

# University Policies

<b>Policy Name:</b> Undergraduate Admissions	<b>Effective Date:</b>
<b>Custodian of Policy:</b> Associate Vice President for Student Affairs	<b>Last Review:</b> August 2007
	<b>Next Review:</b> September 2018

## INFORMAL REVIEW

### Policy

Applicants who have previously not attended any post-secondary institution (exclusive of courses taken through a Post-Secondary Enrollment Options [PSEO] program) will be 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 (exclusive of courses taken through a post-secondary options program) will be considered for admission to Minnesota State University, Mankato based on the University's admission requirements for transfer students.

### Procedures

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

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

#### Definitions:

- **New entering first year students** are those students who have never attempted or earned credit at a post-secondary institution (exclusive of courses taken through a Post-Secondary Options [PSEO] program) and:
  - are applying after high school graduation; or
  - are applying to the University after having completed a GED; or
  - are applying to 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 those students who have never been registered at a post-secondary institution (exclusive of courses taken through a post-secondary options 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 process of becoming a naturalized citizen/permanent resident.
- **Transfer students** are those students who have attempted or earned post-high school graduation credits, exclusive of courses taken through PSEO (Post-Secondary Enrollment Options).

### **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 will be automatically admitted on a space-available basis up to a priority deadline. This priority deadline may vary from year to year and will be posted on the [MSU-Minnesota State Mankato](#) website.

Students who apply after the priority deadline and do not meet the stated requirements will not be automatically admitted. Their applications will be 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
- Demonstration that a student's enrollment would enhance diversity at the University

### **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 University, Mankato application ~~form~~ or the Minnesota State Colleges and Universities (MnSCU) universal application online. ~~Forms may be obtained from high schools, the MSU Admissions Office or the MSU Admissions Office web site. 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 [MSU-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 based on official documented financial hardship.
5. If you have completed coursework prior to high school graduation from a post-secondary institution, request an official transcript to be sent directly to the Minnesota State University, Mankato Admissions Office.

### **ADMISSION PROCEDURES 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 courses determined to be college preparatory in the following pattern or which provide mastery of equivalent competencies in grades 9-12.

#### **Required Academic Core consisting of:**

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

Students will be viewed as meeting these requirements if they have two or fewer missing requirements.

### Academic Performance Requirement:

In addition to the preceding subject area requirement, new first year students should have:

- A rank in their high school graduating class in the top 50%

OR

- A composite score on the ACT, the PSAT, or the SAT, at or above the 50th percentile on the national norms **and** be in the top ¼ of their high school class

OR

- A cumulative high school GPA at or above (the average GPA for new incoming students-The final policy will have a GPA listed here, but research needs to be done in the coming month to determine what that cut off GPA should be) AND an ACT composite score of (TBD – based upon evidence of success demonstrated by new admits over the past three years)
- —Proof of high school graduation is required before enrollment.

### Students who have completed a GED

- Applicants with a General Education Degree (GED) who attain a minimum score of 460 on each test within the GED examination, as well as a minimum total score of 2,300, will be eligible for admission.

### Students who were 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 50<sup>th</sup> 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 PROCEDURES FOR NON-TRADITIONAL STUDENTS OR NON-DEGREE SEEKING STUDENTS:

- Applicants who graduated from high school three or more years ago, and who have not attended any post-secondary institution, will be 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, who graduated from high school three or more years ago, will be admitted as a special student on a per-term basis.

#### 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 on account of \$\_\_\_\_\_ U.S. (amount annually determined) or the equivalent in another currency. Students should expect a cost increase in each subsequent year at Minnesota State University, 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 applicants currently attending a university or college in the United States are required to provide this form. 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:
  - TOEFL score of 500 or better (paper and pencil exam) OR
  - TOEFL score of 173 or better (computer based exam) OR
  - TOEFL score of 61 or better (WEB-BASED exam) OR
  - Successful completion of Level 109 at an English Language School (ELS) OR
  - ~~a minimum score of 80 on the Michigan Test of English Proficiency (MELAB)~~ OR
  - a minimum Band Score of 5.5 on the Academic International English Language Test System (IELTS) exam. OR
  - other standardized measures comparable to a 500 (paper-based) TOEFL such as: an SAT Critical Reading score or an Accuplacer score.
  - students transferring from a U.S. college or university may satisfy the English proficiency requirement by having completed one semester of non-ESL Freshman English Composition I with a C or better grade (~~or non- ESL~~ Freshman Composition I & II with a C or better if on the quarter system).
  - Citizens of countries whose first language is English will be reviewed for English proficiency on a case-by-case basis.
- ~~PERSONAL STATEMENT: Applicants must write a one-page statement in English describing their background, interests, purpose for studying at Minnesota State University, Mankato, and how our education opportunity will benefit them and their home countries.~~
- 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 be certified or notarized Photostats, and must

be translated into English. OFFICIAL U.S. post-secondary records or transcripts must be sent DIRECTLY to our university from each institution attended.

#### ADMISSION PROCEDURES AND ACADEMIC REQUIREMENTS FOR TRANSFER STUDENTS:

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

1. Complete the Minnesota State University, Mankato transfer application form or the Minnesota State Colleges and Universities (MnSCU) universal application. Forms may be obtained from MSU 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 MSU Office of Admissions.
3. Submit a non-refundable application processing fee of \$20. Application fee may be waived, based on officially documented financial hardship.

**Transfer students** are those students who have attempted or earned post-high school graduation credits.

- Transfer students who have completed at least 24 semester (36 quarter) college level credits with a 2.0 cumulative grade point average and satisfactory completion of at least 67 percent of the credits attempted will be admitted.
- 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 ~~or who are unable to obtain official transcripts~~ 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.

#### APPEAL PROCESS FOR ALL STUDENTS ~~DENIED-NOT ELIGIBLE FOR REGULAR~~ ADMISSION:

A student who is denied admission to Minnesota State University, 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
- Three (3) Recommendations from individuals who can provide insights about the student's academic performance (teachers, counselors, etc.)
- 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 MSU-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~~ school begins, 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 will be placed on Contract Admission and will 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 ~~Academic Success Center~~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 at Minnesota State Mankato. This conditional status would allow them to study English in preparation for meeting the English proficiency guidelines outlined above.

## **Policy Rationale**

Minnesota State University, Mankato (~~hereafter referred to as MSU~~) is committed to providing educational opportunities for individuals who desire and are prepared to continue their education. Past performance by MSU-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.