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## ACADEMIC POLICIES & PROCEDURES

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

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. 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 such inappropriate activities 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, expulsion).

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/>).

### ACADEMIC RE-EVALUATION

Academic re-evaluation provides returning students who have had academic difficulties at an earlier stage of their academic career the opportunity for a "second chance". It is the process of removing all prior grades from future grade point average (GPA) calculations for students enrolling at Minnesota State Mankato after an absence from post-secondary education of at least four years.

A student may petition for academic re-evaluation when all of the following conditions are met:

1. The student has not been enrolled either at Minnesota State Mankato or any other post-secondary institution for at least four consecutive calendar years immediately prior to enrolling at Minnesota State Mankato.
2. The student entering or re-entering Minnesota State Mankato must initially complete at least 30 semester credits in consecutive terms, earning a minimum grade point average (GPA) in each of those terms of 2.0 and an overall GPA for all of those terms of at least 2.5.
3. The student may not have earned a previous degree of any type, Associate or Baccalaureate, in order to be eligible for academic re-evaluation.

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

### ADMISSION TO MAJOR

Students will be admitted to a major based on requirements established by the major and monitored by a department.

To be admitted to an academic major, a student must fulfill the following minimum requirements:

- Completion of a minimum of 32 earned semester (48 quarter) credit hours;
- A minimum 2.0 ("C") cumulative grade-point average;

Additional requirements may include, but are not limited to: completion of prerequisite courses, higher grade-point averages for admission to major and/or graduation from the program, testing, other forms of evaluation or portfolios.

**Continuation in Major.** Departments may establish additional eligibility requirements for continuation in a major and/or major completion. (See Continuance and Completion in a Major section)

**Application.** Application should be made directly to the department or program of the individual's choice.

**Denial of Admission.** Students may be denied admission to major for failure to meet any of the admission requirements imposed by the department or program.

**Suspension from Major.** Students must remain in good standing to continue toward degree completion, and may be suspended from an academic program for failure to meet any of the admission or continuation requirements imposed by the program or department.

**Appeals.** Students shall have the right to appeal a department's decisions concerning denial of admission to a major or suspension from a major. Each department shall establish an appeals procedure that shall be concluded within 30 days of initiation. This 30 day period shall include an appeal to the department and the option of an appeal to the College Dean.

**Conditional Admission.** Students may receive provisional/conditional admission to a major for one semester only with a special exception. No provisional or conditional admission may be granted unless the student has met the minimum requirements of a GPA of 2.0 and completion of 32 semester credits.

**Waiver/Substitution of Requirements.** Minimum requirements may not be waived nor may substitutions be made. Under exceptional circumstances Department/Program requirements may be adjusted at the discretion of the Department/Program.

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

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/>).

#### 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

The College of Extended Learning provides the process and mechanism for establishing, maintaining, and transmitting individual student transcripts of Continuing Education Units (CEU's) and Non-Credit hour based offerings.

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)

Students may repeat any course in an effort to improve grades. A student may repeat any one course no more than two (2) times. Under exceptional circumstances, and upon approval of a formal written appeal, a student may repeat a course for a third time.

A course repeat takes place anytime a student retakes a course for which that student has already been awarded an A, B, C, D, F, P, or NC. 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 converted 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 Minnesota State Mankato 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 limits 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 including appeal procedures, is available on the University's Policy website (<http://www.mnsu.edu/policies/>).

#### COURSE TYPES

**Auxiliary Course.** Auxiliary courses are experimental courses numbered 001-090. They have all the attributes of regular courses, but can only be offered two times within a two year period, and then cannot be offered again. The purpose of an auxiliary course is to determine if the course should be offered on a regular basis under a regular number. For courses numbered 091-099, see "Developmental Courses" below.

**Continuing Education Units (CEU's).** Many licensed professions require that the license be upgraded each year through attending workshops or earning college credits. For those individuals who wish to upgrade their license without doing coursework for credit, a record-keeping device called the CEU, or Continuing Education Unit, has been developed. The CEU is a nationally recognized standard and, like college credits, generates a transcript so that a permanent record of the upgrading procedure exists. Upgrading requirements are usually expressed in terms of contact hours, or hours actually spent in the classroom or workshop. One CEU equals 10 contact hours. CEU's do not translate into academic credits for graduation. Programs dealing with job-related problems and issues, or for broadening professional skills can be arranged either on or off campus. Requests for information on any of these offerings should be directed to the College of Extended Learning at 507-389-2572.

**Developmental Course.** These courses have been designated as remedial EEC 092, ENG 100, MATH 094 and MATH 098. Regular tuition rates apply, but, with the exception of ENG 100, the credits do not count toward the graduation requirement of 128 credits.

**Co-operative Experience (Co-op).** Enrolling for a co-operative experience allows a student in junior or senior standing to work for an employer in a profession related to the student's major for one summer and one fall or spring semester. The student arranges this co-operative experience in consultation with an internship coordinator or other designated faculty or advisor in his or her department. The student earns zero credits during the co-op experience but is coded and reported as a full-time student through the National Student Clearinghouse. Student loans do not become due during that time, and the student can maintain health insurance through his or her parents if eligible. At the end, students return to the University and finish their degree; the co-op experience can help them later to find an interesting field of work and connect with an employer.

**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.

**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

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are enrolled in the same work at the same time. Written permission from the individual professor and/or department is required prior to registration.

**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 extended 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.

**Laboratory.** Component of a course involving “hands-on” experience with specialized equipment, performing scientific testing/examination procedures and analysis.

**Module.** Identifies a regular course taught in a two-week format. All other guidelines for a regular course apply.

**Online.** Identifies course offered solely online with no more than one on-campus meeting per semester.

**Practicum, Internship, Field Study or Fieldwork Credit.** Awarded for an educational experience on an individual basis emphasizing on-the-job training. Compensation in dollars may not always 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.

**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 or a summer session, or as a module.

**Self-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.

**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.

**Tour.** An extended group experience off the campus in which major learning results from travel. Tours must be supervised and accompanied by regular Minnesota State Mankato faculty. Credit is awarded and student evaluation is expected. The tour itself is the major learning experience in earning credits.

**Workshop.** The principal learning takes place through interchange among class members, professor and his/her assistants. Thus, most work 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. Typically a workshop includes more meeting hours per credit than other courses.

#### **CREDIT FOR PRIOR LEARNING ASSESSMENT**

Minnesota State University, Mankato provides many different methods for the assessment of prior learning. The following information identifies the policies and procedures used for this assessment.

**Advanced Placement Credits.** Minnesota State University, 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.

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**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 .

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#### **MILITARY SERVICE CREDITS**

Minnesota State Mankato may grant credit for military course completion after review of each applicant’s military service course work. The University does not grant credit for position responsibilities or on-the-job training activities. A student’s military service documents are examined utilizing the American Council of Education (ACE) guides.

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#### **COURSE SPECIFIC EXAMINATIONS**

Undergraduate students currently enrolled at Minnesota State Mankato who believe they have the same information normally gained through a course offered by the University may apply to take a comprehensive examination for credit in the course. Credit will be granted only as “Pass” (P) credit. A fee of \$5 per credit is charged for each examination. Applications for such examinations must be secured from, and receive the approval of, the department chairperson as well as the college dean.

#### **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**

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#### 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.

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#### GRADE CHANGE

A change of grade will be accepted by the Office of the Registrar only if properly signed by the instructor and the department chair. Changes will be accepted for completed grades for up to two calendar years from the original term of enrollment for that specific course. Changes will be accepted for IP (in progress), Z (grade unknown) and, in the event of error, in the calculation of the original grade. Changes of grade for I (incomplete) are not included in this policy.

#### 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.

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#### UNDERGRADUATE GRADUATION REQUIREMENTS

- A. To be eligible for graduation with a **Baccalaureate degree** from Minnesota State Mankato, a student:
  - Must have earned a minimum of 120-128 semester credit hours.
  - Must have a cumulative (including transfer credits) and a local Minnesota State Mankato GPA of at least 2.0.
  - Must have all grades finalized (all grades of I, IP, or Z may not be on the permanent record).
  - Must have completed at least 40 semester credits of upper-division (300-400) courses.
  - Must have completed Minnesota State Mankato general education requirements or the Minnesota Transfer Curriculum.
  - Must meet Minnesota State Mankato Diverse Cultures requirement, whichever is applicable.
  - Must meet Minnesota State Mankato Writing Intensive requirement, whichever is applicable.
  - Must not exceed 32 credits of P/N grading.
  - Must meet the requirements for an academic major:
    - o Standard Majors are 32-47 credits. Standard majors require completion of a minor. Departments may recommend waiver of minor for students completing a double major.
    - o Broad majors exceed 47 credits and do not require a minor.
    - o Academic requirements for majors and minors may be more stringent than university minimum requirements.
  - Must graduate under requirements identified in a bulletin of no more than seven years preceding the date of graduation.
  - Must have earned at least 30 semester undergraduate credit hours from Minnesota State Mankato. Departments and Colleges may have more stringent residency requirements
- B. To be eligible for graduation with an **Associate of Arts (AA) degree** from Minnesota State Mankato, a student:
  1. Must have earned at least 60 semester credit hours and 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.

2. Must have a cumulative (including transfer credits) and a local Minnesota State Mankato 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 not exceed 16 credits of P/N grading.
5. Must have earned at least 20 credits from Minnesota State Mankato.

**Graduation with Honors.** To qualify for Graduation with University 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 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, 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 during the term in which commencement is held.

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#### **PREPARING FOR GRADUATION**

In preparation for graduation, students should consider whether they have completed the following requirements and broad categories of coursework:

- General Education Requirements
- GPA Requirements (Minnesota State Mankato cumulative and total cumulative)
- Major and Minor **OR** Broad Major without a Minor
- Number of P/NC Courses Allowed
- Residency Requirements
- Diverse Cultures Requirement
- Must have completed at least 40 semester credits of upper-division (300-400) courses.

**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 2011. 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 intercol-

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legiate 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.
  - o Competition time includes time required to travel to and from the competition.
  - o Practices, exhibitions and scrimmages are not NCAA competitions and are not included in this policy.
  - o 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/>).

#### **MATHEMATICS PLACEMENT**

Students seeking enrollment in MATH 112: College Algebra, MATH 201: Elements of Mathematics I, or STAT 154: Elementary Statistics must demonstrate readiness to succeed in the course through one of the following means:

1. ACT mathematics sub-score of 19 or higher, or
2. ACCUPLACER Elementary Algebra Test score of 75.5 or higher AND ACCUPLACER College-Level Math Test score of 49.50 or higher.

Students not meeting one of these requirements are placed in MATH 098: Intermediate Algebra.

Students seeking enrollment in courses beyond those listed above must demonstrate readiness to succeed in the course through one of the following means: ACT score, ACCUPLACER score, Descriptive Test of Mathematical Skills (DTMS) placement test score, or satisfactory completion (i.e. grade of "C" (2.0) or better) of pre-requisite coursework, according to the chart below.

NOTE 1: The Calculus Readiness test may be taken in addition to the ACCUPLACER instrument by students seeking to enroll in courses above MATH 112.

NOTE 2: Documented ACCUPLACER scores from any Minnesota State Colleges and Universities (MNSCU) institution taken within two calendar years will be accepted.

NOTE 3: ACT scores, ACCUPLACER scores and DTMS scores that are more than two years old will not be accepted for mathematics placement.

**Procedures.** Students may substitute for the above requirements based on documentation of:

1. equivalent or higher scores on standardized college admissions tests, such as SAT quantitative scores, that report a separate mathematics sub-score within two calendar years;
2. successful completion of equivalent prior post-secondary education, such as course transfer evaluations or Cambridge International Examinations; or
3. enrollment exclusively in non-credit courses or programs.

Students requesting such substitutions should submit the documentation to the Chair of the Department of Mathematics and Statistics for evaluation. The evaluation will be based on nationally accepted concordances between the testing instruments and/or courses. The Chair of the Department of Mathematics and Statistics or designee should respond in writing to student requests within three weeks of receiving them.

#### **Procedure for Waiver.**

1. Students not meeting the requirements for enrollment in MATH 112, MATH 201 or STAT 154 may request a waiver to this policy.
2. Written requests for waivers to the policy must be submitted to the Chair of the Department of Mathematics and Statistics, and should include evidence of alternate means of demonstrating readiness for college algebra including but not limited to:
  - a. High school or recent post-secondary coursework which would indicate adequate preparation (transcripts or other records which include course titles, levels and grades are acceptable), or
  - b. Verification of extenuating circumstances which may have affected performance on previous exams.
3. Requests for waivers should be submitted by the following deadlines:
  - a. August 5th for fall semester enrollment,
  - b. December 1st for spring semester enrollment, and
  - c. May 1st for summer session enrollment.
4. The Chair of the Department of Mathematics and Statistics or designee should respond in writing to student requests within three weeks of receiving them.
5. Students whose initial requests are denied may submit a written appeal to the Dean of the College of Science, Engineering and Technology. The Dean should respond in writing, with a copy to the Chair of the Department of Mathematics and Statistics.
6. The Dean's decision is the final step in this appeal process

**Policy Rationale.** The purpose of the policy is to place students in a course that is developmentally appropriate to help ensure their long term success. Data suggests students not meeting these guidelines have a higher likelihood of having to repeat a course.

The official version of the entire Mathematics Placement policy, including the scores required for advanced courses and the entire waiver procedure with time frames, is located 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.

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

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

The Post-Secondary Enrollment Options (PSEO) program offers an opportunity to earn high school and university credit simultaneously for eligible high school juniors and seniors.

High school juniors ranking in the top 33% of their class, or achieving a score at or above the 70th percentile on a nationally standardized norm-referenced test, will be considered for the program. High school seniors ranking in the top 50% of their class, or achieving a score at or above the 50th percentile on a nationally standardized, norm-referenced test, also will be considered for the program.

Students from high schools/alternative schools/home schools that do not have class rank are required to take the ACT and score no less than 23 for juniors and no less than 21 for seniors unless other acceptable documentation indicating the student's readiness and ability to perform university level work is provided (as noted below).

In situations where a calculated high school rank cannot be provided other factors will be considered in admission. These factors may include ACT score, recommendations from high school counselors or other information acceptable to the Minnesota State Mankato Admissions Office.

PSEO students admitted to Minnesota State Mankato have the rights and responsibilities of University students except as noted below.

1. The University reserves the right to restrict enrollment in any given year to insure resources are available for regularly admitted students
2. The university does not allow PSEO enrollment in summer session classes.
3. PSEO students may not enroll in courses that have additional course related costs or special fees beyond the regular student fees paid per credit. Examples of this include but are not limited to music lessons, flight labs, international/study abroad classes, classes involving out of state travel.
4. The PSEO program reimburses a maximum of 18 credit hours per semester.
5. All textbooks purchased through the PSEO program are the property of Minnesota State Mankato and must be purchased from and returned to the designated bookstore at Minnesota State University, Mankato upon completion of the course or immediately if a course is dropped or the student withdraws from Minnesota State Mankato.
6. Residence hall rooms are not available to PSEO students at Minnesota State Mankato.

### **Academic Standards and Advising**

1. All students in the PSEO program will be expected to maintain a cumulative grade point average (GPA) of 2.0 or better and maintain a course completion rate of 67% or higher. If a cumulative GPA of 2.0 or better and/or completion rate of 67% or higher is not maintained, students will be dropped from the program. In such cases, both the student and participating high school contact person will be notified in writing. These standards shall apply to all Minnesota State Mankato courses
2. All courses must be taken for a letter grade unless the course meets all PSEO standards and is available only as Pass/No Credit (P/N).
3. PSEO students who require a sign language interpreter and/or textbooks in alternative format, or have special needs because of a documented disability, should contact the Minnesota State Mankato's Office of Disability Services to arrange early registration or to obtain needed services.
4. All courses taken by PSEO students must be approved for Post Secondary Education Options students at the 100 and 200 levels. PSEO students are not allowed to register for courses numbered below 100, arranged courses, independent study courses and courses offered at the 300 and 400 level.
5. Credit by Exam or College Level Examination Program (CLEP) are not allowed to be taken for credit by PSEO students.

6. PSEO students are not allowed to receive special "Permission to Register" from faculty or departments.
7. University level credits earned to meet high school graduation requirements are accepted as university credits at Minnesota State Mankato, but other institutions may not consider them eligible for college/university credit. PSEO students interested in attending other colleges or universities should consult with those other institutions regarding acceptance of PSEO credits.
8. Advising regarding the use of university level credits

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

### **PRIORITY REGISTRATION**

As some students, groups, programs, or teams are impacted by schedules or other constraints outside their control, those groups or individuals demonstrating circumstances resulting in a need for priority registration will be allowed to register in a pre-determined order in advance of the regular registration period. This procedure only applies to students registering for their second term while they are full time (12 credits or more) in their first term. 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 and meet their obligations in representing the university. 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.

The following groups/individuals would be allowed priority registration prior to the regular registration time frame:

- 1) Students with documented physical or mental challenges which require special attention in the scheduling process would obtain documentation from the Disability Services Office. These students would be allowed a one-week priority registration time frame prior to the start of regular registration. This is consistent with current university practice.
- 2) Students who routinely represent the institution in official, university-sponsored events, activities, or competitions, such that their availability for practices or appearance at said events, activities, or competitions is ensured and/or where missed class time could be minimized as a result of priority scheduling. These students will have a 24-36 hour priority registration time frame prior to the start of regular registration.

This category would include groups such as student-athletes, forensics students, theatre students, and music students. Student groups wishing priority registration status would need to submit a request, and provide the following information:

- a. Group designation
- b. Reason for request
- c. Evidence of need for priority registration

The requests would be submitted to a committee comprised of a representative from the Office of the Registrar, a Faculty Association faculty member, a student member, and a representative from the Student Affairs units. This committee would make a recommendation to the Dean of Students or her/his designee. The Dean of Students or her/his designee would act upon the recommendation and notify the Registrar.

The list of students eligible for priority registration would be documented by the appropriate department or program, and the list would be supplied to the Registrar by the appropriate department or program a minimum of one month prior to the start of the next term's registration period. Students on this documented list would be allowed to register during the designated period prior to the start of the regular pre-registration period.

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/>).

### **REGISTRATION FOR CLASSES**

**New Students.** Registration is done during Orientation through E-Services. Information regarding signing up for an Orientation can be found at the New Student & Family Programs website.

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**Returning Students.** Registration is done through E-Services when the student's registration window opens. The order of registration for a term is based upon the number of earned credits that a student has earned. The higher the number of credits, the earlier a student registers. Earned credits are credits for which students have earned grades of (A, B, C, D, or P). Graduate students may register starting the first day of registration. There are no registration windows for the summer term.

**Visiting Students.** The Single Registration component of the Students First initiative is intended to allow students who are enrolled at one of the MnSCU college or universities to take courses from another MnSCU institution without having to apply for admission. Contact the Office of the Registrar for details.

**Common Market Program.** Minnesota State Mankato participates in the MnSCU system's Common Market program. Students may take courses at one of the other MnSCU state universities for a maximum of two semesters without completing a formal application for admission to the host institution. In addition, Minnesota State Mankato has a similar arrangement with Gustavus Adolphus College in St. Peter, MN and also with Bethany Lutheran College in Mankato, MN. Contact the Office of the Registrar for details.

**Class Schedule.** Students may adjust their class schedule through the fifth day of the semester up until 11:59 p.m. by dropping and/or adding through E-Services. There will be no "W" on the student's transcript or charges for courses that are dropped through this time frame.

**Late Registration.** After the fifth day of the semester, students can no longer add courses via E-Services if the course has started. Information regarding registration timelines can be found at the Office of the Registrar's website.

**Dropping an individual course(s).** Deadline for dropping Individual Full Term classes is 20 days (business days) from the end of the term. This process is done by the student via E-Services. Courses dropped after day 5 will receive a grade of "W." Such late course drops are considered withdrawals (students are no longer in the course but the course does count as "attempted" and a grade of "W" is given).

Note: Official withdrawals of all courses should be done through the Campus Hub. See the Campus Hub website for deadlines and questions regarding the official withdrawal process.

**Grading Method.** Students can use E-Services to change the grading method of a course through the tenth day of the term. Not all courses allow alternate grading methods. Check the grading method of the class as you register to be sure you have selected the correct grading method.

**Permission to Register.** Some courses require the permission of the faculty member before a student may register for a class. Once permission has been granted (electronic permission entered on E-Services preferred) the student is responsible for registering for the course via E-Services.

**Auditing Courses.** Students who wish to audit a course should register for the course through E-Services and choose the grading method of "Audit." The normal tuition and fees are charged. Courses audited do not earn academic credit and therefore cannot be counted toward meeting graduation requirements, course load requirements for receiving veterans' benefits, financial aid or for intercollegiate eligibility.

#### **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 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\\_revised32212.pdf](http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement_revised32212.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\\_revised32212.pdf](http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement_revised32212.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.

\* Students with AS and AAS degrees from other regionally accredited US community and two-year colleges may not have the required 40 semester (60 quarter) credit hours of general education. 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).

**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

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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/>).

#### **WORKSHOP CREDITS**

Credit-bearing activities for work associated with conferences, where the conference is central to the course of study, will be offered through a workshop. Workshops might be offered through any department. In such cases, it becomes the responsibility of the department to ensure that a valid academic experience accompanies each workshop. Two or more departments might offer workshops associated with the same conference. Students cannot earn more than one credit for the same course-associated conference. Workshops require 18 contact hours per credit.

#### **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.

#### **Official Withdrawal Charts**

Please refer to the Campus Hub website under Student Charges and Payments for details.

#### **The Withdrawal Date**

Is the date that the Campus Hub has officially received the official withdrawal form.