INFORMATION FOR STUDENTS

ADMISSION TO THE UNIVERSITY

Applicants who have previously not attended any postsecondary institution (exclusive of courses taken through a Post-Secondary Enrollment Options (PSEO) program) are considered for admission to Minnesota State University, Mankato based on the University's admission requirements for new entering first year students, new entering nontraditional students, and new entering international students. Applicants who have previously attended any postsecondary institution after graduating from high school (exclusive of courses taken through a PSEO program) are considered for admission to Minnesota State Mankato based on the University's admission requirements for transfer students.

To view the complete Undergraduate Admissions policy, see http://www.mnsu.edu/atoz/policies/

COURSE DESIGNATOR AND NUMBERING SYSTEM

Each course is identified by a 2-4 alpha character code called a course designator that indicates the program or department housing the course. The listing of course designators used at Minnesota State Mankato are below.

A course designator is followed by a 3-digit numeric code indicating course level. Undergraduate course numbers are numbered 001-499. 001-299 indicate lower division courses and 300-499 indicate upper division courses. To be eligible to graduate with a bachelor’s degree from Minnesota State Mankato a student must have completed at least 40 semester hours of upper division courses. Students must be admitted to their major first to be able to take 300-400 level classes.

COURSE DESIGNATORS

ACCT - Accounting
AIS - American Indian Studies
ANTH - Anthropology
AOS - Applied Organizational Studies
ART - Art
AET - Automotive Engineering Technology
AST - Astronomy
AVIA - Aviation
BIOI - Biology
BLAW - Business Law
BUS - College of Business
CAHN - College of Allied Health & Nursing
CHEM - Chemistry
CIVE - Civil Engineering
CDIS - Communication Disorders
CAST - Communication Studies
CS - Computer Science
CM - Construction Management
CORR - Corrections
CSP - Counseling and Student Personnel
DAK - Dakota
DANC - Dance
DHYG - Dental Hygiene
ECON - Economics
ED - Education
EE - Electrical Engineering
ECC - Elementary Education
EET - Electronic Engineering Technology
ENG - English
ESL - English As A Second Language
ENGR - Mechanical Engineering
ENVR - Environmental Sciences
ETHN - Ethnic Studies
FCS - Family Consumer Science
FILM - Film Studies
FINA - Finance
FYEX - First Year Experience
FREN - French
GWS - Gender and Women's Studies
GEOG - Geography

GEOL - Geology
GER - German
GERO - Aging Studies
HLTH - Health Science
HIST - History
HONR - Honors
HP - Human Performance
HUM - Humanities
IDST - Interdisciplinary Studies
IT - Information Technology
IUSB - International Business
KSP - Secondary 5-12 & K-12 Professional Education
LAW - Law Enforcement
MGMT - Management
MET - Manufacturing Engineering Technology
MKRT - Marketing
MASS - Mass Media
MATH - Mathematics
ME - Mechanical Engineering
MEDT - Medical Technology
MSL - Military Science and Leadership
MUSC - Music, General
MUSP - Music Performance
MUSE - Museum Studies (See Anthropology)
NPL - Nonprofit Leadership
NURS - Nursing
PHIL - Philosophy
PHYS - Physics
POL - Political Science
PSYC - Psychology
RPLS - Recreation, Parks & Leisure Services
REHB - Rehabilitation Counseling
SCAN - Scandinavian Studies
SOIS - Social Studies
SOWK - Social Work
SOC - Sociology
SPAN - Spanish
SPED - Special Education (Academic and Behavioral Strategist)
STAT - Statistics
THEA - Theatre Arts
URBS - Urban & Regional Studies
WLC - World Languages & Cultures (formally Modern Languages)

DEAN’S LIST

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

GRADING

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

Note: In some instances, students can choose either a letter grade or pass/no credit for a particular course. If a student wishes to change the grading method after registration, they may do so within certain deadlines which are published on the webpage of the Office of the Registrar (Dates page).

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

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

To view the complete Grading policy, see https://www.mnsu.edu/atoz/policies/

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

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

Instructors define what attendance means for each course. In general, the “last day of attendance” is considered to be:
• the last day the student attended class in courses in which attendance is taken by the instructor,
• the last day on which a student submitted an assignment, quiz, or test,
• or the last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

To view the complete Last Day of Attendance policy, see http://www.mnsu.edu/atoz/policies/

NON-DEGREE PROGRAMS
PreProfessional Programs. The purpose of the preprofessional program is to provide students with the intellectual and academic background they will need before continuing their education at other institutions. Acceptance to professional educational institutions is usually contingent upon academic performance; therefore, students enrolling in preprofessional programs should be highly motivated and realize they are expected to maintain high standards of excellence.

OFFICIAL MEANS OF COMMUNICATION
University assigned student email accounts shall be the University’s official means of communication with all students. Students are responsible for all information sent to them via the University assigned email account. If a student chooses to forward the University email account, she or he is still responsible for all information, including attachments, that is sent to the University email account.

OFFICIAL WITHDRAWAL FROM THE UNIVERSITY
https://www.mnsu.edu/campushub/payments/withdrawalinfo/
Official Withdrawal is defined as terminating enrollment in all registered courses for an academic semester at Minnesota State University, Mankato. Refunds/credits of tuition and fees for withdrawal are based on the Minnesota State Colleges and University's refund policy, http://www.mnscu.edu/board/policy/512.html

SATISFACTORY ACADEMIC PROGRESS
Satisfactory Academic Progress for undergraduate students is defined as:
• Achieving a Minnesota State University, Mankato (“local”) cumulative grade point average (GPA) of 2.0 or higher. (Transfer credits are included in calculating satisfactory GPA).
• Maintaining a cumulative satisfactory credit completion rate of at least 67%. (Transfer credits are included in calculating satisfactory credit completion rate).

To view the complete Satisfactory Academic Progress Standards (SAPS) for Undergraduate Students policy, see http://www.mnsu.edu/atoz/policies/

STUDENT COMPLAINTS
Minnesota State University, Mankato has a commitment to a respectful learning environment. Students have the right to seek a remedy for when they believe a campus office/department or a Minnesota State employee treated them in an improper, unfair or arbitrary manner. Students are encouraged to resolve the matter informally before initiating this process. Students seeking advice may contact the Minnesota State Student Association or an academic advisor.

To view the complete Student Complaints and Grievances policy, see http://www.mnsu.edu/atoz/policies/

TUITION AND FEES
Minnesota Statute 136F.06, Powers and Duties, and Minnesota Statutes § 136F.70, Tuition, Fees, Activities Funds provide that the board shall set tuition and fees and adopt suitable policies for the colleges and universities it governs. All colleges and universities shall charge tuition and fees consistent with Minnesota Statutes, board policies, and system procedures. The Board shall approve the tuition and fee structure for all colleges and universities. The chancellor or designee is authorized to make any necessary technical adjustments to the tuition rates and fees. Technical adjustments are defined as changes in tuition and fee rates which are deemed a correction or the addition of a program rate for a new program established in the interim.

To view the complete Minnesota State Colleges & Universities Tuition and Fees policy, see http://www.mnscu.edu/board/policy/511.html
To view Minnesota State Mankato’s tuition and fees schedule for the current term, see http://www.mnsu.edu/campushub/tuition_fees/

Tuition Refund Appeal
https://www.mnsu.edu/campushub/payments/tuitionrefundappeal/
Appeals are granted only in cases of rare and extreme circumstances and are not granted for failure to cancel or non-attendance.

UNDERGRADUATE TRANSFER
Minnesota State University, Mankato complies with the Minnesota State system policy and procedures including Undergraduate Course Credit Transfer Policy and Procedure, the Minnesota Transfer Curriculum, and Transfer Rights and Responsibilities.

To view the complete Acceptance and Evaluation of Transfer Credits policy, see http://www.mnsu.edu/atoz/policies/