

Minnesota State University, Mankato
University Policy

Policy Name: University Admissions	Effective Date of Last Review: August <u>2022</u> <u>2026</u>
Custodian of Policy: Vice President for Students Affairs and Enrollment Management	Date of Last Review: <u>September 2021</u> <u>September 2025</u>
Date of Adoption: July 1995	Date of Next Review: September <u>2025</u> <u>2029</u> <u>2032</u>

POLICY

The Office of University Admissions processes applications for undergraduate and graduate students and adheres to minimum university standards, as defined by Minnesota State. Academic departments at the university determine admission requirements for academic programs and coordinate with the Admissions Office as it relates to reviewing application documents and communicating with students.

Undergraduate Admissions

Definitions:

- **New entering first-year students** are students who have never attempted or earned credit at a post-secondary institution (exclusive of courses taken through a concurrent enrollment or PSEO program) and applying within three years of completing the following milestones:
 - are applying to enroll after high school graduation; **(OR)**
 - are applying to enroll at the University after having completed completion of a General Education Degree (GED) or similar high school diploma equivalent; **or**
 - are applying to enroll at the University after having completed homeschooling.

This category includes students who apply to the University within three years of graduating from high school, completing a GED, or after having completed homeschooling.

Transfer students have attended a college or university (demonstrated by their college/university transcript) after completion of secondary education and are seeking

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admission to a university as an undergraduate student to earn a certificate, diploma, or degree from the university. are students who have attempted or earned college credits after graduating from high school (This definition does not include courses taken through a PSEO or concurrent enrollment program).

- **Post-Secondary Enrollment Options (PSEO) and Concurrent Enrollment**

students are admitted while still enrolled in high school and earn college credit and high school credits simultaneously to meet high school graduation requirements and work towards their future higher education degree.

- **Non-traditional students** are students who have never been registered at a post-secondary institution exclusive of courses taken through a PSEO program and are applying to the University more than three years after graduation from high school, receiving earning a GED, or completing homeschooling. (This definition does not include courses taken through a PSEO or concurrent enrollment program).

- **Non-degree seeking students** are admitted to the University to is a student enrolled in courses for credit take courses without the intent to complete a certificate, degree, or diploma. They are not admitted at another Minnesota State college or university. They may be attending a non-Minnesota State college or university, or not attending any college or university. who is not recognized by the institution as seeking a degree.

- **International students** are new entering students or transfer student applicants who are:

- Intending to request an I-20 to apply for a student visa in order to study in the United States are non-US citizens who seek to enter the United States through a formal process to complete part or all their post-secondary education. These applicants are seeking a nonimmigrant visa (F-1 or M-1) or an exchange visitor visa (J-1) to study at the college or university. International students may be new entering or transfer students.

Admission Standards

New entering/Entering first/First-year/Year students/Students:

In order to be eligible for admission, students applicants should have completed college preparatory courses which provide mastery of competencies in Grades 9-12 the in accordance with the MinnState standards college preparation standards defined in System Procedure 3.4.1 Undergraduate Admissions as the Required Academic Core. These requirements are for Students applying through the Minnesota State University, Mankato SU application and students applying or through the Direct Admission process.

High School Graduation Students

New first-year sApplicantstudents must havemeet one of the following admission requirements:

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- A rank in their high school graduating class in the top 50%: **(OR)**
- A grade point average of at least 3.0 (on a 4.0 scale): **(OR)**
- A minimum ACT composite score of 21 (or equivalent score on a nationally normed college entrance exam) and a minimum grade point average of 2.7.

Proof of high school graduation, [GED](#), or completion of homeschooling is required before enrollment.

[Students Who Have Completed a GED](#)

[Applicants must attain a minimum score of 165 on each content area exam within the GED examination.](#)

[Students Who Are Home-Schooled](#)

- [Students must attain a composite score on the ACT, the PSAT, or the SAT at or above the 50th percentile on the national norms. Please refer to Academic Core in Minnesota State Procedure 3.4.1 to be prepared to meet the academic challenges during your college experience.](#)

[Transfer Students](#)

[Applicants who have completed at least 24 semester \(36 quarter\) college or university level credits with a 2.0 cumulative grade point average and a 67% credit completion rate will be admitted. Transfer students who have completed fewer credits must also submit a final high school transcript, and eligibility for admission will be based on the high school and collegiate records.](#)

[Applicants who have completed an Associate's degree at an accredited post-secondary institution will be admitted. *\(Students who do not demonstrate a positive grade trend in most recent coursework will be considered using the comprehensive review process.\)](#)

[Applicants who were not enrolled in a post-secondary institution for at least one year will be considered for admission on a case-by-case basis.](#)

[Transfer applicants who are under academic or disciplinary suspension or who were dishonorably dismissed from previous institutions will not be considered for admission during the term of the suspension. Likewise, students who are unable to obtain official transcripts from previous institutions will not be considered for admission until all official transcripts have been provided to the Office of Admissions.](#)

[Non-Traditional Students](#)

[Applicants are admitted upon providing evidence of graduation from a high school, receiving a GED, or completing homeschooling in the United States.](#)

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Non-Degree Seeking Students

Non-degree seeking students must have completed their high school diploma or GED. To apply for more than 16 credits, students must apply for and be granted regular admission status.

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Enrollment Criteria:

- Applicants are required to apply for and be granted regular admission status to register for more than 16 credits.
- Students must be formally admitted to be eligible to earn a degree or a certificate.
- Non-degree seeking students may be admitted to regular admission status if they meet all the requirements. Information about degree-seeking Admission requirements may be found on the Office of University Admissions Website.
- International students intending to study in the United States as a non-degree student should contact the Kearney International Center at 507-389-1281 for assistance.

Non-degree seeking students are not eligible for federal financial aid or residential housing. Registration is on a space-available basis and, in some cases, may require departmental approval.

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PSEO and Concurrent Enrollment Students:

Seniors must meet one of the following admission requirements to participate in PSEO at the university or concurrent enrollment at their high school have:

- A rank in their high school graduating class in the top 50%. **(OR)**
- A grade point average of at least 3.0 (on a 4.0 scale). **(OR)**
- A minimum ACT composite score of 21 (or equivalent score on a nationally normed college entrance exam) and a minimum grade point average of 2.7.

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Juniors must have meeting one of the following admission requirements to participate in PSEO at the university or concurrent enrollment at their high school have:

- A rank in their high school graduating class in the top 33% **(OR)**
- A grade point average of at least 3.0 (on a 4.0 scale). **(OR)**
- A minimum ACT composite score of 24 (or equivalent score on a nationally normed college entrance exam) and a minimum grade point average of 2.7.

Sophomores and freshmen are not eligible for PSEO courses, but they are eligible for concurrent enrollment at their high school. They must meet one of the following requirements:

- Rank in the top 10% of their high school graduating class. **(OR)**
- A grade point average of at least 3.8 (on a 4.0 scale). **(OR)**
- Score in the top 10% of a nationally normed test.

Exceptions to these requirements will be considered on a case-by-case basis by the Office of Admissions and the PSEO Office in consultation with an official from the student's high school, and Decisions will fit within the parameters of state law and Minnesota State System Office policy and procedure.

Students who have completed a GED

Applicants with a GED who attain a minimum score of 170 165 on each content area exam within the GED examination will be eligible for admission.

Students who are home-schooled

Applicants who are home-schooled will be eligible for admission based on attaining a composite score on the ACT, the PSAT, or the SAT at or above the 50th percentile on the national norms. Please refer to Academic Core standards above for guidance to be prepared to meet the academic challenges during your college experience.

These standards are also applied to home-schooled students seeking PSEO enrollment.

International Students

International applicants must demonstrate equivalent academic performance to the criteria listed above (completion of secondary education, cumulative GPA). International applicants must also demonstrate English Language proficiency and economic self-sufficiency.

English proficiency

International applicants who are not native speakers of English will demonstrate proficiency in English on a standardized test. A list of acceptable tests and minimum scores is published on the Admissions website. Please note that the Aviation-Professional Flight and Nursing programs require higher English language proficiency scores than required for general admission to the University.

Economic self-sufficiency

Prior to being admitted to a college or university, an international applicant shall demonstrate economic self-sufficiency to be able to afford the costs of tuition and fees,

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books and supplies, room and board, transportation, health insurance, and any other costs necessary for the completion of the academic year.

International Transfer Students

International transfer students must meet the admission requirements for Transfer Students listed above. Students transferring from a U.S. college or university can meet the English proficiency requirement by completing one semester of Freshman English Composition I with a grade of C or better. If transferring from a school on the quarter system, both Freshman Composition I and II must be completed with a grade of C or better.

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Non-traditional students:

- Applicants are admitted upon providing evidence of graduation from a high school, receiving a GED or completing homeschooling in the United States.

Transfer students:

- Transfer students who have completed at least 24 semesters (36 quarter) college level credits with a 2.0 cumulative grade point average and a 67% credit completion rate will be admitted.
- Transfer students who have completed fewer than 24 semesters (36 quarter) college level credits must also submit a final high school transcript. Eligibility for admission (36 quarter long) will be based on the high school and collegiate records.
- Additionally, transfer students who have completed an Associate's degree at a regionally accredited institution will be admitted. *(must include positive grade trend in most recent coursework).
- Transfer students, who were not enrolled in a post secondary institution for at least one year, will be considered for admission on a case by case basis.
- Transfer applicants who are under academic or disciplinary suspension or who were dishonorably dismissed from previous institutions will not be considered for admission during the term of the suspension. Likewise, students who are unable to obtain official transcripts from previous institutions will not be considered for admission until all official transcripts have been provided to the Office of Admissions.

International Students:

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~~International students need to demonstrate similar equivalents to the criteria listed above based upon the grading scale in their home countries/institutions as well as demonstrate proficiency in the English language, detailed on the University Admissions web pages.~~

~~International students must follow all federal requirements for modality and admission to programs.~~

~~Non-Degree Seeking Students:~~

~~Applicants for non-degree seeking admission for undergraduate coursework must have completed their high school diploma or GED prior to registering for courses.~~

~~Enrollment Criteria:~~

- ~~1. Students may register for up to 16 credits of undergraduate coursework.~~
- ~~2. Applicants are required to apply for and be granted regular admission status to register for more than 16 credits.~~
- ~~3. Students must be formally admitted to be eligible to earn a degree or a certificate.~~
- ~~4. Non-degree seeking students may be admitted to regular admission status if they meet all the requirements. Information about degree seeking Admission requirements may be found on the Office of University Admissions Website.~~
- ~~5. International students intending to study in the United States as a non-degree student should contact the Kearney International Center at 507-389-1281 for assistance.~~

~~Non-degree seeking students are not eligible for federal financial aid or residential housing. Registration is on a space-available basis and, in some cases, may require departmental approval.~~

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Graduate Admissions

Definitions

Degree Seeking are graduate students admitted into a specific academic program, and completing graduate credit toward a master's or doctorate degree or graduate certificate program.

Non-degree Seeking are graduate students are not admitted to a specific academic program and are not planning to earn a graduate degree or certificate. They are completing graduate credit for personal or professional reasons. 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 typically available to international students.

International students are non-US citizens who seek to enter the United States through a formal process to complete part or all their graduate education. These applicants are seeking a nonimmigrant visa (F-1 or M-1) or an exchange visitor visa (J-1) to study at the college or university. **are degree seeking students planning to request an I-20 to apply for a student visa in order to study in the United States**

Admission Standards

Admission consideration requires the completion of a bachelor's degree from a regionally accredited institution. Unless otherwise specified, admitted applicants must possess with a four-year cumulative minimum GPA of 3.02.75 on a 4.0 scale, or equivalent. Some programs require a higher GPA, while others may consider additional factors if the GPA is below the minimum. Applicants should review the admission requirements for the program they are interested in before starting their application. Applicants who do not meet that GPA threshold may submit documents that provide evidence that the applicant will succeed in a rigorous graduate program. All applications completed by the deadline, regardless of the earned GPA, will be submitted for a departmental review.

To be considered for graduate admission, students must apply online and submit all required materials, including an application fee. Completed applications are forwarded to and evaluated by graduate faculty in the applicable graduate degree program. All applications completed by the deadline, regardless of the earned GPA, will be submitted for a departmental review. Completed applications are forwarded to and evaluated by graduate faculty in the applicable graduate degree program.

Degree seeking Graduate Students:

The standard admission requirements for the College of Graduate Studies and Research (CGSR) are the completion of a bachelor's degree from an accredited

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institution with a cumulative minimum GPA of 2.75 on a 4.0 scale (or the equivalent using the grading scale of an international applicant's home country or institution).

Some graduate programs have admission requirements that exceed the minimum set CGSR. Letters of recommendation, personal goals statements, writing samples, or additional materials may be required. Additionally, some programs require the submission of official scores for the General Test of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT). Requirements for each program are listed on the University Admissions web page and on program web sites.

Others graduate programs may consider additional factors if the applicant's GPA is below the minimum. Applicants should review the admission requirements for the program they are interested in before starting their application.

Admission requirements for any particular graduate degree programs may exceed the minimum admission standards set by the College of Graduate Studies and Research.

Some degree programs require the submission of additional application materials prior to considering the application for admission. Letters of recommendation, personal goals statements, and writing samples, or additional materials may be required. Additionally, some programs require the submission of official scores for the General Test of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT). Requirements for each program are listed on the University Admissions web page and on program web sites.

Non-degree seeking Graduate Students:

Students wishing to take graduate coursework, but who do not wish to seek a graduate degree or enroll in a graduate certificate program;

Non-degree seeking applicants must complete meet the standard admissions requirements above ands includingsubmit an application as a non-degree seeking student application prior to registration.

International students are generally not admitted as non-degree-seeking students. 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 typically available to international students. Non-degree seeking students are not eligible to possess a graduate assistantship.

International Students:

In addition to the standard admission requirements and any program-specific admissions requirements, international applicants who are not native speakers of English will demonstrate proficiency in English on a standardized test. A list of

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acceptable tests and minimum scores is published on the Admissions website. International applicants must also provide a financial affidavit confirming the availability of adequate financial support, proof of English proficiency, TOEFL, or IELTS, or Duolingo Test results must be sent directly to the College of Graduate Studies and Research from the testing service.

International applicants must also submit A-a transcript evaluation by an approved NACES evaluation agency must also be included. Applicants are expected to have earned the first university degree from an institution recognized and approved by the home government to award the degree. Additional detailed information for international applicants is posted on the University Admissions web page.

Summer admission is typically not available for international students.

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RATIONALE

Minnesota State Mankato is committed to providing educational opportunities for individuals who desire and are prepared to continue their education. Past performance by Minnesota State Mankato students indicates that adequate preparation prior to entry into the University is of considerable importance. Consequently, admission requirements have been established to emphasize the need for such preparation prior to admission.

History of Changes:

2025: Modified definitions to align with System language. Revised descriptions of processes and decisions to align with current practice.

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University Admissions Policy Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date

PROCEDURE

Admissions Deadlines

Completed undergraduate applications must be submitted, including all required material, at least five (5) working-business days prior to the start of classes. Under certain circumstances, the University may institute an earlier priority admission deadline. Academic departments may also institute earlier admission deadlines to manage enrollment in their respective programs.

Most graduate applications have an earlier application deadline that is program-specific. These dates are listed on the Graduate Studies website.

International students have an earlier application deadline in accordance with the needs of obtaining a visa.

Academic departments may also institute earlier admission deadlines to manage enrollment in their respective programs. Withholding

Withholding or providing incorrect information on your application is considered fraud and could impact your ability to attend the University.

Students who have not been in attendance for 720 days will have their admissions status ended and will need to reapply to the University. Details about how to reapply are on the University Admissions web site.

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
✓ President's Approval		Date

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University Admissions Procedure Review Process

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- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date