

## MINNESOTA STATE UNIVERSITY, MANKATO MISSION STATEMENT

*Minnesota State University promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region and the global community.*

### ADMISSION

College of Graduate Studies and Research

125 Wigley Administration Center • 507-389-2321 • Fax 507-389-5974

Students with a four-year bachelor's degree from a regionally accredited college or university may apply for admission to graduate study. Complete application files should be received by the College of Graduate Studies and Research no later than six weeks (30 working days) before the beginning of the semester in which the student wishes to enroll for graduate coursework. International Students must apply and have complete files three months before the term of anticipated enrollment (some academic programs have earlier application deadlines). Admission to the graduate school is open to all who qualify with no limitation based on race, religion, color, veteran's status, sex, age, national origin, marital status, physical and mental disability, sexual orientation, creed, status due to receipt of public assistance or any group against which discrimination is prohibited.

### Degree Seeking Admission

Students seeking a graduate degree must submit a completed application in duplicate for a specific graduate degree program. The student, including MSU students, must make arrangements to have two official transcripts sent directly to the College of Graduate Studies and Research from the institution(s) where the undergraduate or graduate degree was received. Official transcripts must either bear the seal of the institution or the signature of the appropriate official. The baccalaureate degree must be listed on the transcript. If a student is seeking admission to the MSU College of Graduate Studies and Research before his/her graduation from an undergraduate institution, we will accept an incomplete transcript for provisional admission. It is the student's responsibility, however, to arrange for an official transcript listing the undergraduate/graduate degree to be sent by the degree-granting institution once it is available. Students are not considered to be fully admitted until an official final undergraduate transcript, verifying the award of the degree, is received by the College of Graduate Studies and Research.

**Application Fee.** All applicants must submit an application fee with the application for graduate study (no exceptions).

**Materials filed with the College of Graduate Studies and Research cannot be returned, borrowed or reproduced.** Application materials of applicants who do not enroll in graduate courses are destroyed after two years. If a student starts but does not complete a graduate program, his/her files will be destroyed after six years without course registration.

Degree seeking applicants who have completed graduate work at another institution may have this coursework evaluated for transfer credit. Please see the section on transfer credit for the criteria to have such credit applied to a graduate degree from Minnesota State University. All graduate work not applied to a previous graduate degree and accepted for transfer is averaged into the cumulative grade point average.

A four year accumulated minimum GPA of 2.75 on a 4.0 scale is required in all programs unless otherwise specified. **Some programs require a higher GPA.** Please review the admissions standards of each program for requirements of minimum grade point averages, Graduate Record Examination, Miller's Analogies Test, letters of recommendation or prerequisite requirements. If the program requires the GRE or Miller Analogies Test, official scores must be in the applicant's file before the file will be reviewed for admission.

Once the applicant's file is complete and the applicant meets all the requirements of the College of Graduate Studies and Research, the file is sent to the department for review and admission recommendation. A student is not admitted to the College of Graduate Studies and Research officially until recommended by the department. A departmental review may require several weeks.

As part of this recommendation, the department may require the student to complete certain deficiencies in addition to the normal requirements of the graduate program. Upon receipt of the department's recommendation, the Dean of the College of Graduate Studies and Research will admit the student to the program and the College of Graduate Studies and Research. The College of Graduate Studies and Research officially informs the applicant of his/her admission status.

Applicants with poor academic records or limited probability of succeeding in graduate work may be denied admission to a degree program and permission to take graduate courses. Applicants may also be denied if the department involved and the Dean of the College of Graduate Studies and Research concur that the applicant does not meet the professional standards commonly required for a student earning a graduate degree in that area.

**Transfer Credits.** A maximum of 10 semester credits of graduate credit, all of which must be related to the program (with a grade "B" or better), may be transferred from other appropriately accredited colleges or universities. A maximum of 16 semester credits of graduate credit may be transferred from the other Minnesota state universities (Bemidji, Moorhead, Southwest, St. Cloud, Winona, Metropolitan) and applied to a program at Minnesota State University, Mankato.

**To be accepted as transfer credit and applied towards a Minnesota State University graduate degree, the following conditions must be met:**

1. Credit must be from a regionally accredited educational institution
2. Credits transferred into an accredited program may need to come from an accredited program
3. The courses must be taught by a full-time faculty member with graduate faculty status at the originating university
4. The courses must be part of a regular graduate program at the originating university
5. Evaluation and approval by the student's Examining Committee
6. Evaluation and approval by the College of Graduate Studies and Research.

**The following will not be accepted as transfer credit:**

1. Correspondence or similar study
2. Individual study
3. Credit earned at a location in Minnesota through a university headquartered in another state or country
4. Credit for courses conducted by proprietary groups
5. Credit applied towards another degree
6. Extended campus credit from a university that does not accept that credit for its own on-campus graduate programs; or
7. Workshops, Continuing Education Courses and In-Service Training credits

All credit counting toward an MSU graduate degree, including all transferred credit, must be completed within the six year time limit.

**Miller Analogies Test/Graduate Records Examination** Some graduate programs require the Graduate Record Examination or the Millers Analogies Test for admission to the program. Students should check the specific admission requirements listed under each graduate program. Testing Services makes accommodations for individuals with special needs. Please contact the testing service for more information.

**Change of Program.** To change degree programs, students must complete the admission requirements of the new program including a review and acceptance by that program's admission committee. Students must submit a new application form to the College of Graduate Studies and Research for the change to be effective. A student must order two current MSU transcripts to be sent to the Graduate Studies Office when changing programs. No more than 12 graduate credits taken by a degree seeking student can be applied to the new program. Credits can only be counted once towards a degree.

**Part-Time Students.** Minnesota State University welcomes the student who, because of employment, family or other obligation, chooses to attain a degree on a part-time basis. Students may choose to not register for classes for several semesters, and resume a part-time or full-time load at a later date. However, the **maximum time limit for valid coursework is six years.** Financial aid is available to qualified students taking at least six graduate credits. For more information, see the section on Financial Aid in this Bulletin or contact the Office of Financial Aid at 507-389-1185.

**Immunizations.** All students born after 1956 are required by law to be immunized for measles, mumps, rubella, tetanus and diphtheria. Students will need to provide proof of these immunizations before they are allowed to register.

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## REGISTRATION PROCEDURES

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### International Student Admission

**Requirements for all international students.** International students must follow all of the normal application procedures listed above. In addition, a completed, certified financial statement listing the availability of adequate financial support for the applicant must be attached to the application form. No financial assistance can be guaranteed by Minnesota State University. An official Test of English as a Foreign Language (TOEFL) score must be sent directly to the College of Graduate Studies and Research from the testing service, as explained in the following section. **Examinee's copies of TOEFL scores will not be accepted.** All completed forms must be returned directly to the College of Graduate Studies and Research from the student applicant. Official application documents will only be accepted through the mail from testing agencies. **Unofficial transcripts and application materials are unacceptable.** Transcript evaluation by a reputable evaluation agency is required for most academic programs.

**English Competency for International Students.** The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English and who have not recently graduated from an educational institution in the U.S. or an English speaking nation.

Applications for the TOEFL can be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey 08540. Only official scores sent directly to the College of Graduate Studies and Research by the Educational Testing Service are acceptable.

Applicants whose first language is not English must demonstrate their ability to study in English by submitting a score of 500 or higher on the paper version, 173 or higher on the computer version. Prior completion of English coursework at other U.S. colleges does not exempt the student from the Minnesota State University English Placement Examination. Some academic programs have higher minimum requirements.

Because of the procedures required to determine English competency and the additional administrative time required, it is absolutely necessary that international student applications for graduate study be complete no later than three months before the beginning of the semester in which the student wishes to enroll for graduate coursework. All official transcripts, official test scores, letters of recommendation, financial statement and background sheet must be in the student's file in the College of Graduate Studies and Research three months before the beginning of the term of anticipated entry. It is recommended that all international students planning to attend Minnesota State University, Mankato should plan to arrive on campus at least one week before classes begin to participate in the required orientation program coordinated by the Office of International Students. There is no summer admission for international students.

**International Student Residency.** International students are required to enroll for a full-time graduate student course load (6 semester credits). International students must check on current immigration requirements in the **International Student Handbook**, which is distributed to each new student during initial orientation by the Office of International Students.

**Office of International Students.** The Office of International Students serves international students by advising students about academic, immigration, personal, social and financial issues. There are approximately 600 international students representing more than 70 countries at MSU. The Office of International Students serves as the official contact agent between the U.S. Immigration and Naturalization Service, other government agencies, and the University community.

The ISO also processes immigration paper work for faculty from abroad in J-1 status.

The Office of International Students coordinates and implements international social and cultural activities to promote international awareness and understanding on campus.

**Health Insurance.** Health and Accident insurance is REQUIRED for all international students and their dependents studying at Minnesota State University on an F-1 or J-1 Visa. All newly arrived international students are required to subscribe to the University's designated health plan prior to enrollment. Health insurance is required for the entire period of study at Minnesota State University – including the summer. Any exception or waiver can only be granted by the ISO Health Insurance Committee.

**New Student Orientation.** All new and transfer international students are required to attend a New Student Orientation program before they receive authorization to register for classes. An orientation fee will be charged to each new international student who enrolls at MSU.

**English Placement Test and ESL.** All new and transfer students whose native language is not English are required to take the English Placement Examination prior to enrolling in classes. This applies to both undergraduate and graduate students, as well as to transfer

students. Based on student performance students may be required to enroll in English as a Second Language (ESL) classes, beginning their first semester on campus, until authorized by the ESL instructor as eligible to enroll in English Composition 101 or waived of further requirements in case of graduate students. If a student fails to meet this requirement, a hold will be placed on the student's records. ESL for undergraduate students is not a substitute for English Composition 101 for general education requirements. Questions concerning ESL can be referred to the Department of Modern Languages at 389-2116.

**"International Students in U.S. Higher Education" Course.** The University requires all new international students to register and complete the course: "International Students in Higher Education" during their first semester on campus. Students who have attended other U.S. institutions for more than one year are waived from this requirement. The course is offered through the Department of Education Foundation Studies.

### Non-Degree Seeking Admission

Students wishing to take graduate coursework, but who do not wish to seek a graduate degree, must complete an application as a non-degree seeking student prior to registration. No more than 12 graduate credits taken by a non-degree seeking student may be applied to a graduate degree program. This option is not available to international students.

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## REGISTRATION PROCEDURES

*Office of the Registrar*

136 Wigley Administration Center • 507-389-6266

Registration procedures are established by the Office of the Registrar and are published in the semester and summer session schedules.

Courses carrying graduate credit are those listed at the 500 or 600 levels. Many courses listed on the 500 level are open to undergraduates as well as graduate students (undergraduates enroll in corresponding 400 numbered courses). The courses listed at the 600 level are open only to graduate students.

**All students wishing to take graduate level courses must complete and submit an Application for Admission to the College of Graduate Studies and Research. Graduate students enrolled in 500 level courses will be required to demonstrate graduate level work in the testing process and/or through additional class assignments as required by the instructor, department, and the College of Graduate Studies and Research.**

An undergraduate of Minnesota State University, Mankato who has 6 semester credits or fewer remaining on a bachelor's degree and has a cumulative grade point average of 3.0 or better for the last 60 semester credits may, with the consent of the Dean of the College of Graduate Studies and Research, be permitted to register for graduate work to complete a normal load. Usually, no more than two graduate courses may be taken under these circumstances. Forms initiating this procedure are available in the College of Graduate Studies and Research. International students may not be eligible for this process due to immigration rules. MSU undergraduate students permitted to register for graduate credits are considered as undergraduate students until they complete all undergraduate degree requirements. They are not eligible for graduate student financial aid or for graduate assistantships.

**Registration.** Students will register by using a touch tone phone or the Internet. Instructions are listed in the class schedule. Students should be aware that only they can process registration. If permission is given for any reason, the student must then complete registration by using a phone or the web. Normally, registration should be completed by the fifth day of the semester.

**Class Schedules.** Summer session class schedules are available in March. Fall Semester class schedules are available in April. Spring Semester class schedules are available in November. Contact the Office of the Registrar for class schedules.

**The Extended Campus Bulletin.** A schedule of classes offered off campus with essential enrollment and advising information for off-campus students is available approximately 5 months before the beginning of the next semester.

**Academic Transcripts.** A fee is assessed for each official transcript. Payment is to be submitted when transcripts are requested. Allow a minimum of seven working days from receipt of request for processing. All holds must be cleared before an official transcript is issued.

Requests for transcripts should include a Social Security number, current address, \$2 per transcript, dates of attendance, and address to which the transcript should be sent. Upon request, transcripts can be ordered but not sent until grades or degrees have been awarded.

## TUITION AND FEES

### Minnesota Residency

The Minnesota State Colleges and Universities (MNSCU) Board establishes residency requirements for the entire State University system. These residency requirements pertain only to the payment of tuition within the University system. Voting privileges have no bearing on whether or not students pay resident or non-resident tuition.

Non-resident tuition will be charged to students whose permanent homes are outside Minnesota. "Permanent" means family home or home established for a purpose other than for University attendance.

Initial classification of a student as a non-resident, however, does not prevent reclassification at any time when residency requirements are met. Students desiring changes in residency may obtain specific information concerning residency requirements from the Office of the Registrar.

### Tuition and Fees

Current tuition and fee rates may be found in the Class Schedule from the Office of the Registrar, the Extended Campus Class Schedule, and on the University's web page.

**NOTE: Tuition and fees are subject to change without advance notification. Semester tuition rates are not yet available. Contact the Office of Graduate Studies for more information.**

**Reciprocity Tuition.** Students from North Dakota, South Dakota, Wisconsin and Manitoba are eligible to participate in the reciprocity tuition program. Forms are available at the Office of the Registrar.

**Midwest Student Exchange Program.** The Midwest Student Exchange Program is an interstate initiative established by the Midwestern Higher Education Commission (MHEC) to increase educational opportunities for students in its members states. This program enables residents of Kansas, Michigan, Minnesota, Missouri, Nebraska, and North Carolina to enroll in designated institutions and programs at reduced tuition levels outside of their home state. Contact the Office of the Registrar 507-389-6266.

## SOURCES OF FINANCIAL ASSISTANCE

### Internships

Contact the specific departments for information on internships, some of which are available with compensation.

### Student Employment

All students seeking any kind of employment at Minnesota State University, Mankato must be able to lawfully accept employment in the United States at the time of employment as prescribed in the Immigration Reform and Control Act. Ordinarily, a state issued driver's license and a social security card will be sufficient evidence, but other appropriate documents may be required.

### Need-Based Financial Aid Programs

The programs below are available to students who demonstrate financial need and otherwise meet program and application requirements: Federal Work-Study, Federal Stafford Student Loan, Minnesota State Work-Study, Federal Perkins Student Loans, Student Education Loan Fund (SELF). To apply, complete the Free Application for Federal Student Aid (FAFSA) for the academic year in which financial assistance is needed. Applications for these financial resources should be filed early in the calendar year. For additional information, please contact the **Office of Financial Aid, 109 Wigley Administration Center, 507-389-1185.**

## GRADUATE ASSISTANTSHIPS

Graduate assistantships provide academically-related employment for eligible graduate students. The three basic types of assistantships are for teaching, research, or program assistance. **Teaching Assistants** generally assist a professor with teaching his/her courses. Some will teach courses as the instructor of record under faculty supervision. **Research Assistants** assist faculty with various research projects. **Program Assistants** work in a variety of programs and offices throughout the university. Most departments with graduate programs have assistantships available. Application forms for graduate assistantships are available in the College of Graduate Studies and Research and department offices. Applications should be submitted to the department or unit for which the student wishes to work. Students wishing to

apply for assistantships in multiple departments or units need to submit a separate application for each.

**Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants** Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organization subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

**Federal Work-Study Graduate Assistantships.** Federal Work-Study Graduate Assistantships are available to graduate students who are eligible for financial aid. Students must complete the Free Application for Federal Student Aid (FAFSA) for the academic year in which financial assistance is needed. Apply through the **Office of Financial Aid, 109 Wigley Administration Center 507-389-1185.**

**Memorial Library Graduate Assistantships.** Applicants for any of the graduate programs who have had experience working in libraries may apply for assistantships in Memorial Library. These assistantships are especially beneficial to new librarians who wish to attain the necessary second Master's degree before entering full-time employment in a library. Positions exist in a variety of areas throughout the library.

**Student Affairs Graduate Assistantships.** Each year, 15 to 20 graduate assistantships are usually available through the following: Office of Student Affairs; Office of Admissions; Career Development and Counseling Center; Centennial Student Union; Counseling and Health Services; Lesbian, Gay, Bisexual Center; Office of Financial Aid; Office of First Year Experience; Pre-Major Advising; Orientation; Office of International Students; Department of Residential Life; Student Leadership Development & Services-Learning; Office of the Vice President; and Women's Center. Apply through the Office of Student Affairs.

**Appointments.** Appointments are competitive and are determined on the basis of undergraduate and/or graduate grade point average, test scores, letters of recommendation, pertinent experience, educational preparation or appropriate combinations of these factors.

Assistantship policies are updated from time to time. Please contact the College of Graduate Studies and Research for current assistantship policies.

**Policy Background.** Graduate Assistantships are stipends awarded to assist students in making progress toward their degree. Graduate Assistants provide instructional, research, and/or administrative support to departmental efforts. A graduate assistantship provides the opportunity for a student to practice what is being studied in an applied activity, such as research, teaching, and other sorts of professional practice.

**Policy Statement.** Graduate assistantships are awarded to full-time students who are fully admitted to a graduate program and who maintain good academic standing during the time of the award. Appointments are competitive and are determined on the basis of undergraduate and/or graduate grade point average, test scores, letters of recommendation, pertinent experience, educational preparation, interviews, or a combination of these factors. The amount of compensation and terms and conditions of awards will be maintained and published by the College of Graduate Studies and Research.

**Requirements.** Since the purpose of the award is to assist the student in making progress toward the degree, the maximum time commitment to assistantship activities is normally 20 hours per week (for a teaching assistant, 8-9 semester credits over 2 semesters). Teaching assistants may be assigned extra duties (not to exceed the equivalent of 9 semester credits). In special cases when a student is in the last term of study, additional assignments may be made up to 30 hours per week. For the same reasons, a student must be concurrently enrolled each term for at least 6 graduate semester credits, but not more than 12 semester credits. Summer session appointments require a minimum of 1 graduate semester credit. A student who was assigned a limited number of deficiency courses as a condition of admission may petition the Graduate Dean to accept the deficiency credits toward meeting the mini-

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## POLICIES AND REGULATIONS OF THE GRADUATE COLLEGE

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imum credits required for the assistantship. The maximum length of appointment (from all sources of funding) is limited to the normal length of time for completing the degree, in most cases 2 years (a few programs which require more than a minimum of 40 credits have a normal length of 3 years to completion).

**Compensation.** The amount of the Graduate Assistant stipend is published each year by the College of Graduate Studies and Research. As far as possible, stipends are set to cover the full cost of attending the institution, as determined by the Office of Financial Aid. Stipends are calculated on a full-time equivalent of “20 hours per week.” The stipend is subject to State and Federal taxes. Full awards carry a waiver of 18 credits of tuition for Fall and Spring semesters (normally, 9 each semester). Tuition waivers for more than 9 credits each semester must be approved by the Graduate Dean. No tuition waiver is provided for Summer Session appointments. Tuition waivers for duties which include teaching or research are not subject to State and Federal taxes. Partial awards are permitted and may carry a corresponding reduction in tuition waiver. Students may hold multiple concurrent appointments in different departments or administrative units, as long as the total of all appointments does not exceed the maximum allowed. At no time will a graduate assistant be employed concurrently as an adjunct faculty.

Students who hold an assistantship are considered residents for Minnesota resident tuition purposes during the time of their award, and over the Summer if they held an award the previous Spring semester, during the Summer, or have accepted an award for the following Fall semester.

**Terms and Conditions.** Prior to the beginning date of the award, graduate assistants will receive a letter summarizing their general duties, stipend, and times and flexibility of duties. During the first week of duty, graduate assistants will be given an initial orientation to their assigned duties by their supervisor, including a description of specific duties, standards for evaluation of performance, and training and other resources available.

**Appointment.** The award of a graduate assistantship is made by a letter of offer. Acceptance must also be in writing, and constitutes an agreement between the student and the department that both are expected to honor. Resignation from an appointment before the end of the term initially specified should also be in writing, and should be delivered to the department as early as possible. Students who resign or are released from their appointment prior to the mid-point of a semester will lose the tuition waiver for that term.

**Termination.** Graduate assistants are expected to meet the standards of performance described at their appointment, and to maintain satisfactory academic progress toward their degree. Failure to meet either set of standards can lead to termination of the assistantship. Although, immediate termination may be invoked for serious misbehavior or failure to perform, under normal circumstances of poor performance the following guidelines will be followed:

1. Written notice of warning, with a two-week trial period; followed (if necessary) by
2. Written notice of termination, effective immediately.

Copies of this correspondence will be sent to the Graduate Dean and to the department chairperson (for departmental appointments) or to the unit’s director (for administrative unit appointments). The notice of termination must also be sent to the Office of Business Affairs, and to the Office of International Students (if appropriate). All compensation accrued prior to receipt of the notice of termination in the Business Office will be charged to the unit responsible for direct supervision of the student.

Both written notice of warning and written notice of termination may be appealed. In case of appeal, the student will send to the department chair or the unit director a copy of the written notice and a letter stating the errors of fact or interpretation, which is the basis of the appeal. The chair or unit director must investigate the appeal and deliver a written response within one week. The appeal may be carried one step further, in writing, to the College dean (for appointments in academic departments) or to the appropriate vice president (for appointments outside the academic departments). The dean or vice president will consult with the Dean of the College of Graduate Studies and Research, and their decision will be final. The initiation of an appeal does not extend the trial period or the termination of duties.

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## POLICIES AND REGULATIONS OF THE GRADUATE COLLEGE

The Graduate Dean enforces established graduate policy, administers the affairs of the College and reports to the Vice President for Academic Affairs.

The Graduate Committee of Faculty is consulted on all proposed graduate policy

changes at the University. Policy changes must be proposed in writing at least one meeting prior to action on the proposed changes.

**Student Involvement.** The Student Senate and the Graduate Student Association are invited to select a group of graduate students who will serve as an advisory committee to the Dean of the College of Graduate Studies and Research.

**Waiving of Regulation by Petition.** Graduate students may petition the Dean of the College of Graduate Studies and Research and/or the Graduate Sub-Meet and Confer Unit for waiving of certain regulations based on the existence of extenuating circumstances. Such a petition must be endorsed by the student’s advisor before it will be considered.

**Graduate Faculty.** The Dean of the College of Graduate Studies and Research appoints Graduate faculty based on the recommendation of the department chair and the college dean as well as a review of their credentials by the Graduate Committee.

**Advisors.** Students are assigned an initial advisor upon admission to program. Students, however, frequently change advisors after taking some courses and meeting faculty who share their interest. A **Change of Advisor** form must be approved by the College of Graduate Studies and Research for the change to be effective.

Students are encouraged to work closely with their advisors in:

1. Developing a Plan of Study and choosing courses
2. Meeting all departmental and College of Graduate Studies and Research requirements
3. Organizing an Examining Committee
4. Completing the required research Thesis or Alternate Plan Paper
5. Arranging for comprehensive examinations.

Non-degree students who are taking graduate courses will not be assigned an advisor. They may, however, ask a faculty member to serve as an advisor on an ad-hoc basis.

## Courses

Only courses bearing graduate credit are applicable toward a graduate degree. The minimum number of credits required to be taken in courses restricted to graduate students is specified in the various graduate programs. At least one-half of the credits required for the Master’s degree program must be from courses listed as 600-699, excluding thesis or APP credits. These courses are for graduate students only. If a dual numbered course is taken at the undergraduate level, it cannot be taken at the graduate level and counted toward a graduate degree program.

**Graduate Student Load.** The student’s maximum course load each semester is 12 credits for the regular school year and a maximum of 8 semester credits during the summer session. Any exception must be approved by the student’s advisor and the Dean of the College of Graduate Studies and Research. Any student exceeding the load limit without proper authorization shall lose the credits in excess of the authorized load.

**Credit by Examination.** Students who possess expertise and knowledge in a specific area covered by graduate coursework may, with the approval of the class instructor, department chairperson, and the graduate dean, apply for credit by examination for up to 6 credits. Forms may be obtained from the department offering the specific course(s) to be examined.

**Workshops, In-Service, Tours.** A maximum of 10 credits earned in workshops, in-service courses, and tours may be used in a graduate degree program.

**Individual Studies.** A maximum of 6 credits may be taken for independent study.

## Course Definitions

1. **CONTACT HOUR:** One 50-minute period containing class group activity under supervision.
2. **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, a summer session or as a module.
3. **WORKSHOP:** The principal learning takes place through interchange among class members, the professor and her/his assistants. Thus, most work for credit 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.
4. **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 ex-

tended 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.

5. **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.
6. **PRACTICUM, INTERNSHIP, FIELD STUDY OR FIELD WORK:** Credit is awarded for an educational experience on an individual basis emphasizing on-the-job training. Compensation in dollars may not 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.
7. **TOUR:** An extended group experience off campus in which major learning results from travel. Tours must be supervised by regular Minnesota State University faculty who accompany it. Credit is awarded and student evaluation is expected. The tour itself constitutes the major learning experience in earning credits.
8. **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.
9. **INDIVIDUALLY 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.
10. **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.
11. **MODULE:** Identifies a regular course taught in a compact time frame. All other guidelines for a regular course apply.

**NOTE:** Individual study courses require consent of instructor and department head. In-service courses carry individual subtitles and are designed to meet special practitioner needs.

## Scholastic Standards

The accumulation of grades below 3.0 in more than two courses of three or more credits each or Incomplete/In-Progress in more than three courses of two or more credits, or a combination of the above in four courses excluding thesis/alternate plan paper credits removes the student from degree status.

The Dean of the College of Graduate Studies and Research will monitor the academic standing of all graduate students each semester and take the following actions based on the review of the graduate students' semester ending grade reports. A student who fails to meet the academic standards may be required by the Dean of the College of Graduate Studies and Research to withdraw from the university.

**ACADEMIC WARNING** letters will be sent to graduate students who receive a grade of less than 3.0, an In-Progress (IP), or Incomplete (I) in any graduate course of 2 credits or more, or who have a cumulative grade point average of less than 3.0.

**PROBATION** letters will be sent to students who received an academic warning letter the previous term and who have subsequently failed to demonstrate significant improvement in their academic record. While under Academic Warning status, students who receive a grade of less than 3.0, a grade point average for the term of less than 3.0, a cumulative grade point average of less than 3.0, or an In-Progress or Incomplete in excess of four graduate courses of 2 credits or more will be placed on probation.

**DISMISSAL** letters will be sent to all students who were placed on probation the previous term and who failed to demonstrate a significant improvement in his/her academic record and received a grade point average for the term less than 3.0, or a grade of less than 3.0, IP, or I in excess of four graduate courses of 2 credits or more.

No grade lower than a "C" is counted for graduation credit, but all grades earned (including Ds and Fs) are counted in determining the grade point average. Graduate courses may be repeated but credit for the course is applicable toward the degree only once. However, all grades earned for that course shall be used in calculating the grade point average.

A student's work in any course will be evaluated in accordance with the following system of letter grades: A, B, C, D, F, N, and P.

"A" represents work of definitely superior quality.

"B" represents a level of performance that is above average.

"C" represents a below-average level of performance.

"D" represents unacceptable performance.

"F" represents unacceptable performance.

"AU" represents that a course has been audited. Audit courses do not satisfy program requirements, are not used in determining the grade point average, and cannot be applied to a degree. Tuition and fees, however, are paid.

**Incompletes.** Courses that are "incompletes" must be removed within 1 semester of registration and replaced with a grade. Otherwise, the Incomplete ("I") will turn to an "F" at the end of the following semester, if it has not already been changed.

**In-Progress Courses.** Courses that are In-Progress "IP" must be removed within 2 semesters of registration and replaced with a grade. Otherwise, the In-Progress will turn to an "F" after one year, if it has not already been changed. (The Registrar's Office reviews them only once a year in August, and it only turns over those that have been on the transcript for no less than one year.)

**P/N Grading System.** Under the P/N (pass or no credit) system a graduate student may choose to register for a course so designated with the understanding that credit will be received, indicated by the letter "P," if the equivalent of a "B" grade or better is earned. If less than a "B" grade is earned, no credit will be granted, but an "N" will replace the traditional grade on the record. Whether the grade is "P" or "N," the hours taken will not enter into the computation of grade point average.

Graduate students may take any course for which they qualify as general education or elective on a Pass/No Credit basis. (Departments may, with approval of the Dean of the College of Graduate Studies and Research, prohibit P/N students from graduate courses open only to their majors. These courses will be designated in the Class Schedule.)

Departments 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.

Students are requested to check with respective departments for specific information. Students shall have the option of choosing the regular grading system or the P/N system in all courses open to P/N. All grading method changes must be processed through the Office of the Registrar by the end of the 10th class day. No more than one-third of a graduate degree shall consist of Pass/No Credit grades.

**Dismissal from a Program.** Students may be dismissed from a graduate program "for cause" by the Dean of the College of Graduate Studies and Research on the basis of recommendations of the advisor, examining committee (if one exists), and the department chairperson. "For cause" includes professional judgment of the department involved and the Dean of the College of Graduate Studies and Research that the student does not meet the academic or professional standards required for a student earning a graduate degree in that area.

**Registration "Hold".** On the recommendation of the appropriate department and concurrence of the Dean of the College of Graduate Studies and Research, a "hold" may be placed on future registration of graduate students who are not making "satisfactory progress" toward a degree.

**Grade Appeal Review Process.** A graduate student who feels he/she has been unfairly treated concerning grades or actions taken at the departmental level may appeal such treatment as follows:

The appeal process is initiated by a personal visit with the professor involved. In the case of a grade appeal, a written petition must be submitted within two weeks of university notification of a final grade, to which petition the instructor must respond in writing within two weeks.

If no resolution is achieved, the student should submit a written petition to the department chairperson with a copy to the instructor. The department chairperson may arrange a hearing with the student and the faculty member involved, and will, in any case, respond to the petition in writing within two weeks with copies to the student and the instructor.

If no satisfactory resolution is achieved, the student may appeal to the dean of the college in writing with copies sent to the department chairperson and the instructor. The dean may convene a College Grade Appeals Committee, if appropriate, which shall serve in an advisory capacity to the dean. Within two weeks the College Grade Appeals Committee will make a recommendation to the dean who will respond in writing to the student of the decision reached with copies to the instructor and the department chair.

If a satisfactory agreement cannot be reached, the student will submit a written statement to the Dean of the College of Graduate Studies and Research with cop-

ies to the instructor, the department chairperson, and the college dean. The Dean of the College of Graduate Studies and Research may convene a Grade Appeals Committee to serve in an advisory capacity. This ad hoc committee will be comprised of three members of the Graduate Sub-Meet and Confer and a graduate student. The chairperson of the Grade Appeals Committee will respond to the Dean of the College of Graduate Studies and Research within two weeks with copies to the student, the instructor, the chairperson, and the dean of the college. Both the student and the faculty shall be permitted to make a rebuttal to the written record compiled by the committee; this must be done within two weeks. The decision of the Dean of the College of Graduate Studies and Research shall be communicated in writing to all concerned parties. This decision is final.

Written petitions should describe the nature of the problem including relevant information, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate levels. If witnesses are named in the petition, they should receive copies. The student should always keep a copy of all paperwork.

### Graduation

**Time Limit.** All work for a graduate degree must be completed within a six-year period. The time limit is calculated similar to the following example: credits completed fall semester 1998 will no longer apply or be counted towards your degree at the end of summer session 2004. This six year limit includes all previous credit transferred to an MSU program.

**Examining Committees.** The Examining Committee supervises a student's program, comprehensive examinations and the writing of a Thesis or Alternate Plan Paper. Students should ask faculty to serve on their examining committee after consulting their advisor. Faculty are then appointed with their consent by the Dean of the College of Graduate Studies and Research.

Each graduate student will have an examining committee of at least three graduate faculty members representing at least two departments or program areas. The committee chairperson shall be the student's advisor, a regular member of the graduate faculty and in the student's area of concentration. Other members of the examining committee may be either regular or associate members of the graduate faculty.

All MS students in education programs shall have at least one member on the examining committee from professional education. All MAT students shall have at least one member of the committee from professional education and one from their teaching discipline. Specialist Degree students shall have at least one member of the committee from the College of Education and one from outside the College of Education. Two members shall be from the student's area of concentration.

Faculty from other institutions may serve (without compensation) as a second or third member on a student's examining committee. These external members must obtain Graduate Faculty Status at Minnesota State University, Mankato.

**Plan of Study.** A Plan of Study approved by the examining committee and the Dean of the College of Graduate Studies and Research must be filed before the completion of a limited number of graduate credits at Minnesota State University. The Plan of Study is defined as an official listing of the student's total graduate degree program by department, course number, course title, grade, semester of completion or anticipated completion and the number of semester hours. The Plan of Study must be signed by the student, major advisor, the two examining committee members Graduate Program Director and the Dean of the College of Graduate Studies and Research. Forms for this application may be obtained in the College of Graduate Studies and Research.

**Thesis.** A part of each graduate student's program is the demonstrated ability to do individual, independent work of a creative and/or investigative type in an area related to the student's major field. Such ability may be demonstrated by a thesis or, in certain programs and departments, by the alternate plan paper.

The thesis must show independent thought in the recognition of a clearly defined problem and in the method of its treatment. It involves extended research resulting in a significant contribution to new knowledge. The thesis content must be relevant to the degree program involved, conform to an approved manual of style, and be approved by the student's examining committee and the Dean of the College of Graduate Studies and Research.

A minimum of three thesis credits must be earned by a student following the thesis plan.

A Master of Arts degree student and a Master of Science degree student may earn from 3 to 6 thesis credits. Thesis credit earned by a student who changes to the Alternate Plan shall be converted to an "audit" on the student's record.

Students should review the **Thesis Guidelines**, available in the College of Graduate Studies and Research before starting the thesis. A **Thesis Proposal** must be

approved by the student's examining committee and the College of Graduate Studies and Research Program Director prior to data collection. Thesis or alternate plan papers involving research on human participants require **IRB approval** prior to data collection and thesis proposal approval. IRB application forms are available in the College of Graduate Studies and Research.

**Creative Thesis Policy.** The creative/production thesis option is available in certain degree programs. For further information on this option, consult the appropriate program chairperson.

**Alternate Plan.** The student may follow an alternate plan in programs where such an option is available. The alternate plan paper(s) includes a research requirement less extensive in nature than a thesis. However, the research should be significantly greater in quality and quantity than the standard graduate term paper. Ordinarily, the thesis is oriented more toward original research, data gathering with statistical analysis, theory testing and theory building, whereas the alternate plan paper is oriented more toward the usage of secondary research sources. Under the alternate plan, the student earns a minimum of 34 semester credits in approved courses and one or two research papers or their equivalent as required by the major department or Examining Committee.

The research requirement for the alternate plan may be fulfilled in one of these ways:

- As part of a regular course in which case no discrete credit is given for the alternate plan paper;
- As part of an internship or practicum in which case the experiences are cataloged, evaluated and presented in written form as an alternate plan paper; or
- As one or two credits earned in the course entitled "Alternate Plan Paper Research." When this plan is followed, the professor supervising the study will ordinarily be the student's advisor.

Students should review the Alternate Plan Paper Guidelines, available in the College of Graduate Studies and Research, before starting work on the project. **Research involving human participants requires IRB approval prior to data collection.** IRB application forms are available in the College of Graduate Studies and Research.

**Guidelines for Graduate Research Involving Human Participants.** Minnesota State University, Mankato policy requires adequate protection for human participants involved in research. All such research, whether or not federally funded, shall be reviewed in accordance with federal regulations requiring review at the institutional level. Students planning to involve human participants in their research for Thesis, Alternate Plan papers or other projects should review the **Thesis or Alternate Plan Paper Guidelines** and the **Human Participants (IRB) Packet** available in the College of Graduate Studies and Research. A completed Human Participants Research Form must be submitted and **approved prior** to data collection.

**Comprehensive Examinations.** Comprehensive examinations are designed to examine the student's broad understandings of his/her field of study, specific areas of interest and/or the nature and design of the research project. They may be oral or written or both. Every candidate for a graduate degree takes either the oral comprehensive examination, the written comprehensive examination, or both. Students following the thesis plan take the written or oral comprehensive examinations or both depending on the program. Students following the alternate plan may have the oral examination waived with the approval of the examining committee.

Comprehensive examinations are taken sometime after the Plan of Study is approved and must be passed before the Recommendation for Graduation can be signed by the Examining Committee and submitted to the College of Graduate Studies and Research.

**Written Comprehensive Examinations.** Regularly scheduled written comprehensive examinations are administered by the major department. They generally cover coursework and/or designated reading lists. Each student planning to take a written comprehensive examination must submit a completed **Written Comprehensive Examination Request and Report** form to the graduate coordinator of the major department according to departmental requirements and deadlines. The department decides who shall write and/or grade the examinations. The examinations are graded as pass, fail or decision deferred. Students must pass in all sub-areas to qualify and may retake the examination once. The department reports the results to the student and to the College of Graduate Studies and Research.

**Oral Comprehensive Examinations.** The Oral Examination, sometimes referred to as the Thesis Defense, is held after the examining committee approves the draft of the thesis or alternate plan paper. The student arranges the time and place after consulting the examining committee who conducts the examination.

The examination generally deals with the thesis or alternate plan paper itself and the portion of the candidate's field of specialization in which his/her thesis or alternate plan paper falls, although it need not be confined exclusively to the subject matter of

the thesis or paper. While there are no time requirements, normally the examination requires a minimum of one hour and not usually more than two hours.

The report of the examining committee must be unanimous. The vote on whether a student has passed or failed the oral examination shall be conducted with only the committee members present.

The written and/or oral comprehensive examination may be retaken by filing the necessary request with the graduate coordinator or the examining committee, respectively. Sufficient time should be allowed to correct weaknesses discovered in the first examination. Comprehensive examinations may be taken a second time only with the consent of the graduate faculty in the department involved.

**Tools of Research Requirement.** All graduate programs must include a minimum of one research methods or statistics course with two or three credits. Any substitute course or variance must be approved by the Dean of the College of Graduate Studies and Research.

**Language Proficiency for the MA Degree.** Many Master of Arts degree programs require the student to demonstrate a reading knowledge of one modern foreign language prior to the awarding of the degree. Some departments, however, allow a research tool to be substituted. The student should consult the department chairperson to determine the specific requirements. Research substitutions may include at least one course in research methods either as a foreign language substitute or as part of the regular program. If the course(s) is (are) used as a substitute for a foreign language, the credits do not count toward fulfilling minimum credit requirements. If the course(s) is (are) used as apart of the regular program, the credits earned will count toward fulfilling the program requirements.

**Application for Graduation.** An application for Graduation needs to be approved by the examining committee and the graduate coordinator and submitted to the College of Graduate Studies and Research. Contact the College of Graduate Studies and Research for submission dates.

When a student has completed all requirements for graduation, the examining committee endorses a **Recommendation for Awarding the Degree Form** and sends the form to the College of Graduate Studies and Research. This requires completion of all course requirements, research requirements, comprehensive examinations and the thesis or alternate plan paper(s). The student must also have maintained a 3.0 grade point average on all graduate work. All courses applied to the degree must have been completed in the six years prior to graduation and cannot have been used for another degree. The form must be submitted to the College of Graduate Studies and Research no later than two weeks before graduation.

For all Master's degree programs, at least one-half of the credit must be earned in courses restricted to graduate students and listed as 600-699 (**excluding Thesis and APP credits**). Additionally, the candidate must complete or meet all special requirements established by the student's examining committee and approved by the Dean of the College of Graduate Studies and Research.

Each recipient of a graduate degree is invited to complete a survey or hold an exit interview with the Dean of the College of Graduate Studies and Research for the purpose of program evaluation. The graduate is invited and urged to participate in commencement ceremonies, but it is not required.

**Awarding a Degree or Certificate.** After verifying that all requirement have been met, the College of Graduate Studies and Research mails diplomas to the graduates. This process takes approximately eight weeks after the end of the semester. At the request of the graduate, the College of Graduate Studies and Research can send a letter verifying graduation to appropriate officials as soon as all requirements are met. This verification is needed before the degree is posted on the student's transcripts.

## THE GRADUATE PROGRAMS

From art to women's studies, Minnesota State University, Mankato has the most comprehensive offering of Master's programs in the Minnesota State Colleges and Universities system. The College of Graduate Studies and Research provides more than 80 graduate degree programs. Almost all of our Graduate Faculty hold the highest degree in their respective discipline. Many of our faculty have won teaching awards, published scholarly books, and have provided a broad range of services to our University and community.

In addition to the program information provided by the College of Graduate Studies and Research, graduate students should check with their area(s) of interest for current information about options, programs, courses and graduate faculty, admission, plan of study, application for graduation and exit standards.

### MASTER OF ARTS

The Master of Arts degree is designed for those students who wish to concentrate in depth in a given discipline or area of study. At least one course in research methodology is required. A program of study leading to the master of arts degree has been approved for the following areas:

Art  
Chemistry  
Clinical Psychology  
English  
History  
Industrial/Organizational Psychology  
Mathematics  
Physical Education  
Political Science  
Public Administration  
Public Administration/Urban & Regional Studies  
Sociology  
Speech Communication  
Theatre Arts  
Urban and Regional Studies  
Urban Planning  
Urban and Regional Studies/Public Administration

**Language Requirement.** The usual language requirement is a reading knowledge of one modern foreign language. Modifications of this requirement may be permitted by a particular department. The student should check with the department for details.

### MASTER OF ARTS IN TEACHING

The Master of Arts in Teaching (MAT) program is designed to allow students who hold a baccalaureate degree in an academic area from a college or university accredited by a regional accrediting agency, to earn a Master's degree while completing requirements for secondary teaching licensure.

It is important that students meet with their MAT advisor early in their graduate career. Advisors may be from the Department of Educational Foundations or from Curriculum and Instruction. The program requirements are detailed in the Curriculum and Instruction section of this bulletin.

Approved licensure areas include:

Dance & Theatre Arts  
English as a Second Language  
Social Studies  
Vocal Music & Instrumental Music  
Communication Arts & Literature  
Languages and Cultures (Spanish & French)  
Developmental Adapted Physical Education  
Science (Life Science, Chemistry, Earth & Space Science, and Physics)  
Physical Education  
Visual Arts  
Mathematics  
Health Science  
Library Media World

### MASTER OF FINE ARTS IN CREATIVE WRITING

### MASTER OF FINE ARTS IN FORENSICS

### MASTER OF FINE ARTS IN THEATRE

### MASTER OF MUSIC

The Master of Music degree is the standard professional music degree in most colleges and universities, including Minnesota State University. This degree is most appropriate for those students who want to teach in colleges, do further graduate study in music, perform professionally, compose or conduct.

The Master of Music degree gives the student a choice of four areas of concentration:

1. Applied Music (instrumental, keyboard, voice);
2. Music Theory;
3. Composition; or
4. Music Education.

All programs are accredited by the National Association of Schools of Music.

### MASTER OF SCIENCE IN NURSING

The MSN degree prepares nurses for advanced practice roles such as clinical nurse specialist and nurse practitioner.

Nursing

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## GRADUATE PROGRAMS

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### MASTER OF SCIENCE

The programs leading to the Master of Science degree are designed for the purpose of strengthening and broadening the academic and professional preparation of individuals who are or will be employed in a broad range of scientific, educational, and professional careers. The coursework required of each student is determined on the basis of undergraduate preparation, experience and professional goals. Master of Science programs include:

Anthropology  
Biology  
Chemistry  
Communication Disorders  
Community Health Science  
Computer Science  
Counseling and Student Personnel  
Education Technology  
Educational Administration: Leadership  
Educational Studies  
Engineering  
Environmental Studies  
Ethnic and Multi-Cultural Studies  
Experiential Education  
French  
Geography  
Gerontology  
History  
Library Media Education  
Manufacturing Engineering Technology  
Mathematics: Computer Science  
Mathematics  
Multidisciplinary Studies  
Physics  
Rehabilitation Counseling  
Sociology Corrections  
Sociology Human Services Planning/Administration  
Spanish  
Special Education  
Talent Development and Gifted Education  
Teaching and Learning  
Women's Studies

Refer to the section on the particular department for the details of these programs.

### MASTER OF SCIENCE IN EDUCATION

#### (DISCIPLINE-BASED)

Teaching licensure is a prerequisite to pursuing this degree which is for teachers interested in enrichment in a teaching area. This degree does not lead to initial teaching licensure. Students who desire initial licensure should consult the Master of Arts in Teaching (MAT) program. Majors are offered by the following department/program areas:

Art Education  
Biology Education  
English Education  
French Education  
Geography Education  
History Education  
Mathematics Education  
Physical Education  
    Elementary/Secondary PE  
    Sport Administration  
Physics Education  
School Health Education  
Science Education  
Social Studies Education  
Spanish Education  
Speech Communication Education

### SPECIALIST

Curriculum and Instruction  
Educational Administration  
Library Media Education  
Talent Development and Gifted Education

The specialist degree represents a minimum of one year (30 credits) of study beyond the master's degree. It is designed primarily for entrance licensure for the school administrator and to improve the competency of the practicing supervisor, coordinator, media specialist or teacher at the elementary, secondary, vocational or college level.

### SIXTH YEAR CERTIFICATE PROGRAM FOR SCHOOL ADMINISTRATORS

The Sixth Year Approved Program in Educational Administration is an alternative program leading to entrance licensure. This program meets the Minnesota State Department of Education requirements for licensure as an elementary principal, secondary principal or superintendent.

The University also offers a number of **licensure** and **certificate** programs. Please see the individual program sections for additional information.

### CURRENT ACCREDITATIONS

Minnesota State University is reviewed for accreditation every 10 years by the North Central Association of College and Secondary Schools. In addition, individual programs undergo periodic reviews, generally every five years. Some professional associations also accredit specific programs. The following accreditations have been awarded to Minnesota State University.

#### *General Accreditations*

1929: North Central Association of College and Secondary Schools  
1952: The American Association of University Women  
1954: The National Council for Accreditation of Teacher Education

#### *Program Accreditations*

Art - 1974: National Association of Schools of Art  
Athletic Training - 1969: Board of Directors, Commission on Accreditation of Allied Health Education Programs - Joint Review Committee on Educational Programs in Athletic Training  
Automotive Engineering Technology - 1996: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)  
Business, College of - 1997: The Association to Advance Collegiate Schools of Business (AACSB) (Accounting; Finance; International Business; Management; Marketing)  
Chemistry - 1970: American Chemical Society  
Communication Disorders - 1993: American Speech-Language Hearing Association (M.S. in Speech Language Pathology), Certification of Clinical Competence (CCC), Educational Standards Board of the American Speech-Language Hearing Association (ESB)  
Corrective Therapy - 1973: American Corrective Therapy Association  
Counseling and Student Personnel (School Counseling, College Student Affairs, Community Counseling) - 1985: Council of Accreditation of Counseling and Related Educational Programs  
Dental Hygiene - 1970: Commission on Accreditation, American Dental Association  
Dietetics - 1972: American Dietetic Association  
Electrical Engineering - 1987: Commission of the Accreditation Board for Engineering and Technology (ABET)  
Electronic Engineering Technology - 1984: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)  
Manufacturing Engineering Technology - 1990: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)  
Mechanical Engineering - 1994: Commission of the Accreditation Board for Engineering and Technology (ABET)  
Music - 1971: National Association of Schools of Music  
Nursing - 1953: Minnesota State Board of Examiners of Nurses (Minnesota Board of Nursing), 1972: National League for Nursing Accrediting Commission.  
Recreation, Parks and Leisure Services - 1986: National Recreation and Park Association/American Association for Leisure and Recreation  
Rehabilitation Counseling - 1977: Council on Rehabilitation Education, Certified Rehabilitation Counselor (CRC)  
Social Work - 1974: Council on Social Work Education

#### *Certifications:*

Law Enforcement - Certified by the Minnesota Board of Peace Officer Standards and Training (P.O.S.T.)  
Social Work - Certification

## UNIVERSITY POLICIES

The activities of the University are administered in accordance with a variety of federal and state laws, MnSCU Board policies, assorted rules and regulations, and staff and student rights and responsibilities. Individuals may consult the following University publications for detailed descriptions of applicable policies and procedures. "The Basic Stuff," "The Faculty and Staff Handbook," MnSCU Manual of Policies and Procedures, among others. For more information concerning applicable University policy, contact the Office of Academic Affairs.

**The Family Education Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. They are:

**1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the Office of the Registrar, dean, head of the Department of Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administration, supervisory, academic or research, or support staff position (including health or medical staff) and also clerical staff who transmit the education record; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person who is employed by MSU Security Department acting in a health or safety emergency; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**Nondiscrimination in Employment and Education Opportunity.** Minnesota State University 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, or membership or activity in a local commission as defined by law.

Discrimination because of race, sex, or disability is prohibited by state and federal law. Discrimination because of sexual orientation is prohibited by state law. Discrimination is defined as conduct that is directed at an individual because of his/her race, color, national origin, sex, sexual orientation, mental/physical disability or that of his/her partner and which 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 because of race, sex, or disability is a form of discrimination prohibited by state and federal law. Harassment because of sexual orientation is prohibited by state law. Harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, sex, sexual orientation, or disability or that of his/her partner and 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 is defined as 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.

Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of Minnesota State University. These acts will be investigated and may subject an individual to complaints and disciplinary sanctions as well as possible referral to appropriate law enforcement agencies.

Inquiries regarding compliance should be referred to the Office of Affirmative Action, 112 Armstrong Hall, or at 507-389-2986 (V) or 1-800-627-3529 or 711 (MRS/TTY).

**Student Records Policy.** Federal law and state statute allow current and former students access to their education records. While the primary record is located in the Office of the Registrar, other records may be located in Admissions, Financial Aid, Business Affairs, Career Development Center, Student Health Service, Student Affairs, Graduate Studies, Office of International Students and academic departments.

Minnesota State University has designated the following items as Directory Information. As such, this information may be released to the public without the consent of the student: name, date and place of birth, local and permanent address, major field of study, local and permanent telephone number, dates of attendance, previous college/university attended, degrees received, e-mail address, awards and honors, height and weight information for athletic participation, performance records and participation in competitive events, and participation in officially recognized activities, sports and organizations. Students may request that directory information be kept private by contacting the Office of the Registrar, 136 Wigley Administration Center.

Copies of the complete Student Records Policy may be obtained from the Office of the Registrar, the Office of Finance and Administration or the Office of Student Affairs.

**Equity In Athletics Disclosure Act 1994.** U.S. Department of Education guidelines now require post-secondary institutions participating in federal student aid programs to publish annual reports on gender equity in intercollegiate sports. In compliance with the EADA, Minnesota State University prepared its first Equity Act report by October 1, 1996. 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 the Office of Student Affairs, 336 Wigley Administration Center, 507-389-2121.

**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 University, Mankato, new entering freshman, fall term 1995 cohort, is 44 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 1995 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 the following information: 1) a description of policies concerning the security of and access to all campus facilities; policies and procedures for reporting campus crime; and policies concerning law enforcement along with crime prevention educational programs relating to campus security, and 2) statistics concerning the occurrence of certain categories of campus crimes. Institutions are also required to issue timely warnings to the campus community about criminal activities representing a continued safety threat to aid in crime prevention. In addition, the University complies with the 1998 Higher Education Amendments Act that amended the Campus Security Act by expanding the geographic scope and categories of offenses that must be included in the annual statistics. This information is available in Minnesota State's "Partners in Safety" brochure, which is made available to each enrolled student and employee annually. Copies are available from the Security Department, 222 Wiecking Center, 389-2111, the Women's Center, 246 Centennial Student Union, 389-6146, First Year Experience, 10 Gage Complex, 389-5489, and Human Resources, 325 Wigley Administration Center, 389-2015. The brochure is also available at [www.mnsu.edu/safety](http://www.mnsu.edu/safety).

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## UNIVERSITY SERVICES

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### AIDS POLICY

Students and employees with HIV infection will be permitted full access to the University as long as they are physically and mentally able to function in that role. An AIDS Task Force was established in April 1987 to promote educational and support efforts that will help prevent the spread of the virus. For information about AIDS or the AIDS Task Force, contact the Student Health Service at 389-6276 or the Counseling Center at 389-1455.

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## UNIVERSITY SERVICES

### ACADEMIC FACILITIES

Minnesota State University, Mankato consolidated all programs and facilities onto the 400-acre Highland Campus in 1979. All academic buildings and on-campus housing facilities are located on a level terrain close to parking. Extensive modifications made to existing buildings facilitate easy mobility for disabled students. All but three academic buildings are connected by enclosed passageways.

Campus accessibility maps that indicate location of parking places, curb cuts, accessible entrances and elevators are available.

### OFFICE OF AFFIRMATIVE ACTION

112 Armstrong Hall • 507-389-2986 (V) • 800-627-3529 or 711 (MRS/TTY)

The goal of the Office of Affirmative Action is to help students obtain a prompt and equitable resolution of problems related to discrimination and harassment. Students who believe they have been harassed or treated unfairly because of their race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, creed, or on any other basis prohibited by state laws, federal laws, or MnSCU System policy are encouraged to contact the Office of Affirmative Action.

The Affirmative Action policy, policies prohibiting violence or harassment based on sex, race, disability or sexual orientation, and the Grievance Procedures are available upon request at the Office of Affirmative Action.

### CAREER DEVELOPMENT & COUNSELING

209 Wigley Administration Center/ 245 Centennial Student Union

507-389-6061/507-389-1455 • www.mnsu.edu/cdc

Career Development & Counseling (CDC) facilitates student success through the provision of both personal and career counseling services:

**Individual personal counseling** provides short-term confidential counseling to help students cope with personal, social, and educational concerns that may be interfering with their University career. Typical issues include relationships, stress, loss, and self-esteem. The personal counseling program operates on an appointment basis. Consultation and support is available to faculty and staff.

**National testing** (CLEP, LSAT, MAT, GRE, and others) is coordinated through the Counseling area of the CDC.

**Individual career counseling** is available to help students identify interests and career opportunities. This can include the use of the Strong Interest Inventory and/or the DISCOVER Computer Career Guidance System.

**Classroom and group presentations** are scheduled throughout the semester on topics such as choosing a major writing resumes, job interviewing, job searching, overcoming test anxiety, grief and loss, coping with academic burnout, and building your self-image.

**Internship and job-seeking assistance** is provided through group presentations, individual job search strategy assistance, "Resume Quick Stop," candidate referrals to employers, the CDC's career resource library, and Internet listings and links. The web site [mavjobs.com](http://mavjobs.com), provides an integrated recruitment database for employer resume referral and job listings. In addition, employers from a wide variety of fields recruit students through on-campus interviewing.

**MSU Job Service** assists students in securing part-time, seasonal, and temporary employment either on- or off-campus.

A number of special events are sponsored and co-sponsored by the CDC throughout the academic year. These include: Career Week, Minnesota State Universities Job Fair, and the Minnesota Education Job Fair.

### CULTURAL DIVERSITY PROGRAM

115 Alumni Foundation Center • 507-389-6125

The Cultural Diversity Program cooperates with existing student services and seeks to improve the socio-educational climate to make educational experiences more meaningful to students from diverse racial and cultural backgrounds. In addition to providing support services and cultural awareness activities, the program works with academic departments to increase diversity in curricula. See also **Office of Multicultural Affairs** below. An extension of the program, the Intercultural Student Center, located at 269 Centennial Student Union, provides social and cultural opportunities.

### DENTAL HYGIENE CLINIC

3 Morris Hall (Lower Level)

507-389-2147 • 800-627-3529 or 711 (MRS/TTY) • www.mnsu.edu/dentalhygiene

The dental hygiene clinic is a student training facility staffed by a dentist and faculty. Comprehensive dental hygiene services performed include prophylaxis, radiographs, sealants, tooth whitening, and mouthguards. The clinic is open to the public and most dental insurance is accepted. Day and evening appointments available September - December and February - May.

### OFFICE OF DISABILITY SERVICES

116 Memorial Library • 507-389-2825, (V) • 800-627-3529 or 711 (MRS/TTY)

The Office of Disability Services facilitates accommodations for individuals with disabilities which ensure equal access to programs, services and activities offered by Minnesota State University. The office assists with advocacy; alternative format of printed materials; alternative testing services; assistive technology; early registration; notetaking; sign language interpreters; and text on tape. The office also acts as a resource and referral agent for community contacts and disability-related information.

Emergency assistance is also available on a 24-hour basis through the Security Department. Grievances, questions or requests related to equal opportunity for individuals with disabilities should be presented to the ADA coordinator, phone 507-389-2986 (Voice) 800-627-3529 or 711 (MRS/TTY).

### EXTENDED CAMPUS AND CONTINUING EDUCATION

116 Alumni Foundation Center • 507-389-2572 or 800-722-0544

Minnesota State University has the largest higher education outreach program within the MnSCU System. Every term, more than 1,000 students, many of them employed full-time, attend undergraduate and graduate level classes at approximately 25 locations in the Twin Cities and southern Minnesota including Burnsville, Bloomington, Fairmont, Faribault, Owatonna, New Ulm, and St. Louis Park. Each of the offerings carries college credit at the undergraduate and/or graduate level and will apply toward degree requirements.

### INFORMATION AND TECHNOLOGY SERVICES (ITS)

3010 Memorial Library • 507-389-6651 • Fax: 507-389-6115 • www.mnsu.edu/its

**Information and Technology Services (ITS)** serves the faculty, staff and student members of the MSU community in providing and supporting technology services. The Academic Computer Center and the Office of Instructional Technologies are areas within ITS.

**The Academic Computer Center (ACC)**, Located at 121 Wissink Hall, telephone 507-389-5160. The Academic Computer Center has over 475 computers and printers for student use. Our computers are constantly being upgraded to keep current with technology. All computers have access to the Internet. Student workers are on duty at all times to maintain the lab, provide safety and security, and offer technical assistance. For students who need to develop their computer skills, free workshops are offered throughout the semester.

Surrounding the open lab are six classroom/labs for hands-on, interactive instruction. In addition, a services area houses printers black and white and color laser printers for the Macintosh and IBM microcomputers.

A multimedia area provides access to the latest technology in digitizing art, flatbed and 35mm scanning, MIDI, Video, and sound editing.

Students who have personal computers with modems in their rooms or at home can access the campus computer network via telephone, DSL, or cable lines.

Many satellite labs, with over 300 computers, are located around campus to provide specialized needs.

**Computer Help Desk**. Located at 3010 Memorial Library, 389-6654, Help Desk staff field questions about campus computers' hardware, software and related issues. They are also the contact for the Multimedia Presentation Systems in classrooms. Contact them via telephone at 507-389-6654 e-mail [HelpDesk@mnsu.edu](mailto:HelpDesk@mnsu.edu) or in person at 3010 Memorial Library.

**Computer Store**. Located at 118 Centennial Student Union, 389-1907. Computers, printers, and software are available for purchase at low educational prices.

**Interactive Television (ITV)**. Located at 86 Memorial Library, 389-5947. ITV courses provide a video/interactive format to deliver MSU courses and programs to learners in other communities. Class locations have included Fairmont, St. Cloud, Duluth, St. Paul, Marshall and Eden Prairie. See the Web site for more information/course listings [www.intech.mnsu.edu/intech](http://www.intech.mnsu.edu/intech) (ITV is an area of the office of Instructional Technologies.)

**Student Technology Assistant Training Program**. Located at 3010 Memorial Library, 389-6654. Student workers in administrative and academic departments at MSU may participate in computer training related to their position responsibilities. Training subjects include MS Office, MS Access, MS Excel, MS PowerPoint, MS Word, MS FrontPage, Internet & Multimedia, and Time Management & Communication.

**INTERNATIONAL PROGRAMS**

238 Centennial Student Union • 507-389-6669 • [www.mnsu.edu/ipo](http://www.mnsu.edu/ipo)

The International Programs Office provides information and guidance to students and faculty about academic opportunities abroad. Students receive help at every step to facilitate their study in a different culture. The office operates with proper procedures to comply with all legal requirements for the institution, sponsors and student participants. The office is responsible for publicizing and marketing various opportunities for study. It is also the designated overseer for all institutional agreements between MSU and programs abroad.

**LESBIAN, GAY, BISEXUAL CENTER**

242 Centennial Student Union • 507-389-5131 (phone and calendar announcements)  
• Fax: 507-389-5632 • [mankato\\_lgbc@hotmail.com](mailto:mankato_lgbc@hotmail.com) • [www.csu.mnsu.edu/lgbc](http://www.csu.mnsu.edu/lgbc)

Filling the need for lesbian, gay, bisexual students and their supporters, the Lesbian, Gay, Bisexual Center (LGBC) at Minnesota State University, Mankato provides a place for students to build community; referrals to University, regional and national resources; information on gay, lesbian and bisexual (glb) issues; diversity though our visibility; and encouragement by acknowledging the efforts of volunteers and supports of the LGBC. The LGBC educational resources include our video and book library, speakers panels, and educational events throughout the year such as Eliminate Hate.

**LIBRARY SERVICES**

[www.lib.mnsu.edu](http://www.lib.mnsu.edu) • Reference Services: 507-389-5958

The mission of Library Services is to support the University curriculum by providing students and faculty with information resources available through traditional methods and evolving technologies. Assistance and instruction in the use of information resources is available through reference services, formal classes, web access, and individual consultations with librarians. The library's resources consist of approximately 1.2 million volumes including 3200 print periodical subscriptions, 17,000 full-text electronic periodicals and over 125 electronic databases. Circulation services include check out of materials from all areas of print, audio, video, and equipment collections. Interlibrary loan services complement the collections by providing access and delivery of materials at other libraries.

Memorial Library is a depository for Minnesota state documents, Federal government publications, and U.S. Geological Survey maps. The library provides the specialized services and materials of the University Archives and the Southern Minnesota Historical Center. The Music Library, housed in the Performing Arts building, provides a broad collection of scores and recordings.

Additional services include internet access from over 100 dedicated terminals, print and electronic reserve materials, study carrels, seminar rooms, and a complete copy shop with paper and microform copiers. Wireless Internet access is provided for personal laptop computers in all study areas of Memorial Library.

**OFFICE OF MULTICULTURAL AFFAIRS**

22 Centennial Student Union • 507-389-6300

Office of Multicultural Affairs staff members are skilled in understanding the background and culture of students of color and can identify and work effectively with the concerns of students from diverse backgrounds. The office maintains four Assistant Directors: African American, Asian American, Chicano-Mexicano-Latino American and American Indian. They assist students of color and serve the entire University community in creating and providing social cultural events and programs that help to bridge minority/majority relationships.

**SPEECH AND HEARING CLINIC**

103 Armstrong Hall • 507-389-1414

Audiology and speech therapy services are available for students with hearing and/or speech problems. Individual instruction for students with communication disorders is provided by advanced students majoring in communication disorders under the supervision of faculty members.

**STUDENT HEALTH SERVICES**

Carkoski Commons • 507-389-6276 • [www.mnsu.edu/dept/healthsv/welcome.html](http://www.mnsu.edu/dept/healthsv/welcome.html)

The Student Health Services provides medical care, pharmacy services, laboratory services, and health education services including care for illnesses and injuries (e.g. sore throats, sprained ankles, or allergy shots), sports medicine, contraception, STD screening, and physical exams. There may be a small charge for seeing a physician or nurse practitioner, certain medical procedures, laboratory tests, and prescriptions. A health insurance plan is available to students, spouses and dependents. Information is available at the Student Health Services and The Hub or Cashier's Window in the Wigley Administration Center.

The Student Health Services emphasizes prevention through health education. Health educators provide sexuality/birth control information, drug and alcohol education and nutrition information, as well as information in a variety of other health-related areas.

**STUDENTS' ATTORNEY**

280 Centennial Student Union • 507-389-2611 • [www.mnsu.edu/mssa/](http://www.mnsu.edu/mssa/)

A service provided by the Minnesota State Student Association, the students' attorney is available on a part-time basis to all currently enrolled students. Legal counseling is provided at no charge on issues such as traffic violations, landlord-tenant disagreements, and domestic matters.

**WOMEN'S CENTER**

218 Centennial Student Union • 507-389-6146 • Fax: 507-389-5539  
[www.cus.mnsu.edu/womensc/index2.htm](http://www.cus.mnsu.edu/womensc/index2.htm) • [www.2.mnsu.edu/assault](http://www.2.mnsu.edu/assault)

The mission of the Women's Center is to foster a healthy, safe, and engaging campus community by enabling the full and active participation of women students in both their personal and educational pursuits at Minnesota State University, Mankato. The Women's Center provides programs, connections, advocacy, services and leadership opportunities for all MSU students.

**Our programs include:** The Brown Bag Lunch series, Women & Leadership programs, Women's History Month, "Go Girls!" programs supporting women's sports, The Vagina Monologues, Love Your Body Day, National Young Women's Day of Action, and sexual violence awareness and prevention education.

**Services offered:** The Women's Center offers connections and resources for nontraditional students, students seeking sexual violence support services, those interested in feminism, reproductive rights, social justice, eating issues and body image, assertiveness, self esteem, and countless other issues. General advocacy and assistance is available to all MSU students. The Women's Center hosts RAISE, asexual violence peer education group for students, as well as connections to other feminist, anti-violence, and global social justice organizations. In addition, staff members at the Women's Center are available to present programs and lead workshops for campus organizations or classes.

**RESIDENTIAL LIFE HOUSING**

Office: 112 Carkoski Commons • 507-389-1011

Fax: 507-389-2687 • [www2.mnsu.edu/reslife/](http://www2.mnsu.edu/reslife/)

The residence life program at Minnesota State University, Mankato is designed to provide a variety of opportunities and services that enhance and support students' academic experiences. There are a number of living-area choices available, including quiet study floors, upper-class/non-traditional age/graduate student floors, intercultural floors and smoke-free residence halls. The residence halls also offer convenience and close proximity to the library and classrooms. Residence halls remain open during all breaks. Leaving spaces set aside in the residence halls specifically for graduate students and/or those who are 21 years old or older.

**Vacation Periods:** Students who need to stay on campus during academic year breaks may do so in any facility. The room and board payment is not inclusive of the vacation period, so students should be aware that they are responsible for their own meals during these times, and that there is an additional charge for the room for winter break. Students may have to move to another location for summer school housing.

**Summer Session:** A residence hall on campus is always open for students attending summer school, and an abbreviated meal plan is also offered. Specific information about summer housing is available after Spring Break (usually late March) each year.

**Costs and Payment:** Residence hall costs vary according to the type of room, type of meal plan, and length of term. Please contact the Department of Residential Life for the current list for the various meal and room options.

**Housing Reservations:** Students admitted to the graduate school may receive a housing reservation application by contacting the Department of Residential Life. The telephone number is 507-389-1011. The fax number is 507-389-2687. Housing contracts are for the entire academic year.

**Off Campus Housing.** For the MSU students who do not live in the residence halls there are numerous off-campus housing available in the Mankato area, much of it very near to campus. **Student Leadership Development & Service-Learning (SLDSL)**, 173 Centennial Student Union, 507-389-6076 or [www.csu.mnsu.edu/comcon/off-campus.html](http://www.csu.mnsu.edu/comcon/off-campus.html), can provide a listing of nearby apartment complexes, representing more than 1,500 living units, with information on amount of rent, deposit and length of lease. There is also a database of other rental options in the surrounding area.