
MINNESOTA STATE UNIVERSITY, MANKATO MISSION STATEMENT

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

ADMISSION

College of Graduate Studies

125 Administration Building 507-389-2321

Fax 507- 389-5974

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

Degree Seeking Admission

Students seeking a graduate degree must submit a completed application for a specific graduate degree program. The student, including MSU students, must make arrangements to have two official transcripts sent directly to the College of Graduate Studies from the institution(s) where the undergraduate or graduate degree was received. Official transcripts must either bear the seal of the institution or the signature of the appropriate official. The baccalaureate degree must be listed on the transcript. If a student is seeking admission to the MSU Graduate College before his/her graduation from an undergraduate institution, we will accept an incomplete transcript for provisional admission. It is the student's responsibility, however, to arrange for an official transcript listing the undergraduate/graduate degree to be sent by the degree-granting institution once it is available.

Application Fee. All applicants must submit a \$20 fee

with the application for graduate study (no exceptions).

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

Degree seeking applicants who have completed graduate work at another institution may have this coursework evaluated for transfer. Please see the section on transfer credit for the criteria to have such credit applied to a graduate degree from Minnesota State University. All graduate work not applied to a previous graduate degree and accepted for transfer is averaged into the cumulative grade point average. A degree seeking student or a student in another Minnesota State University graduate program cannot take more than 12 graduate semester credits before being accepted into the respective graduate program to which he/she is seeking admittance.

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

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

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

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

dent earning a graduate degree in that area.

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

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

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

The following will not be accepted as transfer credit:

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

All credit counting toward an MSU graduate degree, including all transferred credit, must be completed within the six year time limit. **All transfer credit must be approved prior to approval of the Plan of Study. Transfer credit taken after approval of Plan of Study must be approved prior to taking the coursework.**

Miller Analogies Test/Graduate Records Examination Some graduate programs require the Graduate Record Examination (GRE) or the Millers Analogies Test (MAT) for admission to the program. Students should check the specific admission requirements listed under each graduate program. Testing Services makes accommodations for individuals with special needs. Please contact the testing service. For more information on these examinations, contact:

Graduate Record Examinations
Educational Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
609-771-7670/Fax 609-771-7906

Miller Analogies Test, Psychological Corporation
555 Academic Court
San Antonio, TX 78204-2498
1-800-228-0752 or
MSU Counseling Center 507-389-1455

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

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

International Student Admission

Requirements for all international students. Students who are in "non-immigrant status" must follow all of the normal application procedures listed above. In addition, a completed, certified financial statement listing the availability of adequate monetary support for the applicant must be attached to the application form. No financial assistance can be guaranteed by Minnesota State University. An official Test of English as a Foreign Language (TOEFL) score must be sent directly to the College of Graduate Studies from the testing service, as explained in the following section. **Examinee's copies of TOEFL scores will not be accepted.** All completed forms must be returned directly to the College of Graduate Studies from the student applicant. Official application documents will only be accepted through the mail from testing agencies. **Transcripts in the hands of applicants are unacceptable. Application materials in the hands of friends or relatives of applicants are unacceptable.** Transcript evaluation by specified independent agencies is required for most academic programs.

Graduate Record Examination (GRE) scores may be

required by the program unit. The applicant's file will be held in the inactive file in the College of Graduate Studies until official GRE scores are received and the file is complete.

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

English Competency for International Students. The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English and who have not graduated from an educational institution where the language of instruction was English.

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

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

English Placement Examination and ESL Requirement. In addition to the TOEFL, all admitted international graduate students at Minnesota State University, Mankato whose first language is not English are required to take the Minnesota State University English Placement Examination prior to enrolling in classes. The exam is administered by the Foreign Language Department each semester during international student orientation. Students who perform unsatisfactorily on the examination are required to enroll in English as a Second Language (ESL) classes on a continuous basis beginning their first semester on campus. The student must continue these classes until her or his English professor notifies the College of Graduate Studies that a sufficient competency in English has been achieved. This requirement must be fulfilled before the student's Plan of Study will be approved by the Dean of the College of Graduate Studies. Questions concerning ESL can be referred to the Director, International Student Office

Because of the procedures required to determine English competency and the additional administrative time required, it is absolutely necessary that international student applications for graduate study be complete no later than three months before the beginning of the semester in which the student wishes to enroll for graduate coursework. All official transcripts, official test scores, letters of recommendation, financial statement and background sheet must be in the student's file in the College of Graduate Studies three months before

the beginning of the term of anticipated entry. It is recommended that all international students planning to attend Minnesota State University, Mankato should plan to arrive on campus at least one week before classes begin to participate in the required orientation program coordinated by the International Student Office. There is no summer admission for international students.

The University requires all new international students to register and complete the course, International Students in U.S. Higher Education, during their first semester on campus. The course is offered through the Educational Foundations Department. Students who have attended other U.S. institutions for one full year are exempt from this requirement.

Orientation Requirement for International Students. All new and transfer international students are required to attend a New Student Orientation program and to pay a \$30 orientation fee before they receive authorization to register for classes.

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

Mandatory Health Insurance for International Students. Minnesota State University, Mankato requires that international students and their accompanying dependents are covered by adequate medical insurance. All international students on a F-1 or J-1 Visa and their accompanying dependents must subscribe to the University's designated health plan as a condition of enrollment or provide evidence of comparable coverage. Students are responsible for purchasing the university insurance plan and must pay the annual premium.

International Student Office. The International Student Office is charged with the responsibility of providing international student scholarships, advising, immigration assistance, overseas study and travel information, and international, social, cultural and educational activities to the students, faculty and community. The ISO is also responsible for issuing the IAP-66 to visiting faculty and researchers. The office is located in the Centennial Student Union. Specific questions or requests for additional information should be addressed to this office.

Non-Degree Seeking Admission

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

REGISTRATION PROCEDURES

Registrar's Office:

136 Wigley Administration Building 507-389-6266

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

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

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

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

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

Class Schedules. Summer session class schedules are available in March. Names of returning students can be placed on a three-year mailing list. Fall Semester class schedules are available in April. Spring Semester class schedules are available in November. Contact the Registrar's Office for class schedules.

The Extended Campus Bulletin. A schedule of classes offered off campus with essential enrollment and advising information for off-campus students is available approximately 5 months before the beginning of the next semester. Contact the Extended Campus Office to be placed on a mailing list 507-389-2572 or Twin Cities

Message Center 612-885-8440.

Academic Transcripts. A fee of \$2 per copy is assessed for each official transcript. Payment is to be submitted when transcripts are requested. Transcript requests are to be made in person or via written request. Allow a minimum of seven working days from receipt of request for processing. All "holds" must be cleared before an official transcript is issued.

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

TUITION AND FEES

Minnesota Residency

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

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

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

Tuition and Fees

The **current** semester tuition rate for on-campus graduate students who are state residents is \$157.10 and \$248.25 for non-residents. Student activity fees are not included in these figures. Current tuition and fee rates may be found in the Class Schedule from the Registrar, the Extended Campus Class Schedule, and on the University's web page.

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

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

Midwest Student Exchange Program. The Midwest Student Exchange Program is an interstate initiative established by the Midwestern Higher Education Commission (MHEC) to increase educational opportunities

for students in its members states. This program enables residents of Kansas, Michigan, Minnesota, Missouri, Nebraska, and North Carolina to enroll in designated institutions and programs at reduced tuition levels outside of their home state. Contact the Registrar's Office 507-389-6266 or the College of Graduate Studies 507-389-2321 for more information.

SOURCES OF FINANCIAL ASSISTANCE

Internships

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

Student Employment

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

Need-Based Financial Aid Programs

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

GRADUATE ASSISTANTSHIPS

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

ment or unit for which the student wishes to work. Students wishing to apply for assistantships in multiple departments or units need to submit a separate application for each. Multiple assistantships may be used to accumulate the minimum number of hours necessary (10 hours per week) to be eligible for the tuition waver. Multiple assistantships, however, may not exceed the maximum (20 hours per week). Assistantship positions are posted on the University's Web page.

Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

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

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

Cultural Diversity Graduate Assistantships. American ethnic minority students may apply for admission in any of the graduate programs and may request support from the Cultural Diversity Program. Please contact the Cultural Diversity Program.

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

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

variety of areas throughout the library. Apply to the Library, Box 19, MSU.

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

Graduate Assistantship Policies. Graduate assistantships are available only to graduate students admitted to a graduate program and who are making satisfactory progress toward their degrees, including a minimum overall 3.0 grade point average. Departments, Colleges and Schools may set higher or additional standards.

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

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

The maximum appointment will be equivalent to 0.50 FTE with an assignment averaging 20 hours per week. An exception for a 0.75 appointment may be for students during their last term of graduate study with the concurrence of the Dean of the College of Graduate Studies.

Graduate students may hold multiple concurrent appointments in different departments or administrative units. The total of all the appointments may not exceed the maximum level outlined above. At no time will graduate assistants be employed concurrently as adjunct faculty. Graduate students will normally be eligible for appointment as a graduate assistant for a maximum of two years unless a Department or College maintains a policy of permitting appointments for three years to facilitate special research requirements. It is anticipated that full-time graduate students should be able to complete their graduate programs within two years. The research requirement of some disciplines, however, may require three years.

Enrollment Requirements. Graduate assistants must be enrolled concurrently in courses for every term they are receiving a graduate assistantship. For a half-time appointment, minimum enrollment is 6 graduate credits and the maximum is 12 graduate credits

During the summer term graduate assistants must enroll for a minimum of **1 graduate credit** for the summer session in which he/she holds an assistantship. No

tuition stipend will be paid during the summer session.

Compensation Level. Graduate assistantship stipends for the academic year will be determined by the College of Graduate Studies, Office of Academic Affairs and the Graduate Sub-Meet and Confer. They will review and revise the Graduate Assistant Compensation Schedule as needed.

Graduate students appointed for additional days beyond the academic term will be compensated at the daily rate of pay. Graduate students may be appointed for a maximum of 240 duty days during the calendar year.

Graduate students employed for specific projects for periods less than one term and less than a quarter-time will be compensated on a daily rate of pay consistent with the Graduate Assistantship compensation schedule. No tuition stipend will be paid for appointments less than one-quarter time.

Tuition Stipend. Graduate students awarded a full graduate assistantship will receive a tuition waiver and stipend. To be eligible for the tuition waiver the appointment must begin no later than the tenth duty day of the term and continue through the last duty day of the term. Graduate students who terminate their graduate assistantship prior to the mid-point of the term shall lose all tuition stipend support for that term.

Depending on the graduate assistant's salary, benefits also include waiver of out-of-state tuition and a tuition stipend of up to 18 credits per academic year. Assistantships usually require 10 to 20 hours of work per week. Starting dates and lengths of assistantships vary by department.

Resident Tuition Status. Graduate students appointed to graduate assistantships are considered residents of Minnesota for resident tuition purposes during the time of their appointment and over the summer if appointed as a quarter-time graduate assistant during the previous academic year (even if they are not planning to return in the fall), at any time during the summer, or are appointed for the following fall semester. To be eligible for resident tuition during the academic year, the UPD form must be received in the Human Resources Office no later than the tenth instructional day in a semester in which the appointment is effective. Students are eligible for resident tuition during the summer if they are appointed for the summer or the following fall by the tenth instructional day of the appropriate summer session.

Evaluation. Standards of performance must be maintained by the graduate assistants. Failure to meet these standards can lead to termination of the graduate assistantship. Under normal circumstances supervisors of graduate assistants should utilize the following guidelines in case of poor performance.

1. Oral discussion or warning of the graduate assistant with a two-week trial period

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2. Written notice of warning if the oral action fails to remedy the situation with a two-week trial period
 3. Written notice of termination to be effective in one week

Copies of the above correspondence should be sent to the Department Chairperson, College Dean, Graduate Dean and the Human Resources Office. The supervisor should advise the graduate assistant that a copy of the correspondence will be included in his/her file in the Office of Human Resources.

Graduate Assistantship Termination. Termination of graduate assistantships prior to termination date stated on the UPD will become effective the date the UPD is received in the Office of Human Resources. All compensation accrued prior to this date will be charged to the administrative unit responsible for the direct supervision of the graduate student.

POLICIES AND REGULATIONS OF THE GRADUATE COLLEGE

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

The Graduate Committee of Faculty is consulted on all proposed graduate policy changes at the University including student petitions calling for policy changes. Policy changes must be proposed in writing at least one meeting prior to action on the proposed changes.

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

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

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

Advisors. Students are assigned an initial advisor upon admission to program. Students, however, frequently change advisors after taking some courses and meeting faculty who share their interest. A change of advisor must be endorsed by the new advisor, the chair or graduate coordinator of the academic unit and the Dean of the College of Graduate Studies. A **Change of Advisor** form is submitted to the College of Graduate Stud-

ies for the change to be effective.

Students are encouraged to work closely with their advisors in:

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

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

Courses

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

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

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

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

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

Course Definitions

1. **CONTACT HOUR:** One 50-minute period containing class group activity under supervision.
2. **REGULAR COURSE:** Contact hours between professor and students designed more to synthesize content than to present material to be learned. Thus, contact among class members and professor is heavily supplemented by regular assignments and systematic evaluation. A course meets on a regular basis usually for an

academic semester, a summer session or as a module.

3. WORKSHOP: The principal learning takes place through interchange among class members, the professor and her/his assistants. Thus, most work for credit is frequently done within the scheduled contact hours; however, appropriate evaluation of student performance may include assessment of outside work as well. A workshop has specific focus on an educational problem and occurs in a compact time period.

4. IN-SERVICE: A professor and a group of students concentrate on cooperatively working toward the resolution of a specific problem clearly relating to professional assignments of students. An in-service course focuses on concerns of a unique clientele. This course is usually offered on-site over an 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.

5. SEMINAR: Characterized by in-depth study and a narrow focus. Students are expected to do extended research outside of class and to present and defend their research in class. A limited number of students is accepted and stringent prerequisites are required.

6. PRACTICUM, INTERNSHIP, FIELD STUDY OR FIELD WORK: Credit is awarded for an educational experience on an individual basis emphasizing on-the-job training. Compensation in dollars may not be awarded but academic credit is always awarded. The student's work is jointly supervised by the academic unit involved and the cooperating agency. Written permission from the individual professor and/or department is required prior to registration.

7. TOUR: An extended group experience off campus in which major learning results from travel. Tours must be supervised by regular Mankato State University faculty who accompany it. Credit is awarded and student evaluation is expected. The tour itself constitutes the major learning experience in earning credits.

8. FIELD TRIP: A short-term visit off campus to a site of educational significance. This activity is supplemental to a regular course. Credit awarded is for the course involved, with no extra or separate credit awarded for the field trip.

9. INDIVIDUALLY PACED COURSE: A series of specifically defined lessons. Each lesson involves an assignment and an evaluation which the student must complete at an acceptable competence level. Learning may involve group and/or individual activity, but the standards established apply equally to all members.

10. INDIVIDUAL STUDY: Permits properly qualified students to undertake independent study under guidance of a faculty member. It is used only where the time sequence and content are especially suited to the individual student and no other students are enrolled in the same work at the same time. Written permission from the individual professor and/or department is required prior to registration.

11. MODULE: Identifies a regular course taught in a

compact time frame. All other guidelines for a regular course apply.

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

Scholastic Standards

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

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

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

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

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

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

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

"A" represents work of definitely superior quality.

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

“C” represents a below-average level of performance.
“D” represents unacceptable performance.
“F” represents unacceptable performance.

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

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

In-Progress Courses. Courses that are In-Progress “IP” must be removed within 2 semesters of registration and replaced with a grade. Otherwise, the In-Progress course will turn to an “F” after one year, if it has not already been changed. (The Registrar’s Office reviews them only once a year in August, and it only turns over those that have been on the transcript for no less than one year. This means that an “IP” incurred in winter 1998, for example, will remain on the transcript until August 1999 before turning to and “F”.

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

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

Departments may use Pass/No Credit grades for theses, individual study courses, practicums, workshops, tours, seminars, and internships in the major field. They may not use Pass/No Credit grades for other courses in the student’s major without specific approval of the Dean of the College of Graduate Studies.

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

Dismissal from a Program. Students may be dismissed from a graduate program “for cause” by the Dean of the College of Graduate Studies on the basis of recom-

mendations from the advisor, examining committee (if one exists), and the department chairperson. “For cause” includes professional judgment of the department involved and the Dean of the College of Graduate Studies that the student does not meet the academic or professional standards required for a student earning a graduate degree in that area.

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

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

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

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

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

If a satisfactory agreement cannot be reached, the student will submit a written statement to the Dean of the College of Graduate Studies with copies to the instructor, the department chairperson, and the college dean. The Dean of the College of Graduate Studies may convene a Grade Appeals Committee to serve in an advisory capacity. This ad hoc committee will be comprised of three members of the Graduate Sub-Meet and Confer and a graduate student. The chairperson of the Grade Appeals Committee will respond to the Dean of the College of Graduate Studies within two weeks with copies to the student, the instructor, the chairperson, and the dean of the college. Both the student and the faculty shall be permitted to make a rebuttal to the written record compiled by the committee; this must be done within two weeks. The decision of the Dean of the College of Graduate Studies shall be communicated in writing to all concerned parties. This decision is final.

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

Graduation

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

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

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

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

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

Plan of Study. A Plan of Study approved by the examining committee and the Dean of the College of Graduate Studies must be filed before the completion of a limited number of graduate credits at Minnesota State University, Mankato (see Program Requirement Chart). The Plan of Study is defined as an official listing of the student's total graduate degree program by department, course number, course title, grade, semester of completion or anticipated completion and the number of semester hours. The Plan of Study must be signed by the student, major advisor, the two examining committee members Graduate Program Director and the Dean of

the College of Graduate Studies. Forms for this application may be obtained in the College of Graduate Studies.

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

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

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

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

Students should review the **Thesis Guidelines**, available in the College of Graduate Studies before starting the thesis. A **Thesis Proposal** must be approved by the student's examining committee and the College of Graduate Studies Program Director prior to data collection. Thesis or Alternate Plan Papers involving research on human participants require **IRB approval** prior to data collection and thesis proposal approval. IRB application forms are available in the College of Graduate Studies.

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

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

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

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

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

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

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

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

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

sub-areas to qualify and may ordinarily retake the examination once. The department reports the results to the student and to the College of Graduate Studies.

Oral Comprehensive Examinations. The Oral Examination, sometimes referred to as the Thesis Defense, is held after the Examining Committee approves the draft of the Thesis or Alternate Plan paper. The student arranges the time and place after consulting the Examining Committee who conducts the examination.

The examination generally deals with the Thesis or Alternate Plan Paper itself and the portion of the candidate's field of specialization in which his/her Thesis or Alternate Plan paper falls, although it need not be confined exclusively to the subject matter of the Thesis or Paper. While there are no time requirements, normally the examination requires a minimum of one hour and not usually more than two hours.

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

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

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

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

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

When a student has completed all requirements for graduation, the examining committee endorses a **Recom-**

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

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

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

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

THE GRADUATE PROGRAMS

From art to women's studies, Minnesota State University, Mankato has the most comprehensive offering of Master's programs in the Minnesota State Colleges and Universities system. The College of Graduate Studies provides more than 70 graduate degree programs. Almost all of our Graduate Faculty hold the highest degree in their respective discipline. Many of our faculty have won teaching awards, published scholarly books, and have provided a broad range of services to our University and community.

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

MASTER OF ARTS

The Master of Arts degree is designed for those students who wish to concentrate in depth in a given discipline or area of study. At least one course in research

methodology is required. A program of study leading to the master of arts degree has been approved for the following areas:

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

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

MASTER OF ARTS IN TEACHING

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

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

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

Human Relations Certification. Graduate credit specifically earned to meet state certification requirements in Human Relations may be used toward a graduate degree. A maximum of four semester Human Relations

credits are applicable toward meeting minimum requirements of a graduate degree program if it is relevant to the program and approved by the student's examining committee. Up to two credits required for a graduate degree may be waived and replaced by Human Relations credit if the examining committee approves this substitution. Additional credits in Human Relations may be used in any category of work which would ordinarily permit this kind of credit.

MASTER OF FINE ARTS IN CREATIVE WRITING

The Master of Fine Arts in Creative Writing meets the needs of students who want to strike a balance between the development of individual creative talent and the close study of literature and language. Candidates in the program will find it appropriate training for careers in freelancing, college-level teaching, editing and publishing, arts administration, and several other areas. New students will discover the faculty eager to work with them and a community atmosphere extremely supporting of their writing.

MASTER OF FINE ARTS IN THEATRE

The Master of Fine Arts degree represents a minimum of 48 credits beyond the bachelor's degree. The MFA is a terminal degree for the creative artist in theatre and provides training for increased professional competencies in the specialized areas of theatre arts. The basis for granting the degree is artistic as well as academic competence. Master of fine arts students must fulfill a residence requirement of two years (four semesters) and have a minimum of 24 credits at the 600 level. Specific study plans are to be arranged in concurrence with the student's major advisor.

MASTER OF MUSIC

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

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

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

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

MASTER OF SCIENCE IN NURSING

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

Nursing

MASTER OF SCIENCE

The programs leading to the Master of Science degree are designed for the purpose of strengthening and broad-

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

Biology
Chemistry
Communication Disorders
Community Health Science
Computer Science
Counseling and Student Personnel
Curriculum and Instruction
Education Technology
Educational Administration: Leadership
Engineering
Environmental Studies
Experiential Education
Family Consumer Science
French
Geography
Gerontology
History
Library Media Education
Manufacturing Engineering Technology
Mathematics: Computer Science
Mathematics
Multidisciplinary Studies
Physics
Rehabilitation Counseling
Sociology Corrections
Sociology Human Services Planning/Administration
Spanish
Special Education
Women's Studies

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

MASTER OF SCIENCE IN EDUCATION (DISCIPLINE-BASED)

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

Art Education
Biology Education
English Education
Family Consumer Science Education
French Education
Geography Education
History Education
Mathematics Education
Physical Education
Elementary/Secondary PE
Sport Administration

Physics Education
School Health Education
Science Education
Social Studies Education
Spanish Education
Speech Communication Education

SPECIALIST

Curriculum and Instruction
Educational Administration
Library Media Education

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

The Specialist Degree In Curriculum and Instruction

Instruction prepares curriculum coordinators, special education directors and classroom teachers in their area of competency.

Students may choose to specialize in any of the following areas:

- (1) Early Childhood; (2) Elementary; (3) Secondary; or (4) General or subject matter specialty.

The Specialist Degree in Educational Administration

Administration prepares school administrators at all levels. Students may choose to specialize in any one of three licensure areas: elementary, secondary or general. This program meets state requirements for entrance licenses for school administration. The program is also designed to prepare individuals for administrative positions such as higher education, rehabilitation agencies and computer services that do not require licensure. Vocational and special education administrators also may complete this program (see Educational Administration).

The Specialist Degree In Library Media Education prepares people to serve as library media administrators. Applicants must have competencies equal to those required for Minnesota's Media Generalist licensing. Within the specialist degree program a student may expand in-depth knowledge in a specific area (see Library Media Education).

SIXTH YEAR CERTIFICATE PROGRAM FOR SCHOOL ADMINISTRATORS

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

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

UNIVERSITY POLICIES

Enrolled students should obtain a copy of the *Statement of Student Responsibilities*, available from the Office of the Vice President of Student Affairs.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Minnesota State University, Mankato is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

DISCRIMINATION

Discrimination because of race, sex, or disability is prohibited by state and federal law. Discrimination because of sexual orientation is prohibited by state law. Discrimination is defined as conduct that is directed at an individual because of his/her race, color, national origin, sex, sexual orientation, mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university or otherwise adversely affects the individual's employment or education.

HARASSMENT

Harassment because of race, sex, or disability is a form of discrimination prohibited by state and federal law. Harassment because of sexual orientation is prohibited by state law. Harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin, sex, sexual orientation, or disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when it is directed at members of the opposite sex or when it is directed at members of the same sex.

SEXUAL VIOLENCE

Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of Mankato State University. These acts will be investigated and may subject an individual to complaints and

disciplinary sanctions as well as possible referral to appropriate law enforcement agencies.

Inquiries regarding compliance should be referred to the Affirmative Action Office in Armstrong Hall 112, or at 507-389-2986 (V/TTY).

DATA PRIVACY POLICY

Minnesota State University, Mankato allows former students, current students and parents of students under 18 access to their education records. Other relatives and friends are prohibited from access to the files of applicants and current students. Items designated as directory information may be disclosed without the student's prior consent.

Students have the right to file complaints regarding alleged failure of the University to comply with the Privacy Act. Complaints should be filed in the Registrar's Office or write to Family Education Rights and Privacy Office, Department of HEW, 330 Independence Avenue, Washington, DC 20201.

Copies of the complete University privacy policy may be obtained from the Registrar's Office or the Vice President for Fiscal Affairs Office.

GRADUATE RECORDS

Documents must be mailed directly from agencies or by the students as detailed in the application procedures.

All materials assembled in the student's graduate file are there for the specific purpose of the student's graduate program at Minnesota State University, Mankato. Transcripts and other official documents (GRE scores, etc.) must be sent by the official agency involved (e.g. the Educational Testing Service). Such documents of any kind brought to the College of Graduate Studies or the programs by the student cannot be accepted. They cannot be duplicated from the student's file by College of Graduate Studies staff for any purpose other than the student's graduate program at Minnesota State University, Mankato. Confidential graduate records cannot be copied by the College of Graduate Studies or any other university offices and sent to other institutions, prospective employers, friends or relatives.

AIDS POLICY

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

GENERAL COMPLAINT POLICY

A student may initiate a general complaint concerning any university issue not otherwise covered by existing policies and procedures. A **complaint** is an oral claim by a student alleging improper, unfair, or arbitrary treatment. A claim may become a **grievance** if not resolved

informally. A **grievance** is a written claim submitted by a student involving the inappropriate application of a specific provision of a university rule/regulation or a MnSCU board policy or procedure.

For more information about this policy and obtaining forms contact the Office of Vice President of Student Affairs or the Mankato State Student Association.

STUDENT RIGHT TO KNOW

Campus Security Act 1995. The Campus Crime Awareness and Campus Security Act of 1990, requires colleges and universities to distribute annually to all current employees and students as well as to applicants for enrollment or employment two types of information: 1) a description of policies and crime prevention educational programs relating to campus security, and 2) statistics concerning the occurrence of certain categories of crimes. Institutions are also required to issue timely warnings to the campus community about criminal activities representing a continued safety threat to aid in crime prevention. This information is available in MSU's "Partners in Safety" brochure, which is available to enrolled students and employees annually. Additional copies are available from University Security, Wiecking Center, Room 222 (389-2111) and the Women's Center, CSU Room 246 (389-6146).

UNIVERSITY SERVICES

ACADEMIC FACILITIES

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

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

Affirmative Action Office

Officer: Phyllis Wisen, Ph.D

Office: Armstrong Hall 112 507-389-2986

The Affirmative Action Office provides services to students who have complaints in two primary areas: discrimination and harassment. Students who believe they have been harassed or treated unfairly because of their race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, creed, or any other basis prohibited by state or federal laws, or MnSCU System policy, are encouraged to contact the Affirmative Action Office for assistance in addressing the problem.

The goal of the Affirmative Action Office is to help students obtain a prompt and equitable resolution of problems.

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

Career Development and Counseling Center

Director: Becky Boyd

Office: 209 Wigley Administration Center

507-389-6061

The Career Development Center (CDC) consists of Career Counseling, Personal Counseling, and the MSU Job Service (a student part-time employment program). The CDC offers students a variety of programs to help them define part-time employment, internship and career objectives and to gain skills in locating employment both during and after their college years. The Career Counseling program provides credential services and vacancy bulletins for those actively seeking employment. Throughout the year, the CDC provides information on educational, business, government, and human resources vacancies to students and graduates. In addition, companies, educational institutions and social agencies recruit students on campus.

The MSU Job Service program assists students in securing part-time, seasonal and temporary employment both on and off-campus.

The Personal Counseling program offers confidential help to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed at the University. Services include short-term individual counseling, educational programming, crisis intervention, consultation, testing, and referral to outside resources. For more information, please contact the Counseling office, Centennial Student Union, Room 245, 507-389-1455.

Also available to students in the CDC is a large resource library of business brochures and pamphlets, state school directories and listings of job vacancies. The CDC also provides career education advising through workshops and interest testing.

Center for Continuous Learning

www.ccl.mnscu.edu

507-389-5622

The Center for Continuous Learning is a joint program between Minnesota State University, Mankato and South Central Technical College.

The partnership represents a unique collaboration between a technical college and a university within the Minnesota State University and University System (MnSCU). The CCL provides local and regional leadership from MSU and SCTC to deliver continuing education and customized training to business, industry and community member. This partnership allows the resources from both institutions to be available for community needs.

Center for Global Studies

Acting Director: Abdalla Battah, Ph.D.

Office: Morris Hall, 222H 507-389-2126

The purpose of the newly created center is to engender greater global awareness at the University in accordance with Minnesota State University's educational mission. Activities of CISA will include sponsorship of study abroad and academic exchange programs; acquisition, development, and dissemination of relevant informational material; sponsorship of annual conferences, workshops, models, and events; involvement in research and curriculum development to encourage globalist perspectives; and grant making.

Counseling Center

Office: Centennial Student Union 245

507-389-1455

The Counseling Center provides short-term confidential counseling to help students cope with personal, social and educational concerns that may be interfering with their university career. Typical issues include relationships, stress, loss, and self-esteem. Consultation and support is available to faculty and staff. The Counseling Center is also headquarters for the University's national testing program for CLEP, ACT, LSAT, MAT, GRE and other examinations.

Cultural Diversity Program

Associate Vice-President for Cultural

Diversity: Michael T. Fagin, Ph.D. *Office:*

Alumni and Foundation Center 115 507-389-6125

The Cultural Diversity Program (CDP) provides services in the areas of counseling, financial aid advising, tutorial services, and cultural activities for students of color and others. The primary purpose of the CDP is to coordinate the existing facilities on campus, to improve the socioeducational climate and to make educational experiences more meaningful to ethnic groups. The CDP maintains an Office of Multicultural Affairs and an Intercultural Student Center, extensions of the program, which provide direct services and a social-cultural outlet for ethnic minorities and other students attending the University.

Disability Services Office

Coordinator: Julie Snow

Office: Armstrong Hall, 117 389-2825 1-800-627-3592 Voice/TTY)

e-mail: dso@mnsu.edu

The Office of Disability Services (DS) provides individuals with disabilities the necessary assistance so they may fully utilize existing resources and become successful participants in Minnesota State University, Mankato programs. The office can assist with advocacy, alternative format of printing materials, alternative testing services, assistant technology, early registration, note taking, sign language interpreters and textbooks on tape. The office serves as a resource and referral agent for community contacts and disability related information.

Emergency assistance is also available on a 24-hour

basis through Security Office. Questions or requests related to equal opportunity for individuals with disabilities should be presented to the ADA Coordinator at (507) 389-2986.

Extended Campus/Continuing Education

*Office: Alumni and Foundation Center, Room 116
507- 389-2572*

Minnesota State University is committed to meeting educational and community needs through off-campus courses and programs. The Extended Campus and Continuing Education Office, which is part of the Center for Continuous Learning, offers over 400 courses a year at approximately 20 locations throughout southern Minnesota and the Twin Cities. Each summer and during interim breaks, university credit can also be earned for overseas educational tours which most recently have included France, Great Britain, and Ireland. Each of the offerings carries college credit at the undergraduate and/or graduate level and applies toward degree requirements. Graduate programs are also offered in the Twin Cities area. For detailed information and for an Extended Campus Class Schedule for all off-campus programs and courses, contact the Extended Campus Office.

Information and Technology Services

*Office: Memorial Library 507-389-6651
www.mnstate.edu/its/#about*

Academic Computing and Technical Services is responsible for maintaining and controlling access to the computer resources currently available. Minnesota State University presently is home to a UNISYS 2200/3800 supporting the MnSCU/PALS application, DEC VAX VMS and UNIX systems. Access to these facilities as well as both Apple and Windows-based PCs is available to all graduate students at the Academic Computer Center located in Wissink Hall, which also houses a wide variety of current software and applications packages.

Lesbian, Gay, Bisexual Center

*Office: Centennial Student Union 242 507-389-5131
lgbc@ms1.mankato.msus.edu*

The Lesbian, Gay, Bisexual Center is located in the Centennial Student Union. The center, administered through the Division of Student Affairs, provides programming, advocacy and information to gay, lesbian and bisexual students enrolled at Minnesota State University, Mankato. Additionally, the Center provides educational programming to the University community through the provision of resource information as well as classroom presentations that encourage understanding, tolerance and respect for diversity among individuals.

Library Services and Information Technology

Office: Memorial Library 507-389-5953

The mission of Library Services is to support the curricula by providing students and faculty with information resources available through traditional methods and evolving technologies. Assistance and instruction in

the use of information resources is available through reference services, formal classes web access and individual consultations. The library's resources consist of approximately 1.2 million volume equivalents including 3200 active periodicals subscriptions and over 100 electronic databases. Interlibrary loan services complement the collections by providing access from materials at other libraries.

Memorial Library is a depository for Minnesota state documents, federal government documents, U.S. Army Map Service, and U.S. Geological Survey regional maps. The library includes the specialized materials of the university archives and the Southern Minnesota Historical Center.

Additional library services include web access from over 50 dedicated terminals, circulation and reserve services for all areas of the collection. Wireless Internet access is provided for personal laptop computers in study areas of Memorial Library.

Speech and Hearing Service

Office: 103 Armstrong Hall 507-389-1414

Audiology services are available for students with hearing problems. Individual instruction for students with communication disorders is provided by advanced students majoring in communication disorders under the supervision of ASHA certified faculty members.

Student Health Service

Medical Director: Margaret O'Connor, M.D.

Administrative Director: Christine Connally

Office: 21 Carkoski Commons 507-389-6276

All students registered for classes and paying an activity fee at the university are eligible for the services offered at the Student Health Service, located in the Carkoski Commons.

Office hours are from 8:00 A.M. to 4:30 P.M..

(8:00 A.M.-2:00 P.M., summer), Monday through Friday, when school is in session. Appointments are preferred. No charges are made to see a nurse practitioner or physician; however, charges are made for some treatments or exams, laboratory tests and prescriptions from the health service pharmacy. The health education staff offers expertise in the areas of reproductive health and birth control, nutrition and eating disorders, and alcohol and drug issues.

Group health insurance for students is available on a semester or annual basis. It may be purchased during registration for classes or directly from the insurance company. Brochures are available at the Cashier's Office, the Student Health Service, or the Hub.

Students are urged to contact the Student Health Service for special medical problems or for specific services available.

Women's Center

Coordinator: Deirdre Rosenfeld

Office: 218 Centennial Student Union

507-389-6146

Women's Center programs and services focus on issues, problems and concerns affecting all University women. The Women's Center offers a variety of timely educational and training opportunities to advance women's leadership skills. The Women's Center is a clearinghouse for information and referrals on issues of special importance to women. These materials are available for use in preparing speeches, designing curriculums and writing research papers. The Women's Center advocates for women at an individual and collective level to enhance the campus climate for women. Advocacy is available for problems of sexual violence and abusive dating relationships. Other offerings include art and cultural events, Women in History Week, Annual Leadership Conference, Brown Bag Lunch Series, newspapers, and a comfortable, affirming place for socializing. The Women's Center's outreach program, RAISE, coordinates educational presentations related to self-esteem, body image, leadership, gender differences in communication, sexual violence, and many other topics.

RESIDENTIAL LIFE HOUSING

Office: 112 Carkoski Commons 507-389-1011

FAX 507-389-2687

www.mankato.msus.edu/dept/reslife

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

Non-traditional Age/Graduate Student Floors: Living space is set aside in the residence halls specifically for graduate students and/or those who are 21 years old or older. One floor is co-ed; both men and women are assigned to the floor, in alternating rooms. There are separate bathroom facilities on the floor for each sex. Graduate students are not required to live on these floors, however, many students find it preferable.

Furnishings and Services: Rooms in the residence halls are equipped with single beds, mattresses, blinds, drawers, closets, desks, telephone lines, cable service, and a sink. Bedding, telephone and television are not included. However, cable television, Internet access, local phone service, and all utilities are included in the room and board costs.

Dining Services: There are three versions of five different meal plans from which to choose. The 19 meal plan allows you to eat all 19 of the meals served each week. The 14 and 10 meal plans allow students to eat 14 or 10 meals, respectively, of the 19 meals served

each week. The 115 meal plan allows students to eat any 115 meal per semester. Likewise, 75 meal plan allows residents to eat any 75 meals per semester. Each meal plan can be purchased in either a basic, medium or a max plan. The difference is the amount of flex dollars included in the meal plan. Flex dollars are added to the number of meals you contract for and can be spent at any dining service outlet on campus. The basic plan includes \$50 of flex dollars added to the meals per semester. The medium plan includes \$100.00 of flex dollars, and the max plan includes \$150.00 of flex dollars. Assignments are also made to students who do not want a meal plan; however, most students feel that eating in the dining hall is more convenient and cost effective. Meal plans are also available for students who live off campus.

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

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

Costs and Payment: Residence hall costs vary according to the type of room, type of meal plan, and length of term. A single room with 19 meals for the 2000-2001 academic year is \$4,112. A double room with the same meal plan is \$3,344. A room and flex contract for the 2000-2001 academic year is \$4,212 for a single room and \$2,104 for a double room. All rates are subject to change as a result of decisions made by the Minnesota State College and University Board. Residence hall payments are due at the beginning of each semester. Students may make payments on an installment basis and/or by credit card if desired.

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

