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## **ACADEMIC STANDARDS**

This Bulletin only provides a review of the most frequently consulted academic policies and procedures. Please note that the official and entire version of each University policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

### **ACADEMIC HONESTY**

As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding inappropriate activities such as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

**Plagiarism:** Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This applies both to direct quotes and to critical ideas paraphrased by the student. Plagiarism includes but is not limited to: submitting the work of others as your own;

- submitting others' work as your own with only minor changes;
- submitting others' work as your own without adequate footnotes, quotations, and other reference forms; or
- multiple submission of the same work, written or oral, for more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.

**Cheating:** Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, electronics, crib sheets, help from another student, etc.

**Collusion:** Assistance to another student or among students in committing the act of cheating or plagiarism.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

### **ACCESS FOR STUDENTS WITH DISABILITIES.**

A qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.

All programs, services, and activities of the University when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodation of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodations may include the following: alterations to rules, policies, or practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

Minnesota State Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

The official version of the entire policy and procedure statement, including statements of responsibility, confidentiality of records and discrimination appeal procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

### **ADMINISTRATIVE DROP**

Courses in which it is anticipated that enrollment demand will exceed course capacity may be designated as Administrative Drop courses. Administrative Drop refers to a process whereby a student's enrollment in a course is terminated by action of an academic department.

In these courses, an Administrative Drop will be processed for students who fail to attend the first class session, unless an acceptable reason for the absence is provided to the instructor or designated contact prior to that session. For online courses, an Administrative Drop will be processed for any student who does not electronically log into his/her class before or during the first day of the academic term.

Courses to which this policy applies will be designated in the class schedule each semester. An administrative drop will not result in a grade of "W" being entered on the student's transcript.

Students are responsible for confirming their status in courses and should not assume they are automatically dropped for non-attendance.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

### **ASSESSMENT OF ENGLISH LANGUAGE PROFICIENCY OF INTERNATIONAL STUDENTS**

International students who are enrolled in undergraduate bachelor's degree programs at Minnesota State University, Mankato and who need to complete general education goal area 1B: Speech and Oral Reasoning must demonstrate their readiness to succeed in the courses in that goal area through one of the following means:

- a Test of English as a Foreign Language (TOEFL) score of 575 or above (paper-based), 232 or above (computer-based), 89 or above (web-based),
- or, an academic International English Language Testing System (IELTS) score of 6.5 or above.

International students with TOEFL scores below 575 (paper-based), below 232 (computer-based), below 89 (web-based), or academic IELTS scores below 6.5 must take the Accuplacer Listening Test and pass it with a score of 90 or higher to be able to enroll in CDIS 201, CMST 100, CMST 102, CMST 212, or POL 234.

Students with a score below 90 must pass English 105 with a grade of "C" or higher before enrolling in CDIS 201, CMST 100, CMST 102, CMST 212, or POL 234.

International students enrolled in bachelor degree programs must also follow the English 101 Placement policy.

### **CONTINUANCE AND COMPLETION IN A MAJOR**

In order to support students' learning and success in completion of their undergraduate education, Minnesota State University, Mankato establishes and upholds standards of performance within academic majors. Failure to meet any of the continuation requirements of the department, program, school or college of the student's declared major may result in the student being discontinued in the major. A review will be initiated if performance issues arise. Identified deficiencies are to be based on observable behaviors and measurable performance indicators that may include ethical codes or standards important to a profession. Depending on the nature of the deficiencies identified, disciplinary action may also be initiated and imposed by the University.

Notice of students' rights and responsibilities in pursuing successful completion of program requirements will be provided in departmental brochures and websites. Each department/program shall inform students of any changes to program requirements. Under exceptional circumstances, Department/Program requirements may be adjusted at the discretion of the designated person. In consultation with the Disability Services Office, the Department/Program may also adjust program requirements when reasonable accommodations would enable an otherwise qualified individual to successfully complete program requirements without significantly altering the program.

Departments/Programs also have the right to determine if courses from other institutions may be substituted for Minnesota State Mankato courses as they relate to degree requirements within that Department/Program. Although it is recognized that faculty with expertise in the area of a course/competency in question are the best source of information regarding equivalency, a student will have the right to appeal a negative decision on equivalency.

The official version of the entire policy, including procedures, student rights and the appeal process, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **CONTINUING EDUCATION REGISTRATION**

Continuing Education is defined as participation in a Non-Credit (NC) learning experience, which includes one or more of the following:

- a formally organized instructional activity (not intended solely for academic credit)
- a conference which provides participants with educational information and experiences
- any activity or event that contains educational value for audiences as determined by the university

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **COURSE REPEAT (UNDERGRADUATE)**

A course repeat takes place anytime a student retakes a course for which that student has already received an A, B, C, D, P, F, NC, or W. This policy does not apply to completion of I or IP grades; however, it does apply if a student received an I or IP, did not successfully complete the I or IP, and then had the I or IP convert to a grade of F or NC. Courses which are designed to be repeated (e.g. Independent Study, Special Topics, Music Recital, etc.) are exempt from this policy.

The last grade earned in a repeated course will be the student's final, "official" grade and the only grade included for that course in GPA calculations. A repeated course for which a student receives a W will result in the last letter grade (A, B, C, D, F, P, NC) earned being the student's final "official" grade and the grade included for that course in GPA calculations.

This course repeat policy will apply for MSU courses. All courses attempted will appear on the student's transcript. Each time a course is taken it will count as attempted credits in calculation of course completion rate and in calculation of credit limit for financial aid. Therefore, overuse of the course repeat process may result in academic probation or suspension as well as financial aid suspension.

Individual departments and major programs may limit the number of repeats allowed in courses which apply to the major or minor. Individual departments and major programs also may determine whether all courses and grades will be used in the GPA computation for program admission or for completion of the major.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

**Advanced Placement Credits.** Minnesota State Mankato awards credit for AP examinations. Credits are granted for a score of 3, 4, or 5 in the following areas.

Art, Computer Science, Economics, English, History, Languages (French, German, Spanish), Music, Political Science, Psychology, Sciences, Mathematics

Students must insure that AP examination scores are forwarded to the University in order for credit review process to occur. Students should avoid registering for courses for which AP credit may be granted. AP credit granted by other colleges/universities is not automatically granted by Minnesota State Mankato. Original AP examination scores must be submitted for possible determination of credits to be awarded.

The official version of the entire policy, including the procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

**International Baccalaureate (IB) Credits.** Minnesota State Mankato may award academic credit to students who complete an International Baccalaureate diploma in high school. Students may earn specific University course credits by demonstrating a specified level of performance on selected higher level (HL) (SL) standardized IB examinations taken prior to enrolling at the University. Students must forward IB examination scores to the University to initiate the credit review process. IB credits granted by other colleges/universities do not automatically translate into course credits at Minnesota State Mankato. Original IB examination scores must be submitted for determination of credits to be awarded.

The official version of the entire policy, including procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

**College Level Examination Program (CLEP).** Minnesota State Mankato awards academic credit if certain scores are achieved on College Level Examination Program (CLEP) tests. Minnesota State Mankato grants credits based on the American Council of Education's (ACE) recommended credit-granted score guidelines for all computer-based general or subject exams if a score of 50 or greater is obtained (based on a CLEP 20-80 scale).

Students are not eligible to take CLEP exams that cover University course work for which credit has already been earned at any current or prior college/university. CLEP credits granted by other colleges/universities do not automatically translate into course credit at Minnesota State Mankato. Original examination scores must be submitted for determination of credits to be awarded. Students will not be awarded double credit for a course if both General and Subject exams have been taken.

The official version of the entire policy, including the procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

**Military Service Credits.** This policy was undergoing review by the University community during the printing of this bulletin. The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

**Project Lead the Way.** This policy was undergoing review by the University Community during the printing of the bulletin. The official version of the entire policy, including procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **DEAN'S LIST/ACADEMIC HONORS**

An undergraduate student who carries 12 or more credits for a grade (not including P/N) during fall or spring semester and achieves a grade-point average of 3.5, with all grades reported without incomplete grades or a grade in-progress when the report is run 6 weeks after the end of each term, will be included on the Academic Honors List (Dean's List) for that semester. The words "Dean's List" will appear on the transcript. If a 4.0 grade-point average is achieved, the student will also be on the Academic High Honors List.

#### **ENGLISH 101 PLACEMENT**

Students who have been admitted to undergraduate degree programs at Minnesota State University, Mankato, and who need to complete English 101 must demonstrate readiness to succeed in English 101 through one of the following means:

an ACT English score of 18 or above,  
an SAT writing score of 440 or above,

or, if the student is an international student, a Test of English as a Foreign Language (TOEFL) score of 575 or above (paper-based), 232 or above (computer-based), 89 or above (web-based), or an academic International English Language Testing System (IELTS) score of 6.5 or above.

#### **ACT/SAT**

Students with ACT English scores below 18, students with SAT writing scores below 440, or students admitted to the university without an ACT English score or SAT writing score must take the Accuplacer Reading Comprehension Test and pass it with a score of 78 or higher to enroll in English 101.

If his or her Accuplacer Reading Comprehension test score is below 78, the student must pass either English 100 or English 206 or English 207 with a grade of C or better before enrolling in English 101.

#### TOEFL/IELTS

International students with TOEFL scores below 575 (paper-based), below 232 (computer-based), below 89 (web-based), or with an academic IELTS scores below 6.5 must take both the Accuplacer ESL Reading Test and the Accuplacer WritePlacer.

International students with an Accuplacer WritePlacer score of 6 can enroll in English 101, and students with both an Accuplacer ESL Reading test score of 110 or higher and an Accuplacer WritePlacer score of 4 or 5 can also enroll in English 101.

International students with either (1) an Accuplacer WritePlacer score below 4 or (2) an Accuplacer ESL Reading test score below 110 and an Accuplacer WritePlacer score of 4 or 5 must pass either English 100 or English 206 or English 207 with a grade of C before enrolling in English 101.

The official version of the entire policy, including procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### GRADE APPEALS

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filed within two weeks of University notification of a final grade. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### GRADING

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

Note: Consult the Office of the Registrar (Dates page) for the deadline pertaining to change of grading system at [www.mnsu.edu/registrar](http://www.mnsu.edu/registrar)

- A represents work of definitely superior quality
- B represents a better-than-average level of performance.
- C represents an average-level of performance.
- D represents below-average performance.
- F represents an unacceptable level of performance (regular graded courses).
- NC represents an unacceptable level of performance (P/N graded courses).
- P represents passing performance (P/N graded courses).

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

**Pass/No Credit.** Under the pass/no credit (P/NC) system, a student may register for a course with the understanding that a P will be recorded if passed. If the course is not passed, no credit will be given and an NC will be recorded on the permanent record. Whether the indication is P or NC, the hours taken will not affect the grade-point average.

To receive a P, the student will be required to perform at "C" (2.0) level or better. "C-" does not constitute a passing grade.

Individual departments may offer pass/no credit courses at any level of undergraduate instruction. Departments offering courses at the graduate level 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.

Courses taken for P/NC may be applied to major or minor requirements for graduation but only at departmental discretion. Each student has the responsibility to determine individual departmental policy in this regard. A limited number of P/NC units are accepted to apply toward a major and no more than 32 credits of the total undergraduate degree requirements may be earned in pass/no credit courses. Courses offered for only P/NC grading are exempted from the one-fourth computation.

**Incomplete Grades.** The grade of "incomplete" is reserved for special cases and means that, because of extenuating circumstances, the student failed to meet an important requirement of the course, but has in other respects done passing work for the semester. The incomplete must be made up in the next semester in which the student is enrolled, unless other arrangements have been made between the student and instructor who assigned the grade. The instructor must file an "Extension of an Incomplete" form with the Office of the Registrar if more time is to be granted. If the deficiency is not made up within the specified time, the grade automatically becomes an "F" (regular-graded course) or NC (P/NC graded course).

Students making up an incomplete should not re-register for the class. Students making up incompletes cannot be used for enrollment or financial aid verification in subsequent terms.

**In-Progress Grades.** The grade of "in-progress" is reserved for courses that are designed not to be completed by the end of the term.

**Quality Points.** Quality points (grade points) are determined on the basis of letter grades. The number of quality points earned for a course may be determined by multiplying the number of points the grade commands by the number of credits the course carries. Quality point calculations are as follows:

|           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|
| A+ = 4.00 | A = 4.00  | A- = 3.67 | B+ = 3.33 | B = 3.00  |
| B- = 2.67 | C+ = 2.33 | C = 2.00  | C- = 1.67 | D+ = 1.33 |
| D = 1.00  | D- = 0.67 | F = 0     | P = 0     | NC = 0    |

**Grade-Point Average (GPA).** The total number of quality points acquired by the student divided by the total number of credit hours attempted on a regular grade basis, is called the grade-point average (GPA). For example, if a student has earned 102 quality points and has completed 48 credits of work, the grade-point average is 102 divided by 48, or 2.12. Grades of NC and P have no effect upon the calculation of a grade-point average. The cumulative GPA includes transfer work and Minnesota State Mankato credits.

This policy was undergoing review by the University community during the printing of this bulletin. The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### UNDERGRADUATE GRADUATION REQUIREMENTS

##### Baccalaureate Degree

To be eligible for graduation with a baccalaureate degree from Minnesota State University, Mankato, a student:

1. Must have earned a minimum of 120 semester credit hours; some programs may be in excess of 120 credits.
2. Must have a cumulative (including transfer credits) and a local Minnesota State Mankato grade point average (GPA) of at least 2.0.
3. Must have all grades finalized (all grades of I, IP, or Z may not be on the permanent record).
4. Must have completed at least 40 semester credits of upper-division (300-400) courses.
5. Must have completed the Minnesota State Mankato general education requirements or the Minnesota Transfer Curriculum.
6. Must meet the Minnesota State Mankato Cultural Diversity or Diverse Cultures requirement, whichever is applicable.
7. Must meet the Minnesota State Mankato writing-intensive requirement.
8. Must not complete more than one quarter of total degree credits with a pass/no credit grade.
9. Must meet the requirements for an academic major:
  - a. Standard Majors are 32-47 credits. Standard majors require completion of a minor. Departments may recommend waiver of a minor for students completing a double major.

- b. Broad majors exceed 47 credits and do not require a minor.
  - c. Academic requirements for majors and minors may be more stringent than university minimum requirements.
10. Must graduate under requirements identified in a bulletin of no more than seven years preceding the date of graduation. Students also must complete all of the requirements under a single bulletin.
  11. Must have earned at least 30 semester undergraduate credit hours from Minnesota State Mankato. Departments and Colleges may have more stringent residency requirements.

### Associate of Arts Degree

To be eligible for graduation with an Associate of Arts (AA) degree from Minnesota State University, Mankato, a student:

1. Must have earned at least 60 semester credit hours.
2. Must have completed the Minnesota State Mankato general education program. Completion of the Minnesota State Mankato general education program is required as part of the AA degree program and completion of general education meets the Minnesota Transfer Curriculum requirements.
3. Must have a cumulative (including transfer credits) and a local Minnesota State Mankato grade point average (GPA) of at least 2.0.
4. Must have all grades finalized (all grades of I, IP, or Z may not be on the permanent record).
5. Must not exceed 15 credits of P/NC grading.
6. Must have earned at least 20 credits from Minnesota State Mankato.

### Graduation with Honors

To qualify for graduation with honors (Cum Laude, Magna Cum Laude or Summa Cum Laude), a student:

1. Must meet all requirements for a bachelor's degree.
2. Must earn a minimum of 40 semester undergraduate credit hours from Minnesota State Mankato.
3. Must have the appropriate minimum cumulative (including transfer credits) grade point average (GPA) to satisfy honor requirements.
  - a. Cum Laude: minimum cumulative GPA of 3.3
  - b. Magna Cum Laude: minimum cumulative GPA of 3.5
  - c. Summa Cum Laude: minimum cumulative GPA of 3.8

For a student's name to be listed in the Commencement Program as graduation with honors, the GPA requirements must be met the semester BEFORE graduation. While the number of credit hours earned during the graduation term does not affect the determination of graduation honors for recognition at Commencement, quality points earned during the graduation term are considered in calculating the final GPA which determines the graduation honors for the transcript and diploma. To be recognized in the Commencement Program as achieving graduation honors, students must be graduating the term in which commencement is held.

**Applying for Graduation.** Applications must be made no later than one calendar year prior to the expected graduation term. A minimum of ten weeks must be allowed for application processing and notification. Applications received within two weeks of graduation day will be moved to the next graduation term. Forms are obtained from the Office of the Registrar reception area or the Hub and are processed in the order in which they are returned to that office.

**Bulletin Expiration.** The privilege of graduating under the requirements of an undergraduate bulletin extends no longer than **seven years** from the term of the student's original enrollment.

The requirements outlined in this bulletin become effective at the beginning of the of fall semester of 2014. Although no student can graduate under requirements outlined in a bulletin of more than seven years preceding the date of graduation, the student may elect to graduate under a more recent bulletin. However, students must complete all the requirements under a single bulletin, except for new programs.

Note: While specific requirements for a degree may expire or change, students never "lose" college credits they have earned. They may have to take additional coursework, or fulfill different requirements to obtain a degree under a new bulletin.

**Minimum Credits.** Graduation with an associate degree is based upon successful completion of a minimum of 60 semester hours of credit. Graduation with a baccalaureate degree requires a minimum of 120 semester hours of credit (or up to 128 for certain programs).

**Majors.** A standard major has a minimum of 32 semester credits and requires a minor. A broad major has a minimum of 48 semester credit hours and requires no minor. Students may earn more than one major.

**Minor.** Students completing a standard major of 32 to 47 credits must complete a minor (which is a minimum of 16 credit hours). At the department's recommendation a required minor may be waived for a student completing a double major within the same degree. Required minors may also be waived at the department's recommendation for a student adding a major to a previous baccalaureate degree. In either case, students must complete a total of 120 semester hours of credit (or up to 128 for certain programs).

**Minor for Teaching Majors.** A minor will not be required for Teaching majors. Unless they have more than 48 credits in addition to the 30 professional education credits, teaching majors are not considered broad majors. This does not prohibit a teaching major from requiring a minor. All teaching majors must have a minimum of 32 required credits outside of the required 30 credits in professional education.

**Major and Minor in Same Discipline.** Please note that for any degree program, completion of a major and a minor in the same discipline is not permitted. Usually a minor is not required if two or more majors are completed on the same degree. Some majors do require specific minors to be completed.

**Returning Student and Honor Designations.** Returning students adding a new major or minor will not be eligible for receiving additional honor designations. However, if a student is seeking a different degree, they qualify for university honors under the current code system.

**Graduation Date Policy.** The graduation date reflected on all university documents is the date that all degree requirements are completed. Students who enroll for courses, internships or other special projects during their final semester (the semester of graduation) but do not complete the course, internship or project until after the graduation date for that semester have one additional year to remove grades of "I" or "IP". Special cases will be treated individually upon appeal to the Office of Academic Affairs.

### LAST DAY OF ATTENDANCE

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

This information is collected from instructors for each course twice each term: during Mid-Term Reporting for advising purposes, and at the end of the term when grades are submitted. End-of-term Last Day of Attendance (LDA) information is only collected if a student receives a grade of "F" or "NC" for a particular course.

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

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

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

### MAKE-UP WORK AND MISSED CLASSES

Students represent the University through participation in University sponsored or sanctioned activities, such as the arts, theater, music, forensics, and intercollegiate athletics. When the activity schedule occasionally conflicts with academic obligations, student-participants will follow a standard protocol to provide their faculty members with prior, written notification of their absences from classes. Faculty members will determine, in consultation with student-participants, how

missed classes and assignments are made up in a manner that fulfills academic obligations and accommodates participatory obligations.

Except for absences resulting from sponsored or sanctioned activities, student-participants have the same responsibility with regard to class attendance and assignments as do all other students.

University-sponsored activities are defined as those activities that involve Minnesota State University, Mankato students serving as representatives of the university in:

- National Collegiate Athletic Association (NCAA) athletic competitions.
  - Competition time includes time required to travel to and from the competition.
  - Practices, exhibitions and scrimmages are not NCAA competitions and are not included in this policy.
  - This policy also does not apply to Minnesota State Mankato Club Sports
- Presentations and performances involving theater, music or forensics students when such activities are requirements for the students in those activities. Regularly scheduled practices and rehearsals are not included in this policy.

The official version of the entire policy, including the required procedures for informing faculty about absences is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **MAXIMUM CREDIT REGISTRATION LIMIT**

Undergraduate students who are otherwise eligible for registration may register for up to 18 credit hours per term with no additional permission. Students should note that, under current University policy, banded tuition only applies up to 18 credits. All credits over 18 are not included in the band.

To register for 19-21 credits, an undergraduate student needs written permission from his or her advisor and the chair of the department in which the student is registered as a major. To register for 22-24 credits, an undergraduate student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major and the dean of that college (or designee). To register for 24-27 credits, an undergraduate student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major, the dean of that college (or designee) and the Vice President for Academic and Student Affairs (or designee). Students who have yet to declare a major must work with an advisor in the program in which they are planning to major.

An undergraduate student is allowed to register for more than 27 credits only under exceptional circumstances. Students seeking to register for more than 27 credits must get written permission from his or her advisor, the chair of the department in which the student is registered as a major, and the dean of that college (or designee). The student must then make an appointment to meet with the Vice President for Academic and Student Affairs (or designee) to explain the need for registration in excess of 27 credits.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **PRIORITY REGISTRATION**

In order to accommodate student groups impacted by schedules or other constraints outside their control, approved groups will be allowed to register in advance of the regular registration period. The policy is tailored to allow students to have access to general education and lower division (100-200) courses, many of which have multiple sections, so that students can have access to the sections that allow them to attend class while accommodating their specific obligations or circumstances which would otherwise hinder timely academic progress. Priority registration begins during the second term of full-time study (12 credits or more). Designated students may use priority registration until they have earned 64 credits. However, in cases where a need for priority registration can be demonstrated beyond this 64-credit threshold, an appeal process is available through the Registrar's Office.

The following student groups or cohorts are allowed priority registration prior to the regular registration timeframe:

- 1) Officially recognized University programs: Programs such as student-athletes, forensic students, theatre students, and music students. A 24-48 hour priority registration timeframe prior to the start of regular registration is granted for eligible students participating in university-sponsored programs.
- 2) Students registered with the Minnesota State Mankato Office of Disability Services: Students with documented disabilities which require special attention in the scheduling process obtain authorization from the Office of Disability Services. These students are allowed a one-week priority registration time frame prior to the start of regular registration.
- 3) Military members and veterans: Determination of students eligible for priority registration is made through the use of VA educational benefits, verified by the certifying official in the Office of the Registrar. Those students otherwise eligible under this category, but not currently using VA education benefits must self-identify to the certifying official and provide proof of current military membership or veteran status (this policy excludes dependents of veterans and military members). A 24-48 hour priority registration timeframe prior to the start of regular registration is granted for eligible military members and veterans.
- 4) Additional eligibility for priority registration: Other student groups or cohorts seeking priority registration status need to have the program advisor or administrator submit a request with the following information:
  1. Group or cohort designation
  2. Reason for request
  3. Evidence of need for priority registration

The following criteria will be used to determine eligibility for priority registration:

- 1) The student group must have a documented need for priority registration through participation in a university sponsored activity or program which would slow academic progress without registration flexibility.
- 2) Participation or membership in the student group must be clearly defined.
- 3) The student group must exhibit evidence that priority registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent to their membership in that student group.

Requests are submitted to the Assistant Vice President for Undergraduate Studies, who then convenes a committee comprised of the Vice President of Student Affairs and Enrollment Management, the Director of Admissions, the Registrar, a Student Relations Coordinator, a Faculty Association appointed member, and a MSSA appointed member. The committee reviews requests from groups seeking priority registration and sets review eligibility timelines for these additional groups. Requests must be submitted by October 1 to be considered for the next academic year's registration. The committee makes recommendations to the Assistant Vice President who acts in coordination with the Registrar. Upon approval of priority registration:

- 1) Notification is sent from the Assistant Vice President to the Registrar.
- 2) The list of students eligible for priority registration is documented by the appropriate department or program administrator, and the list is supplied to the Registrar a minimum of one month prior to the start of the next term's registration period.
- 3) Students on this documented list are allowed to register during the designated period prior to the start of the regular pre-registration period.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS**

Satisfactory Academic Progress for undergraduate students is defined as both:

- achieving a ("local") cumulative grade point average (GPA) of 2.0 or higher. Transfer credits are not included in calculating satisfactory GPA.

The Grade Point Average (GPA) is the total number of quality points earned by the student, divided by the total number of credit hours attempted on a regular grade basis. Please refer to the University Grading Policy for the quality point calculations. Courses in which a P or NC is

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earned are not included when calculating GPA.

- maintaining a Minnesota State University, Mankato cumulative satisfactory credit completion rate of at least 67%. Transfer credits are included in calculating satisfactory credit completion rate.

Credit Completion Rate (CCR) is defined as the total number of earned credit hours divided by the number of total attempted credit hours. Courses which have received grades of A (+/-), B (+/-), C (+/-), D (+/-), and P are considered attempted/ earned credits and courses assigned grades of F, NC, I, IP, W or Z are only considered attempted credits. Courses taken as Audit (AU) have no grade point value and are not considered attempted credits. Credits taken as Audit are excluded for calculation of the Credit Completion Rate.

The University Student Financial Aid Eligibility Satisfactory Academic Progress (SAP) Standards Policy maintains academic standards that are at least as strict as the standards established in this academic policy.

**Academic Warning.** After one semester (this includes summer session) of failing to meet the Satisfactory Academic Progress requirements, a student will receive an academic warning. The University will place a registration hold on students who receive an academic warning. Students must follow the process for students on warning in their respective colleges. Students who receive an academic warning should contact the Student Relations Coordinator/designated advisor in their college, or the Office of New Student & Family Programs if the student is undecided about her/his major.

**Academic Suspension.** After two consecutive semesters (this includes summer session) of failing to meet the Satisfactory Academic Progress requirements, a student will be suspended from Minnesota State University, Mankato.

Academic suspension disqualifies a student from further enrollment. If a student has already registered for the next term, the classes will be dropped.

**Academic Reinstatement Following Suspension.** Reinstatement is the process involved to allow a suspended student to return to the University.

**Regular Reinstatement:** Normally, students who have been suspended will be reinstated after one year away from the University. No committee appeal is necessary for regular reinstatement. Here is the link to the application. <http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement.pdf>

**Early Reinstatement:** A suspended student may apply for early reinstatement (after one semester away from the University) if he or she had extenuating circumstances and documented them in a successful appeal to the Academic Standing Committee during the semester following suspension. Here is the link to the application. <http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement.pdf>

**Immediate Reinstatement:** A suspended student may receive immediate reinstatement and be allowed to continue his/her studies on probation in the term directly following suspension if one of the following conditions is achieved:

1. During the most recent term, the student achieved a term GPA of 2.5 and a term credit completion rate of 75%. Immediate reinstatement will be automatic in this case.
2. The student had extenuating circumstances and documented them in a successful appeal to the Academic Standing Committee during the warning semester. Extenuating circumstances could include major health problems, family emergencies, or unforeseen, traumatic personal circumstances.

All reinstated students will be on academic probation.

**Academic Probation.** Students may continue on probation as long as they meet the probation term requirements which are a minimum local term GPA of 2.5 and a minimum term credit completion rate of 75%. Students on probation who fail to meet these requirements, will be suspended again. The University will place a registration hold on students who are probationary students. Students on probation must follow the process for students on probation in their respective academic college(s).

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **STUDENT COMPLAINTS AND GRIEVANCES**

Minnesota State University, Mankato has a commitment to a respectful learning environment. Students have the right to seek a remedy for a dispute or disagreement when they believe a campus office/department or a Minnesota State employee treated them in an improper, unfair or arbitrary manner. Examples include, but are not limited to: bullying, condescension, inattentive planning, intimidation, particularistic treatment, poor customer service, rudeness and undefined course expectations. This policy does not apply to Minnesota State, Mankato or MnSCU System rules or regulations that include an existing appeal or grievance process, including policy or procedure change.

The official version of the entire policy is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### **TRANSFER POLICIES**

In accepting transfer work, Minnesota State Mankato uses all transferable grades A-D in calculating transfer earned hours and the grades A-F in the transfer GPA. Additionally, all transfer grades are used in calculating a student's cumulative grade point average.

**General Education Requirements. Baccalaureate Graduates.** Students with an accepted Baccalaureate degree will have satisfied Minnesota State Mankato's general education requirements for a Bachelor of Science degree. These same baccalaureate guide lines apply to the requirements for a Bachelor of Arts degree. However, if not previously completed, 8 semester credits of foreign language or 9 credits of American Sign Language are also required if completing a BA at Minnesota State Mankato.

**General Education Requirements. Associate of Arts Graduates (AA)**  
\* Students from Minnesota Community Colleges with an AA degree will have satisfied the general education/Minnesota Transfer Curriculum (MnTC) requirements for the Bachelor of Science (BS) degree.

\* Students with an AA degree from other regionally accredited US community or two year colleges will satisfy the general education requirements of the BS degree if their AA contains 40 semester (60 quarter) credit hours of general education coursework. This coursework must be equivalent to the Minnesota State Mankato general education/liberal arts courses. If the AA degree contains less than the required general education requirements, additional general education coursework will be required to make up the difference prior to graduation.

**General Education Requirements. Associate of Science (AS)/Associate of Applied Science (AAS) Graduates.**

\* Students from Minnesota Community and Technical Colleges with AS and AAS degrees may not have the entire general education/MnTC completed. Prior to graduation additional general education coursework will be required to make up the difference, using the distribution listed below.

\* Distribution: Transfer AS/AAS degrees must have 40 credits in Categories 1-10; a minimum of 1 course in each of Categories 3-10; and one course in each part of Category 1. Categories 2 and 11 are exempt. (See "Advising General Education and Diverse Cultures" section in this bulletin).

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**Non-degree transfer students.** Students without an associate or baccalaureate degree, or a completed Minnesota Transfer Curriculum, are obligated to follow and complete the Minnesota State Mankato general education requirements. (See “Advising, General Education and Diverse Cultures” section in this bulletin).

**Minnesota Transfer Curriculum (MnTC).** Students transferring with a completed MnTC will satisfy Minnesota State Mankato’s general education requirements.

**Examination Credits.** College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) scores are evaluated for the potential awarding of college credit according to Minnesota State Mankato standards. Original score reports are required for each of these examination programs.

**Diverse Cultures Transfer Requirement.** Students transferring to Minnesota State Mankato are required to meet the University’s Diverse Cultures requirement before graduating. The requirement is prorated based on the number of credits transferred. Contact the Office of Academic Affairs for the specific requirements for your particular number of transfer credits and a list of acceptable Diverse Cultures courses. Students who have completed an A.A. degree or transfer with 60 semester hours will have fulfilled the Diverse Cultures requirement.

All transfer students who have taken between 30 and 59 credits and are fulfilling the Diverse Cultures requirement must take at least 1 Purple course. Transfer students needing to complete 6 or more of Diverse Cultures credit must take courses in at least two different departments. See the Diverse Cultures Graduation Requirement in the academic bulletin for specifics.

#### **TRANSFER OF CREDITS FROM TECHNICAL COLLEGES**

The sum of all the semester technical credits taken in transfer from all regionally or appropriately accredited technical colleges or community and technical colleges will not exceed 16 semester credits. Credits approved for transfer will be treated as elective credits and will not apply to the major, minor, or to general education. However, students may petition a specific department/major for an evaluation of these technical credits if students believe they are to be applicable to the major. When supported by an articulation agreement between the University and the technical college, (or community and technical college), from which the credits originate, additional credits beyond 16 may be accepted into the major. The articulation agreement must be approved through Minnesota State Mankato’s curricular process. Additional credits beyond 16 may be accepted as general education with the following requirements:

1. Minnesota Community and Technical Colleges. In addition to the 16 semester technical credits, general education credits taken as part of a vocational/technical degree may also be transferred if the courses are approved Minnesota Transfer Curriculum (MnTC) courses.
2. Other vocational/technical schools. For coursework to be considered applicable to the Minnesota State Mankato’s general education requirements, the school transferred from would have to be regionally or appropriately accredited.

Some technical colleges have merged with community colleges but will accept unlimited community college credits. Minnesota State Mankato reserves the right to determine what a technical credit is and what a community college credit is. The official version of the entire policy, including the policy rationale, is available on the University’s Academic Policy website.

**International Credits.** In order for any international university credits potentially to apply toward a degree program at Minnesota State Mankato, these credits must be evaluated by an external professional credit evaluation agency recognized by National Association of Credential Evaluation Services (NACES). The College of Science, Engineering and Technology specifically requires and allows only Educational Credential Evaluators (ECE).

#### **UNIVERSITY SPONSORED EDUCATION ABROAD PROGRAMS**

A Minnesota State University, Mankato sponsored education abroad program, defined as a program and course taught entirely or partially outside of the continental United States, is developed and administered by the University and awards Minnesota State Mankato credits. All travelers on Minnesota State Mankato sponsored programs, with the exception of the leader(s) and leaders’ immediate family members, must be enrolled at the University and registered for a minimum of one credit. The program leaders’ primary responsibility for the duration of the program is the educational experience, safety and health of students. Minnesota State Mankato’s administration reserves the right to cancel a program at any time. Cancellations due to unforeseen circumstances will result in the refund tuition and fees subject to established University and/or vendor procedures, as applicable.

Minnesota State Mankato sponsored education abroad programs are subject to the same curricular processes as all other course offerings. Faculty members who wish to conduct a pilot program may have a one-time exception to this requirement, with the expectation that future courses and programs with similar content will be approved through the curriculum design system.

All program leaders must demonstrate access to on-site logistical support and are subject to MnSCU Board of Trustees Policies 1A.10 (Emergency Management), 5.19 (Travel Management) and related procedures. All travelers must carry health, accident and repatriation insurance. If required by the course curriculum, students must also carry student professional liability insurance. All programs must include, and all travelers must attend, a pre-departure health and safety orientation. Travelers under 18 years of age must receive written, parental consent and the parent or guardian must attend the pre-departure health and safety orientation. All travelers are subject to the Minnesota State Mankato’s Statement of Student Responsibilities.

The official version of the entire policy is available on the University’s Policy website (<http://www.mnsu.edu/policies/>).

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

Official Withdrawal is defined as terminating enrollment in all registered courses for an academic semester at Minnesota State University, Mankato.

#### **Financial Considerations**

- An Official Withdrawal Form, available at the Campus Hub, must be filed in order to receive a percentage refund/credit in accordance with the Official Withdrawal Charts below.
- If you received financial aid, all or a portion of the aid that was disbursed to you and/or your student account may be required to be repaid.
- If the student requesting withdrawal has signed a residence hall contract, an exit interview with the Office of Residential Life is necessary in order to establish financial liability for room and/or board charges for the academic semester up to the date of withdrawal. Credit amounts due to the withdrawing students are determined based on a pro-rated schedule applicable to the individual student’s contract plan.
- Refunds/credits of tuition and fees for withdrawal are based on Minnesota State Colleges and Universities policies and procedures. Please refer to the Campus Hub website for details.