a PSEO program) and are applying to the University more than three years after graduation from high school; receiving a GED, or completing home schooling.

- **International students** are new entering students or transfer student applicants who are:
  - not U.S. citizens; or
  - not permanent residents of the U.S.; or
  - not refugees or asylees of their home country; or
  - not in the documented process of becoming a naturalized citizen/permanent resident.

- **Transfer students** are students who have attempted or earned college credits after graduating from high school (does not include courses taken through a PSEO program).
Admission for New Entering First Year Students:
In order to be eligible for admission, applicants wishing to be admitted as new entering first year students should have completed college preparatory courses in the following pattern or which provide mastery of equivalent competencies in Grades 9-12.

Required Academic Core consisting of:
- Four (4) years of English (including composition, literature, and speech)
- Three (3) years of mathematics (two years of algebra (of which one is intermediate or advanced algebra) and one year of geometry)
- Three (3) years of science (at least one year each of a biological and physical science, with all courses including significant laboratory experience)
- Three (3) years of social studies (including one year each of geography and U.S. history)
- Two (2) years of a single world language (including non-English native languages and American Sign Language)
- One (1) year of arts (visual arts and the performing arts of theater, music, dance and media arts) or one (1) year of world culture

Two course deficiencies are allowed from these requirements.

Academic Performance Requirement:
In addition to the preceding subject area requirement, new first year students must have:
- A rank in their high school graduating class in the top 50% AND a minimum ACT composite score of 15 (or equivalent score on a nationally normed college entrance exam).
  OR
- A grade point average of at least 3.0 (on a 4.0 scale) AND a minimum ACT composite score of 15 (or equivalent score on a nationally normed college entrance exam).
  OR
- A minimum ACT composite score of 21 (or equivalent score on a nationally normed college entrance exam) and a minimum grade point average of 2.7.

- Proof of high school graduation is required before enrollment.

Students who have completed a GED
- Applicants with a GED who attain a minimum score of 170 on each content area exam within the GED examination will be eligible for admission.

Students who are home-schooled
- Applicants who are home-schooled will be eligible for admission based on attaining a composite score on the ACT, the PSAT, or the SAT at or above the 50th percentile on the national norms. Please refer to Academic Core standards above for guidance to be prepared to meet the academic challenges during your college experience.

Admission for Non-Traditional Students or Non-Degree Seeking Students:
- Applicants are admitted upon providing evidence of graduation from a high school, receiving a GED or completing home schooling in the United States.
- Non-degree seeking applicants are considered under the University’s policy for non-degree seeking students.

Admission for Transfer students:
- Transfer students who have completed at least 24 semester (36 quarter) college level credits with a 2.0 cumulative grade point average will be admitted.
- Additionally transfer students who have completed an Associate’s degree at a regionally accredited institution will be admitted. *(must include positive grade trend in most recent coursework). Transfer students who have completed fewer than 24 semester (36 quarter)
college level credits must also submit a final high school transcript. Eligibility for admission will be based on the high school and collegiate records.

- Transfer students, who were not enrolled in a post-secondary institution for at least one year, will be considered for admission on a case-by-case basis.
- Transfer applicants who are under academic or disciplinary suspension or who were dishonorably dismissed from previous institutions will not be considered for admission during the term of the suspension. Likewise students who are unable to obtain official transcripts from previous institutions will not be considered for admission until all official transcripts have been provided to the Office of Admissions.

Procedures

Admissions Deadlines

Completed applications must be submitted, including all required material, five (5) working days prior to the start of classes. Under certain circumstances, the University may institute an earlier priority admission deadline.

Students who meet the stated admission requirements are automatically admitted on a space-available basis up to a priority deadline. This priority deadline may vary from year to year and is posted on the University website.

Students who apply after the priority deadline and do meet the stated requirements are not automatically admitted. Applications are reviewed based on the following criteria:

- challenging pattern of a student’s course work;
- evidence of exceptional achievement, aptitude or personal accomplishment not reflected in high school rank or test scores;
- evidence of steady improvement in academic performance and/or having overcome barriers to educational achievement; and
- demonstration that a student’s enrollment would enhance diversity at the University.

Application and Admission Procedures

For undergraduate admission to Minnesota State Mankato the following information and forms must be provided and be acceptable for admission to be granted.

Application Procedure for U.S. Citizens or Permanent Residents or Students in the Process of Becoming a Permanent Resident (International students have a separate application process.)

1. Complete the Minnesota State Mankato application or the Minnesota State Colleges and Universities (MnSCU) universal application online. Paper application forms are available from the Minnesota State Mankato Admissions Office or high school counseling offices.
2. Have an official copy of the high school or GED academic record, including coursework, grades, and class rank, submitted to the Minnesota State Mankato Admissions Office.
3. Arrange for the required test score to be sent to the Admissions Office directly from the relevant testing agency.
4. Submit a non-refundable application processing fee of $20. Application fee may be waived by the Office of Admission when students demonstrate a financial need or for specific, strategic recruitment activities.
5. If coursework was completed prior to high school graduation from a post-secondary institution, request an official transcript to be sent directly to the Minnesota State Mankato Admissions Office.
Application and Admission Procedures for International Students:

- **Application Fee:** The applicant must submit a non-refundable $20 application processing fee made payable to Minnesota State University, Mankato through a U.S. bank or with a U.S. Money Order. This fee may also be paid by credit card.
- **Application Form:** The applicant must complete the international application form including all required signatures (pages 1 & 2 of the international application document).
- **Financial Statement:** The applicant must fully complete all sections of the Financial Statement (pages 3 & 4 of the international application document).
- **Bank Statement:** Along with the Financial Statement, the applicant must furnish recent (no more than 3 months old) legal bank statements or scholarship awards verifying the availability of enough funds to cover tuition, fees, room, meals and miscellaneous expenses for a 9 month academic year (amount annually determined). Students should expect a cost increase in each subsequent year at Minnesota State Mankato.
- **International Student Agreement:** The applicant must read, sign and submit the International Student Agreement (page 5 of the international application document).
- **International Student Advisor Form:** Only students on an F-1 visa studying in the United States should have this form completed. The applicant must have the international student advisor from the university/college he/she is attending in the U.S. complete the International Student Advisor Form (page 6 of the international application document).
- **English Proficiency:** The applicant must demonstrate proof of English proficiency in ONE of the following ways:
  - Composite iBT TOEFL score of 61 or better; or
  - Composite paper-based TOEFL score of 500 or better; or
  - Band Score on the Academic IELTS of 5.5 or better; or
  - Other comparable standardized measures.
  - Applicants transferring from a U.S. college or university or whose first language is English will be reviewed for academic English proficiency on a case-by-case basis.

Students who do not meet the English proficiency benchmarks above, but who have met all other academic and financial requirements for admission, may be considered for conditional admission to Minnesota State Mankato to participate as full-time students in the Intensive English Language Institute (IELI). Students may be approved for regular, degree-seeking admission to Minnesota State Mankato after completing the IELI program if they are then able to meet one of the English proficiency benchmarks above.

- **Transcripts, Test Results, Diplomas, and/or Certificates:** Applicants must provide academic records from every secondary and post-secondary institution they have attended. Non-U.S. records must be originals, or be official copies, and must be translated into English. Official U.S. post-secondary records or transcripts must be sent directly to the University from each institution attended.

Admission Procedures for Transfer Students:

1. Complete the Minnesota State Mankato application for admission on the Minnesota State Mankato Admissions Office web site.
2. Request official transcripts from ALL previously attended post-secondary institutions, whether attempted credits were earned or not, to be forwarded directly to the Minnesota State Mankato Office of Admissions. Students transferring credits from another MnSCU institution do not need to request transcripts, they simply need to indicate dates of attendance at the MnSCU school and MSU can retrieve their transcripts electronically.
3. Submit a non-refundable application processing fee of $20. Application fee may be waived by the Office of Admission when students demonstrate a financial need or for specific, strategic recruitment activities.
Appeal Process for All Students Not Eligible for Regular Admission:
A student who is denied admission to Minnesota State Mankato may request reconsideration through written appeal to the Undergraduate Admissions Appeals Committee. Students must provide:

- A letter of appeal from the applicant stating why he/she should be considered for admission. The letter of appeal, at a minimum, should address factors such as:
  - Challenging pattern of a student’s course work
  - Evidence of exceptional achievement, aptitude or personal accomplishment not reflected in high school rank or test scores
  - Evidence of steady improvement in academic performance and/or having overcome barriers to educational achievement
  - Demonstration that a student’s enrollment would enhance diversity at the University
- One (1) recommendation from a teacher in a core academic subject area (English, math, science, social studies).
- If you are a high school senior, submit at least one grade report from your senior year.
- If you are a high school graduate, submit a high school transcript showing graduation date.
- If you are a transfer student, request official transcripts from ALL previously attended post-secondary institutions to be forwarded directly to the Minnesota State Mankato Office of Admissions.
- Any other information such as repeated or updated test scores.

All appeal materials must be submitted at least five working days before classes begin, and will be heard as long as space remains available in the program. Incomplete appeals will not be considered.

Students who are admitted upon appeal may be placed on an admissions contract and be required to meet specific academic performance targets:

- Students admitted on appeal who have completed fewer than 24 semester (36 quarter) college level credits will be assigned to the Center for Academic Success.
- Students admitted on appeal who have completed 24 or more semester (36 or more quarter) college level credits will be placed in the Academic Probation and Suspension Program.

International Students who meet the academic benchmark for admission, but do not meet the English proficiency benchmark for regular admission may be considered for conditional admission to the Intensive English Language Institute (IELI) at Minnesota State Mankato. This conditional status allows the study of English in preparation for meeting the English proficiency guidelines outlined above.

Rationale

Minnesota State University, Mankato is committed to providing educational opportunities for individuals who desire and are prepared to continue their education. Past performance by Minnesota State Mankato students indicates that adequate preparation prior to entry into the University is of considerable importance. Consequently, admission requirements have been established to emphasize the need for such preparation prior to admission.