

Minnesota State University, Mankato University Procedure	
Procedure Name: Undergraduate Degree Audit	Effective Date of Last Review: NA- New Procedure
Custodian of Procedure: Provost & Senior Vice President for Academic Affairs	Date of Last Review: NA
Date of Adoption: TBD	Date of Next Review: September 2030

PROCEDURE

This procedure supports the Undergraduate Requirements for Degree/Award policy. To maintain equity across our institution, routine exceptions are identified below, and degree audits will be encoded to reflect these exceptions.

1. The Writing Intensive (WI) and Diverse Cultures (DC) graduation requirements may be reduced based on the number of credits students transfer into the university. Reductions will be made in the following manner:
 - a. 0-29 credits – students must complete 2 DC and 2 WI courses.
 - b. 30-59 credits – students must complete one DC and one WI course.
 - c. 60+ credits – the DC and WI requirements will be waived.
2. When two Diverse Cultures (DC) or Writing Intensive (WI) courses are required, the courses may be in the same discipline.
3. If a lower-division transfer course is documented as equivalent to an upper-division course at Minnesota State Mankato, the credit(s) will apply toward the 40-credit upper-division requirement defined in the university's Undergraduate Requirements for Degree/Award policy and Board Procedure 3.36.1 Academic Programs.

If a lower-division course is not considered equivalent to an upper division course, it may be used in substitution for an upper-division course, but the credit(s) will not apply toward the 40-credit upper-division requirement.
4. The university limits the total number of attempts at completing a course. (See the Undergraduate Course Repeat policy.) Transferred courses documented as equivalent be considered attempts at the local course. Courses that are not equivalent will not be considered repeats of a local course.

5. Partial credits often occur as a result of transfer or term-length conversion from quarters to semesters. For the purpose of meeting general education and graduation requirements, cumulative partial credits (0.1-0.99) will be rounded up to the closest whole credit. Students need a minimum of 120 earned credits for purposes of earning a bachelor's degree.
6. In several instances in the Undergraduate Academic Catalog, program requirements specify a list of courses and a number (or range) of credits.
 - When program requirements include a list of required courses and a number (or range) of credits, the required courses will be considered the priority for degree auditing. The DARS encoding will only enforce the specific courses.
 - When program requirements include a list of course options or electives and a number (or range) of credits, the number of credits will be considered the priority for degree auditing. The DARS encoding will enforce only the number of credits.

In either case, the student must still meet the 120-credit degree requirement and all other requirements defined by the program or department policies.

Procedure:		
Formal Review Process	Date Submitted	Date Reviewed
• Vice President's Recommendation		Date
David S. Hood		07/25/2025
• President's Approval		Date
Edward S. Inch		07/28/2025

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Signature: 
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