

**Minnesota State University, Mankato
University Procedure**

Procedure Name: Undergraduate Degree Audit	Effective Date of Last Review: NA
Custodian of Procedure: Provost & Senior Vice President for Academic Affairs	Date of Last Review: NA
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PROCEDURE

The Undergraduate Requirements for Degree/Award policy identifies general university requirements for completion of bachelor’s and associate’s degrees. There are times, however, that exceptions are considered. To maintain equity across our institution, routine exceptions are identified below, and degree audits will be encoded to reflect these exceptions.

1. The number of credits students transfer into the university may affect the Writing Intensive (WI) and Diverse Cultures (DC) graduation requirements they must complete.
 - a. 0-30 credits – students need 2 DC and 2 WI courses.
 - b. 31-59 credits – students need one DC and one WI course to fulfill graduation requirements.
 - c. 60+ credits – the DC and WI requirements will be waived.

2. The two Diverse Cultures (DC) and two Writing Intensive (WI) courses do not need to be from different disciplines.

3. If a student transfers in a lower-division course that is documented as equivalent to upper-division coursework at Minnesota State Mankato, the course 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.

However, a lower-division transfer course that results in program substitution rather than a documented course equivalency will not apply toward the 40-credit upper-division requirement.

4. Transfer courses will be treated as a repeated course if the transferred course is documented as equivalent to the Minnesota State Mankato course. Course substitutions will not be considered for the course repeat process.

5. For the purpose of meeting graduation requirements and total credits required for the baccalaureate degree, cumulative partial credits (0.1-0.99) will be rounded up to the closest whole credit.

6. Instances where a program requirement includes specific courses and a total number of credits, the DARS encoding will only enforce the specific courses. (This will reduce the waivers from the department.) The student must still meet the 120-credit degree requirement.

This does not affect program requirements where there is a list of course options available with a set number of credits.