

## Undergraduate Admissions Standards

### **University Policy #2000**

#### **Section 1. Policy**

This regulation is established to govern and define the policies under which undergraduate applicants apply and are approved for or denied admission to Metropolitan State University.

#### **Section 2. Authority**

This university policy is established in accordance with Minnesota State College and University Board policies.

#### **Section 3. Effective Date**

This university policy becomes effective immediately following the signature of the President and remains in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

The responsibility for implementation and revision of this university regulation is assigned to the Vice President for Academic Affairs and the Vice President for Student Affairs.

#### **Section 5. Definitions**

- A. Academic Core: A secondary school curriculum sufficiently rigorous to prepare a student for college
- B. Degree Seeking Admitted Student: A New First Year, Transfer, International or Second Bachelor's Degree student who is granted admission to the University under this policy for the purpose of obtaining a baccalaureate degree.
- C. Non-degree Seeking Students – Applicants who are seeking to enroll in courses without being admitted to the university and hold at minimum a high school diploma or GED.
- D. Matriculated Student – A student who is admitted to the university as a degree-seeking student, registers for at least one course and remains registered through the 10<sup>th</sup> day of the semester.

- E. New First Year Student – An applicant who has attempted fewer than 16 semester or 24 quarter credits of normally transferrable post-secondary course work. This definition is for the purpose of admission processing and evaluation.
- F. Transfer Student - An applicant who has attempted 16 semester or 24 quarter credits or more of normally transferrable post-secondary course work. This definition is for the purpose of admission processing and evaluation.
- G. PSEO Students – Applicants who are current high school juniors or seniors who are approved for the State of Minnesota postsecondary enrollment option (PSEO) at their current high school.
- H. International Students – Applicants for admission as degree-seeking students who are not U.S. citizens or permanent residents of the U.S., engaging in a full-time/part-time academic study in accredited educational institutions. Individuals with visas including F, J, H, L, M, TN, who are studying in the U.S. are considered international students.
- I. Second Bachelor’s Degree Students – Applicants for admission as degree-seeking students who hold baccalaureate degrees from institutions of higher education.
- J. Certificate Seeking Students – Applicants for admission who are seeking a certificate.

## **Section 6. Application Requirements**

Students shall be considered for admission to the University upon submission of a complete application. A complete application shall consist of:

- A. Complete and accurate Metropolitan State University application for admissions.
- B. Payment of any required application fee.
- C. Required academic transcripts:
  - a. New First Year Student: An official high school transcript showing the date of graduation or official GED with date of completion and all post secondary transcript(s) even if no credit or clock hours were earned.
  - b. Transfer Student: Official transcripts for all post-secondary institutions at which the student previously **enrolled** (even if no credit or clock hours were earned) , and official transcripts for all post-secondary credits; such as military, CLEP, and advanced placement. Any credits earned from post-secondary institutions outside the US, must be documented by an official transcript and a course by course ECE or WES evaluation.

## **Section 7: Offer of Admission to the University**

Metropolitan State University shall admit students with completed application files who are able to benefit from the educational offerings of the institution. Admission to the University does not guarantee admission to a specific majors, programs or courses. Application of specific criteria to a category of applicants shall be defined in the University Undergraduate Admission Procedure.

- A. **New first year students.** To be considered for admission to the university as a new first year student, students shall have completed courses determined to be college preparatory or which provide mastery of equivalent competencies in grades 9-12 as defined by MnSCU Policy.
- B. **Transfer students.** Must have a cumulative GPA of 2.0 or better and must have a level of academic achievement that is at least equal to the standard required for good academic standing at the transfer institution.

## **Section 8: Denial of Admission**

The University reserves the right to deny admission to any applicant. Reasons for denial of admission include, but are not limited to:

- A. Failing to meet the admission criteria;
- B. Academic suspension or dismissal from a previous post-secondary institution. Applicants under academic suspension from another institution will not be considered for admission for at least one full year since the suspension was imposed.
- C. Disciplinary suspensions or dishonorable dismissals from a previous post-secondary institution. Any application for admission will not be considered for at least one full year since the suspension or expulsion was imposed.
- D. Conduct that violates the Student Code of Conduct (University Policy #1020) any time prior to the final evaluation of the admission application. Denial under this subsection D shall be consistent with the standards for disciplinary action under the Student Code of Conduct policy.
- E. Falsification or omission of relevant information on the application for admission, or submission of fraudulent or altered academic credentials.

Applicants denied admission may appeal, consistent with university procedures.

### **Section 9: Cancellation of Admission to the University**

An offer of admission to the University shall be canceled upon the occurrence of any of the following events:

- A. Failure to enroll in and attend at least one credit-bearing course within the first three consecutive semesters of the semester for which the student was admitted to the University;
- B. Post-admission evidence of deliberate omission or falsification of information relevant to the application for admission;
- C. Academic dismissal from another institution;
- D. Dismissal for disciplinary reasons from another institution including Metropolitan State University.

### **Section 10. End dating of Admission Status**

A matriculated student's admission status shall be end dated upon the occurrence of the following:

- A. Failure to enroll in and receive a grade in any credit-bearing course for nine consecutive semesters. For the purposes of this policy, a grade is defined as A, B, C, D, F (including + and – grades), I, S, NC, W or AU.
- B. Completion of a Metropolitan State baccalaureate degree program
- C. Discovery of B, C, D in section 9

### **Section 11. Readmitted Students**

Previously admitted and/or matriculated students whose admission to the University is end dated under section 9 and 10 of this policy must complete a new application for undergraduate admission and submit new official transcripts from all post-secondary institutions. These students will be expected to meet any admission and academic program requirements in place at the time of re-admission. They will not be required to pay another application fee.

### **Section 12. Review**

This policy will be reviewed by the Vice Presidents for Academic Affairs and Student Affairs as needed.

**Section 10. Signatures**

Issued on this 28<sup>th</sup> day of June, 2011

A handwritten signature in black ink that reads "Gary Seiler". The signature is written in a cursive style with a large, looping initial "G".

Dr. Gary Seiler, Interim Provost and Vice President for Academic Affairs

A handwritten signature in black ink that reads "Sue K. Hammersmith". The signature is written in a cursive style with a large, looping initial "S".

Dr. Sue K. Hammersmith, President