
ACADEMIC POLICIES

ACADEMIC RE-EVALUATION

Academic Re-evaluation is the process of removing all prior grades from future GPA calculation for those students enrolling at Minnesota State Mankato after an absence from post-secondary education of at least four years. It provides returning students who have had academic difficulties at an earlier stage of their academic career the opportunity for a "second chance" at academic success in earning a degree. A student may petition for academic re-evaluation when all of the following conditions are met:

- The student has not been enrolled at Minnesota State Mankato or ANY post-secondary institution (including two and four-year colleges, universities, or technical colleges) for at least 4 consecutive calendar years at some point prior to re-enrollment and/or transfer admission to Minnesota State Mankato.
- Following the minimum four-year absence, the student enters or re-enters Minnesota State Mankato, completing at least 30 semester credits at Minnesota State Mankato, earning a minimum GPA of 2.00 each semester, and earning a 2.5 cumulative GPA for the 30 credits.
- The student has not earned a previous degree (Associate or Baccalaureate) using any of the credits to be re-evaluated.

Initiating Re-evaluation. Eligible students would complete a petition for academic re-evaluation, available through the Office of the Registrar, and submit this petition, along with academic records from Minnesota State Mankato and any transfer institutions to the Office of the Registrar. If the petition is approved, the Office of the Registrar processes the petition. If the petition is not approved, the Office of the Registrar will notify the student of non-approval and basis for that decision.

Transcript Changes Following Re-evaluation. The Minnesota State Mankato transcript will be divided into two sections. The first section will include ALL courses completed before the minimum four-year absence and enrollment/re-enrollment at Minnesota State Mankato. All prior credit-bearing courses (grades of A, B, C, D, or P) will be computed as "pass" (P) credit. All prior non-credit bearing courses (grades of F, NC, I, or IP) will be computed as "no credit" (NC). All grades from previous courses will remain on the transcript, but will be eliminated from GPA calculation. Academic re-evaluation will be noted on the transcript at the time it is processed, and this notation will indicate the division of the transcript into two sections for GPA calculation. The second section of the transcript will include all Minnesota State Mankato and/or transfer credits completed after the re-evaluation, along with the grades earned. The student's recomputed GPA would include no grades before the four-year absence from enrollment.

Department/Program Requirements. Individual departments/programs may require majors and minors to repeat required courses completed prior to the academic re-evaluation for their program.

Request for Exception. Students with extenuating circumstances may request exception from the four calendar year sit-out requirement by submitting a written request to the Office of Academic Affairs along with the application for academic re-evaluation. This request must include direct evidence of the existence of extenuating circumstances; e.g. written letter from health care provider, copy of death certificate, or other evidence of death. Letters from family members and friends will not be accepted as evidence. Requests for exception must be submitted by the second Friday of fall or spring semester.

ACCESS FOR STUDENTS WITH DISABILITIES.

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

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

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

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

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

ADMINISTRATIVE DROP

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

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

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

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

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

ADMISSION TO MAJOR

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

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

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

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

Continuation in Major. Departments may establish additional eligibility requirements for continuation in a major and/or major completion.

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

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

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

Appeals. Students shall have the right to appeal a department's decisions concerning denial of admission to major or suspension from major. Each department shall establish an appeals procedure that shall be concluded within 30 days of

initiation. This 30 day period shall include an appeal to the department and the option of an appeal to the College Dean.

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

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

ADVANCED PLACEMENT CREDITS

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

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

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

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

ATTENDANCE

Class attendance is expected unless other guidelines are announced by the instructor. Check your syllabus for this information or ask your instructor.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

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

CONTINUANCE AND COMPLETION IN A MAJOR

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

Notice of students' rights and responsibilities in pursuing successful completion of program requirements will be provided in departmental brochures and websites. Each department/program shall inform students of any changes to

program requirements. Under exceptional circumstances, Department/Program requirements may be adjusted at the discretion of the designated person. In consultation with the Disability Services Office, the Department/Program may also adjust program requirements when reasonable accommodations would enable an otherwise qualified individual to successfully complete program requirements without significantly altering the program.

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

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

COURSE REPEAT

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

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

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

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

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

The official version of the entire policy and procedure statement, including appeal procedures, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

CREDIT BY EXAMINATION

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

DEAN'S LIST/ACADEMIC HONORS

An undergraduate student who carries 12 credits or more for a grade (not including P/N) during fall or spring semester and achieves a grade-point average of 3.5, with all grades reported and no incompletes or in-progresses, is included on the Academic Honors List (Dean's List) for that semester. The words "Dean's List" will appear on the transcript.; if a 4.0 grade-point average is achieved, the student will be on the Academic High Honors List.

EXTENDED LEARNING STUDENT ADMISSION

In order to meet the educational needs of students whom may be nontraditional and place bound, and many of whom will also be seeking educational opportunities from a variety of educational institutions, Minnesota State University, Mankato has created this alternative process for applicants interested in being a part of the University's increasing offerings in Extended Learning. This process applies only to admission to the University. Degree programs have their own admission requirements which are distinct from this policy.

Applicants for limited admission as addressed in this policy must have completed their high school diploma or GED at least three years prior to enrolling in Extended Learning Courses. Applicants are required to apply for and be granted regular admission status to exceed the 16 credit limit.

Enrollment Criteria. Students may register for up to 16 credits in Extended Learning (Extended Campus—Section 60; Online—Media Code 3; and/or Friday/Saturday College—Section 81) courses prior to or simultaneously with submitting material for the regular admission process. Students may not enroll in non-extended learning courses unless they have met the regular admission requirements.

At any time while a student is completing these 16 or fewer credits, the student may be admitted to regular admission status if the student meets all the requirements for regular admission. Information about the Regular Admission requirements can be found at <http://www.mnsu.edu/admissions/>

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

GRADE APPEALS

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

The entire policy and procedure statement, including the steps and timeframes of the review process, is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

GRADE CHANGE

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

GRADING SYSTEM

The Grading policy was undergoing review by the University community during the printing of this Bulletin. The reviewed policy is available at the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>)

INTERNATIONAL BACCALAUREATE CREDITS

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

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

MATHEMATICS PLACEMENT

The Mathematics Placement policy was undergoing review by the University community during the printing of this Bulletin. The reviewed policy is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>).

MILITARY SERVICE CREDITS

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

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

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

P.S.E.O. students admitted to Minnesota State University, Mankato have the rights and responsibilities of University students. In accordance with MnSCU policy 3.5, high school juniors ranking in the top 33% of their class or a score at or above the 70th percentile on a nationally standardized norm-referenced test, and seniors ranking in the top 50% of their class or a score at or above the 50th percentile on a nationally standardized, norm-referenced test will be considered for the program. Students from high schools/alternative schools/home schools that do not have class rank are required to take the ACT and score 23+ for juniors and 21+ for seniors.

The University reserves the right to restrict enrollment in any given year to insure resources are available for regularly admitted students. PSEO students are not allowed to receive special "Permission to Register" from faculty or departments. These admission standards shall apply to all Minnesota State University courses.

Application deadlines for program participation are Fall Semester: the preceding July 15 and Spring Semester: the preceding December 1. PSEO students must obtain and submit to Minnesota State Mankato a signed Notice of Student Registration form for each semester they intend to enroll. This form is provided by the Minnesota Department of Education (http://education.state.mn.us/html/intro_choice_pseo.htm). Forms may also be obtained from most high school counseling offices.

The university reserves the right to restrict the number of PSEO students enrolled in individual courses. The university does not allow PSEO enrollment in summer session classes. In situations where a calculated high school rank cannot be provided other factors will be considered in admission. These factors may include ACT score, recommendations from high school counselors or other information acceptable to the Minnesota State Mankato Admissions Office. Residence Hall rooms are not available to PSEO students at Minnesota State Mankato. PSEO students who require a sign language interpreter and/or textbooks in alternative format may contact.

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

PROBATION/SUSPENSION

The "Probation/Suspension" policy was undergoing review by the University community during the printing of this Bulletin. The reviewed policy is available at <http://www.mnsu.edu/acadaf/policies/>.

TRANSFER POLICIES

General Education Requirements: Baccalaureate Graduates. Students with a Baccalaureate degree and 40 semester credit hours of general education coursework will generally have satisfied Minnesota State Mankato's general education requirements for a Bachelor of Science degree. These same baccalaureate guidelines apply to the requirements for a Bachelor of Arts degree. However, if not previously completed, 8 semester credits of foreign language are also required for the BA.

General Education Requirements: Associate of Arts Graduates (AA)

* Students from Minnesota Community Colleges with an AA degree will have

satisfied the general education/Minnesota Transfer Curriculum (MnTC) requirements for the Bachelor of Science (BS) degree.

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

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

- * Students from Minnesota Community and Technical Colleges with AS and AAS degrees may not have the entire general education/MnTC completed. Prior to graduation additional general education coursework will be required to make up the difference.
- * Students with AS and AAS degrees from other regionally accredited US community and two-year colleges may not have the required 40 semester (60 quarter) credit hours of general education. Prior to graduation additional general education coursework will be required to make up the difference.

Non-degree transfer students. Students without an associate or baccalaureate degree are obligated to complete the minimum credit and distribution requirements for general education Minnesota Transfer Curriculum at Minnesota State Mankato.

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

Vocational/Technical College Credits. The Transfer of Technical Credits policy was undergoing review by the University community during the printing of this Bulletin. The revised policy is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies>)

International Credits. In order to have international or foreign university credits potentially apply toward a degree program at Minnesota State Mankato, students are required to have prior international credits evaluated by an outside professional agency. The form necessary to request this evaluation may be requested from the Minnesota State Mankato Undergraduate Office of Admissions.

Three Year Nursing Program Credits. Licensed registered nurses who have completed three-year hospital training programs may receive 48 semester credits of electives toward any undergraduate degree program except nursing. Thirty-two (32) semester credits will be applicable to the lower division; 16 to upper division coursework. To qualify, registered nurses need only present proof of satisfactory completion of R.N. tests as applicable. For further information, contact the Undergraduate Office of Admissions.

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

Correspondence Credits. A student may apply a maximum of 10 semester (15 quarter) credit hours of correspondence coursework, from a regionally accredited college or university, toward a baccalaureate degree. Correspondence credits will transfer as elective credits, but may be reviewed upon request by your major department for possible application to the program.

Cultural Diversity Transfer Requirement. Students transferring to Minnesota State Mankato are required to meet the University's Cultural Diversity (CD) requirement. The requirement is prorated based on the number of credits transferred. Contact the Office of Academic Affairs for the specific requirements for your particular number of transfer credits and a list of acceptable CD courses. Students who have completed an A.A. degree or transfer with 64 semester hours will have fulfilled the cultural diversity requirement.

1. Transfer Policies. In accepting transfer work, Minnesota State, Mankato uses all grades in calculating the transfer earned hours and the transfer grade point average, including the grade of D. Additionally, all transfer grades are used in calculating a cumulative grade point average, which is the combination of the grade point average earned at Minnesota State, Mankato as well as the grade point average(s) transferred from other institutions."

All students who are fulfilling the Cultural Diversity requirement, must take at least one core course. Transfer students needing to complete 6 or more of cultural diversity credit must take courses in at least two different departments.

REGISTRATION FOR CLASSES

New Students. Fall first year students who attend summer orientation will be allowed to early register for fall classes. New students not registering in the summer and planning to enroll for the fall semester will be notified when they are to report for orientation and registration. Late registration for new students is the day before the first day of fall and spring semesters or the first day of summer session.

Returning Students. Continuing and former students will register either during early registration or during the first week of classes. Refer to the Registrar's Office Date page for registration opportunities and procedures or at www.mnsu.edu/registrar.

Auditing Courses. If students wish to take a course just for its content, and do not wish to take exams or receive credit, registration is still required, and regular tuition fees are charged. Courses audited do not earn academic credit and, therefore, cannot be counted toward meeting graduation requirements or course load requirements, for receiving veterans' benefits or other financial assistance, or for intercollegiate eligibility.

Change in Enrollment. Students are permitted to adjust their class schedule prior to the beginning of the semester or for five days at the beginning of each term. Students may add or drop courses. Refer to the Registrar's Office Date page for specific times, dates, location and deadlines for dropping and adding classes at www.mnsu.edu/registrar.

(Note: Students dropping all courses should contact the Campus Hub and officially withdraw. See section on "Withdrawal from the University"). Students dropping a class after the fifth (5) day of the semester will have a grade "W" placed on their transcript.

Grading Method. Changes to the grading method are permitted 10 business days at the beginning of a term.

No courses may be dropped after the officially published deadline. Courses dropped by the 5th class day will not be recorded on the permanent record.

Refunds for withdrawal of all classes are prorated depending on the number of days that have passed after the beginning of a particular term. Consult Student Financial Services for withdrawal refund percentages and drop deadlines www.mnsu.edu/registrar.

Changing Evening Course Enrollment. An evening course, either on the campus or off campus, may be added or changed no later than the second session of the course.

Common Market Program. Minnesota State Mankato participates in the MnSCU system's Common Market program. Students may move among the 7 state universities for a maximum of two semesters without completing a formal application for admission to the host institution. A Common Market Passport must be completed by the student and approved. Contact the Office of the Registrar for specific details of the program.

In addition to the Common Market Program, Minnesota State Mankato has a similar program arrangement with Gustavus Adolphus College, St. Peter, Minnesota. For additional details and specifics of this program, contact the Office of the Registrar.

Course Load. Student academic success is directly related to both the quality and quantity of the time engaged in academic activities. Excessive course loads can negatively affect a student's academic performance, and can lead to lower grades and a significant learning loss. Additionally, registering for a large number of credits, and then withdrawing from those courses which a student is unable to complete successfully, lowers a student's cumulative course completion rate. Lower GPAs and a low cumulative course completion rate can place a student on academic probation and suspension, and can also result in a loss of financial aid. As well, when students register for credits in excess of those they intend to complete, other students are denied access to those courses.

Credit Limits. Students who are otherwise eligible for registration may register for up to 18 credit hour per term with no additional permission. To register for 19-21 credits, a student needs written permission from his or her advisor and the chair of the department in which the student is registered as a major. To register for 22-24 credits, as student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major and the dean of that college (or designee). To register for 24-27 credits, a student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major, the dean of the college (or designee), and the Vice President for Academic Affairs (or designee). Students are allowed to register for more than 27 credits only under exceptional circumstances, and only with the permission of the Office of Academic Affairs.

Students desiring to register for credits in excess of 18 each term would need to complete the Credit Hour Overload application (<http://www.mnsu.edu/acadaf/pdfs/CreditHourOverloadForm.pdf>). Once completed, the form will be submitted to the Student Relation Coordinator of the student's college or other appropriate university official and permission to register for the appropriate number of credits will be entered for the student. Permissions must be entered using the online permission system, and the maximum credit limit must be entered as part of the permissions process. The student will then need to register for the credits.

As an institution that promotes quality educational experiences and is concerned with offering students a successful academic experience, Minnesota State Mankato needs to set standards that encourage student success. In an effort to promote student success, the university has created a policy limiting the number of credits for which a student can register.

Dropping a Course. Dropping a course, or some courses, during a semester and withdrawing from the University (dropping of all courses) are different processes although both result in a grade of W after the fifth day of the semester for the courses dropped. Students dropping a course, or some courses, are still registered. The deadline for dropping a course, or courses, is 20 class days from the end of the semester. The deadline for withdrawing from the University is 10 class days from the end of the semester. Consult the Office of the Registrar's web site for a specific semester's deadlines.

Late Registration. Consult www.mnsu.edu/registrar for late registration deadlines. Consult Student Financial Services for late fee schedule. Enrollments are not accepted after these deadlines have passed.

Order of Registration. Students register in early registration in descending order: seniors, juniors, sophomores, and first-year students. Graduate students are able to register at any time during the registration period.

Permission to Register. Some courses require the permission of the faculty member before a student may register for a class. **Once permission has been granted, the student, not the faculty member, is responsible for registering for the class.**

Priority Registration. The Priority Registration policy was undergoing review by the University community during the printing of this Bulletin. The reviewed policy is available on the University's Policy web site (<http://www.mnsu.edu/acadaf/policies/>)

COURSE TYPES

Auxiliary Course. Auxiliary courses are experimental courses numbered 001-090. They have all the attributes of regular courses, but can only be offered two times

within a two year period, and then cannot be offered again. The purpose of an auxiliary course is to determine if the course should be offered on a regular basis under a regular number. For courses numbered 091-099, see "Developmental Courses" below.

Continuing Education Units (CEU's). Many licensed professions require that the license be upgraded each year through attending workshops or earning college credits. For those individuals who wish to upgrade their license without doing coursework for credit, a record-keeping device called the CEU, or Continuing Education Unit, has been developed. The CEU is a nationally recognized standard and, like college credits, generates a transcript so that a permanent record of the upgrading procedure exists. Upgrading requirements are usually expressed in terms of contact hours, or hours actually spent in the classroom or workshop. One CEU equals 10 contact hours. Programs dealing with job-related problems and issues, or for broadening professional skills can be arranged either on or off campus. Requests for information on any of these offerings should be directed to Extended Learning at 507-381-2572.

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

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

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

In-Service. A professor and a group of students concentrate on cooperatively working toward the resolution of a specific problem clearly relating to professional assignments of students. An in-service course focuses on concerns of a unique clientele. This course is usually offered on-site over an extended period of time. Each new subtitle must be approved by the department chairperson, college dean and, if at the graduate level, the graduate dean. Approval is for an indefinite time.

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

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

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

Practicum, Internship, Field Study or Fieldwork Credit. Awarded for an educational experience on an individual basis emphasizing on-the-job training. Compensation in dollars may not always be awarded, but academic credit is always awarded. The student's work is jointly supervised by the academic unit involved and the cooperating agency. Written permission from the individual professor and/or department is required prior to registration.

Regular Course. Contact hours between professor and students designed more to synthesize content than to present material to be learned. Thus, contact among class members and professor is heavily supplemented by regular assignments and systematic evaluation. A course meets on a regular basis usually for an academic semester or a summer session, or as a module.

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

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

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

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

GRADUATION POLICIES

University Graduation Requirements

To be eligible for graduation with a bachelor's degree from Minnesota State Mankato, a student:

- Must have earned at least 128 semester credit hours
- Must have a cumulative GPA of at least 2.0 (includes all transfer credits)
- Must have a cumulative Minnesota State Mankato GPA of at least 2.0
- Must have all grades finalized (all grades of I, IP or Z may not be on the permanent record)
- Must have completed at least 40 semester credits of upper division (300-400 level) courses
- Must have completed Minnesota State Mankato general education requirements or the Minnesota Transfer curriculum
- Must meet Minnesota State Mankato Cultural Diversity Requirements
- Must not exceed 32 credits of P/N grading
- Must have met the requirements for an academic major: Standard Majors are from 32-47 credits. Standard majors require completion of a minor.

Departments may recommend waiver of minor for students completing a double major. Broad majors exceed 47 credits in length and do not require a minor. Academic requirements for majors and minors may be more stringent than university minimum requirements.

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

- Must have earned at least 64 semester credit hours. Forty-four (44) of these credits are in the Minnesota State Mankato general education program. Completion of the Minnesota State Mankato general education program is required as part of the AA degree program and completion of general education meets the Minnesota Transfer Curriculum requirements.
- Must have a cumulative GPA of at least 2.0 (includes all transfer credits)
- Must have a cumulative Minnesota State Mankato GPA of at least 2.0
- Must have all grades finalized (all grades of I, IP or Z may not be on the permanent record)
- Must not exceed 16 credits of P/N grading (this may include some required Minnesota State Mankato courses).

Graduation Residency.

To be eligible for graduation with a bachelor's degree, a student:

- Must have earned at least 30 semester undergraduate credit hours from Minnesota State Mankato
- Departments and Colleges may have more stringent residency requirements

To be eligible for graduation with an AA degree, a student:

- Must have earned at least 20 credits from Minnesota State Mankato

Graduation with Honors. To qualify for Graduation with University Honors (Cum Laude, Magna Cum Laude or Summa Cum Laude), a student:

- Must meet all requirements for a bachelor's degree
- Must earn a minimum of 43 semester undergraduate credit hours from Minnesota State Mankato after attaining junior classification (completion of 64 credits)
- Must have the appropriate minimum cumulative (including transfer credits) grade point average to satisfy honor requirements

- Cum Laude: minimum cumulative GPA of 3.3
- Magna Cum Laude: minimum cumulative GPA of 3.5
- Summa Cum Laude: minimum cumulative GPA of 3.8

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

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

- General Education Requirements
- GPA Requirements (Minnesota State Mankato cumulative and total cumulative) Major and Minor **OR** Broad Major without a Minor
- Number of P/N Courses Allowed
- Residency Requirements
- Cultural Diversity

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

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

The requirements outlined in this bulletin become effective at the beginning of the fall semester, 2009. Although no student can graduate under requirements outlined in a bulletin of more than seven years preceding the date of graduation, the student may elect to graduate under a more recent bulletin. However, students must complete all the requirements under a single bulletin, except for new programs.

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

Minimum Credits. Graduation with an associate degree is based upon successful completion of a minimum of 64 semester hours of credit. Graduation with a baccalaureate degree requires a minimum of 128 semester hours of credit.

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

Minor. Students completing a standard major of 32 to 47 credits must complete a minor. At the department's recommendation a required minor may be waived for a student completing a double major within the same degree. Required minors may also be waived at the department's recommendation for a student adding a major to a previous baccalaureate degree. In either case, students must complete a total of 128 credits for the baccalaureate degree to be awarded.

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

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

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

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

WORKSHOP CREDITS

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

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal may be initiated from only two sources: (1) a student requesting withdrawal and (2) the University, when a student fails to meet standards or contractual obligations. Requests for withdrawal by parents, spouse, significant others, etc., shall not be processed without either (1) written permission of the student or (2) sufficient documentation to satisfy the University that the person is acting on behalf of a student unable to represent her or his own interests at the time.

Students with outstanding financial obligations to the University will be required to pay them in full before withdrawal can be completed. Students who have refunds due may request them through the Office of Business Affairs in accordance with the refund schedule established by the MnSCU Board and the state legislature. (See "Finance" section for refund policy.)

Withdrawals are not permitted during the last 10 class days of the semester. Withdrawal from the University is the termination of all registered courses.

Students withdrawing officially from the University should contact the Campus Hub at 117 Centennial Student Union to complete an official withdrawal form.

Repeated withdrawal may result in disqualification from further enrollment for at least two academic semesters and in financial aid suspension.