



## Undergraduate Admissions Procedure

### University Procedure 200

#### Section 1. Purpose

The purpose of this document is to provide procedures that support Admissions Policy 2000.

#### Section 2. Definitions

1. Academic Core: A secondary school curriculum sufficiently rigorous to prepare a student for college
2. Certificate Seeking Students – Applicants for admission who are seeking an undergraduate certificate
3. Common Market Passport—Allows student who is already admitted at one institution to take courses at another without going through the admissions process. All seven of the Minnesota State universities participate.
4. Consortium agreement—A process where a student can add credits from another institution (host school) to the credits of enrollment at their home school.
5. 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.
6. 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. International Students are reviewed under policy 2030.
7. 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 10th day of the semester
8. 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.
9. 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. PSEO admission policy is outlined in Policy 2530

10. 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.
11. Second Bachelor's Degree Students – Applicants for admission as degree-seeking students who hold baccalaureate degrees from accredited institutions of higher education.
12. Visiting 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.

### **Section 3. Procedure**

#### **3.1 Admissions Deadlines:**

**Degree seeking students:** Completed applications must be submitted by August 1 for the Fall Semester, December 15 for the Spring Term and April 22 for the Summer Term.

**New first year students.** To be considered for admission to the university as a new first year student, students shall have completed the academic core or courses which provide mastery of equivalent competencies in grades 9-12 as defined by Minnesota State Board Policy. Applicants that have a GED score of 165 or higher, graduated in the top half of their high school class or have a high school grade point average of 3.0 or higher will be admitted. Metropolitan State University does not require an ACT or SAT for admission. If a student does not meet these admissions criteria, they can complete the first-year student admissions success planning process as outlined in the admissions procedure 200.

**Transfer students.** To be considered for admission as a transfer student, applicant must have completed 16 or more college level credits. 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(s). If a student falls below this admission criteria, they can complete the transfer student admissions recommendation process. as outlined in the admissions procedures 200.

**Visiting students:** Applications must be received a week prior to the start of the term unless an alternative date is required through a partnership agreement.

**Suspended students (reinstatement deadline):** As per Procedure 205: Undergraduate Academic Standing Review, suspended students must apply 60 days (or more) before the semester begins. Students must submit their appeal and all supporting documents to the Dean's office in the school of their intent.

#### **3.2 Cumulative Grade Point Average:**

The admissions office calculates cumulative transfer GPA based on official transcripts to determine admissibility. Once admitted, the cumulative transfer GPA will not be adjusted.

### 3.3 Transcript Waiver Process:

In the event a prospective student is unable to retrieve an official transcript, they must utilize the transcript waiver process. This enables students to move through the admissions process without the official documents. The student will work with their admissions counselor to access the transcript waiver form. For a transcript waiver to be approved, the student must exhaust all possibilities of receiving official transcripts.

The counselor reviews the completed form and then sends it to the Associate Director of Admissions for approval. Students who utilize this process will not receive credit for these specific courses, but would be eligible to apply for Credit for Prior Learning.

### 3.4 Admissions Success Planning Process:

**Applicants with 0-16 credits:** When students do not meet the automatic admission requirements but have a high school GPA of 2.5 or higher, they will be invited to complete the admissions recommendation process for first year students. Students will submit an essay, resume and/or activities list and complete an admissions interview. If the student has a GED between 145-164, they will be eligible for this process as well.

**Transfer students applicants:** Applicants who have accumulated 16 or more credits of college level coursework who possess a GPA of 1.50-1.99 must submit an essay and complete an admissions interview.

### 3.5 Registration without admit status:

If a student registers through open enrollment and does not have an active admissions status, the Admissions Office will contact the student to encourage successful completion of the appropriate admissions process (such as the consortium agreement, common market passport, degree-seeking application or visiting student application). If the student does not meet the deadline for the admissions recommendation process, does not complete the application or is denied admission, the Admissions Office reserves the right to remove the student from their courses.

### 3.6 Canceling incomplete/pending applications:

The Admissions Office is responsible for cancelling any incomplete/pending applications prior to the start of the intended first term for the applicant. This occurs when a student indicates to the Admissions Office that they are no longer interested in Metropolitan State University and want their application canceled. In addition, any incomplete applications that are not completed after three consecutive terms will be canceled by the Admissions Office.

### 3.7 Changing admissions status:

Admitted students who do not enroll after three consecutive terms will have their admission revoked via end-dating of the application. This process is run every term.

Admission may be cancelled in the following circumstances:

- If there is post-admission evidence of deliberate omission or falsification of information relevant to the application for admission,
- if student is academically dismissed from another institution, or

- if the student is dismissed for disciplinary reasons from another institution, including Metropolitan State University.

3.8 MANE admissions processing procedure: Minnesota Alliance for Nursing Education (MANE) is a collaboration between community college and university nursing programs to provide increased student access to a baccalaureate program and attainment of a Bachelor of Science in nursing (BSN) degree.

Metropolitan State University will adhere to the admission policies as directed by the MANE steering committee. The office of admissions will work with students admitted to the nursing program to create Metropolitan State University applications that permit the students to progress to the final three semesters of nursing coursework. Applications will be created as the community college alliance members send lists of admitted students through Move It Securely.

#### **Section 4. Authority**

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

#### **Section 5. Effective Date**

This university procedure shall become effective upon signature by the president, and shall remain in effect until modified or expressly revoked.

#### **Section 6. Responsibility**

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

#### **Section 7. Review**

Sample language - This procedure shall be reviewed on a biennial basis or as needed.

#### **Section 8. Signature**

Issues on this date: April 21, 2022

Virginia "Ginny" Arthur, JD  
President

Date of Implementation:

07/01/2022