

Procedure Name: English Composition Placement

Custodian of Policy: Provost and Senior Vice President for Academic Affairs

Date of Adoption: June 2010

Date of Next Review: September 2026

PROCEDURE

Students may substitute for the above requirements based on documentation of:

1. Successful completion of equivalent prior post-secondary education, such as course transfer evaluations or Cambridge International Examinations; or
2. Enrollment exclusively in non-credit courses or programs.

Students requesting such substitutions should submit documentation to the Chair of the Department of English for evaluation. The evaluation will be based on nationally accepted concordances between the testing instruments and/or courses. The Chair of the Department of English or designee should respond in writing to student requests within three weeks of receiving them.

PROCEDURE FOR WAIVER

1. Students not meeting the requirements for enrollment in ENG 101 may request a waiver to this policy.
2. Written requests for waivers to the policy must be submitted to the Chair of the Department of English, and should include evidence of alternate means of demonstrating readiness including but not limited to:
 - a. High school or recent post-secondary coursework which would indicate adequate preparation (transcripts or other records which include course titles, levels, and grades), or
 - b. Verification of extenuating circumstances which may have affected performance on previous exams.
3. Request for waivers should be submitted by the following deadlines:
 - a. August 5th for fall semester enrollment,
 - b. December 1st for spring semester enrollment, and
 - c. May 1st for summer session enrollment.
4. The Chair of the Department of English or designee should respond in writing to student requests within three weeks of receiving them.

5. Students whose initial requests are denied may submit a written appeal to the Dean of Humanities and Social Sciences. The Dean should respond in writing, with a copy to the Chair of the Department of English.
6. The Dean's decision is the final step in the appeal process.

History of Revisions:

Effective Date of Last Review: May 18, 2020

Date of Last Review: September, 2019

Revisions Made:

Minnesota State Mankato's policy is revised based on [Minnesota State Colleges and Universities Board Procedure 3.3.1](#), Assessment for Course Placement. Notable update includes the use of high school GPA in course placement evaluation, per MinnState procedure.

References:

[Minnesota State Colleges and Universities Board Procedure 3.3.1](#)

Vice President's Recommendation

President's Approval