

Minnesota State University, Mankato University Policy

Policy Name: University Admissions	Effective Date of Last Revision July 1, 2019
Custodian of Policy: Vice President for Student Affairs and Enrollment Management	Date of Last Review September 2018
Date of Adoption July 1995	Date of Next Review September 2025

Policy

The Office of University Admissions processes applications for undergraduate and graduate students and adheres to minimum university standards. 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:
 - are applying to enroll after high school graduation; or
 - are applying to enroll at the University after having completed 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 are students who have attempted or earned college credits after graduating from high school (does not include courses taken through a PSEO program).
- Post Secondary Enrollment Options(PSEO)/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 a GED, or completing homeschooling.
- A non-degree seeking student is a student enrolled in courses for credit 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

Admission standards: New entering first-year students:

In order to be eligible for admission students should have completed college preparatory courses which provide mastery of competencies in Grades 9-12.

New first-year students must have:

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- A rank in their high school graduating class in the top 50% ~~AND a minimum ACT composite score of 15 (or equivalent score on a nationally normed college entrance exam).~~
- OR
- A grade point average of at least 3.0 (on a 4.0 scale) ~~AND a minimum ACT composite score of 15 (or equivalent score on a nationally normed college entrance exam).~~
- 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 is required before enrollment.

PSEO and Concurrent Enrollment Students

- Seniors must 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.
- Juniors must have:
 - A rank in their high school graduating class in the top 33%.
 - OR
 - A grade point average of at least 3.3 (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.
- Exceptions to these requirements will be considered on a case-by-case basis by the Office of Admissions and the PSEO/Concurrent Enrollment office in consultation with an official from the student's high school and within the parameters of state law and Minnesota State System Office policy.

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Students who have completed a GED

- Applicants with a GED who attain a minimum score of 170 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 automatically eligible for admission based on attaining a composite score on the ACT, the PSAT, or the SAT at or above the 50th percentile on thenational norms. Please refer to Academic Core standards above for guidance to be prepared to meet the academic challenges during your college experience.

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 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:

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.

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.

- 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.

Registration is on a space-available basis and, in some cases, may require departmental approval.

Graduate admissions

Unless otherwise specified, admitted applicants must possess a four-year cumulative minimum GPA of 3.0 on a 4.0 scale. Some programs require a higher GPA. 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.

Admission requirements for any particular graduate degree program may exceed the minimum admission standards of the College of Graduate Studies.

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 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, must complete an application as a non-degree seeking student prior to registration. 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, international applicants must also provide a financial affidavit confirming the availability of adequate financial support. TOEFL or IELTS results must be sent directly to the College of Graduate Studies and Research from the testing service. 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.

Procedures

Admissions deadlines

Completed applications must be submitted, including all required material, five (5) working 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.

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.