

# ADMISSION

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Southwest Minnesota State University is very interested in attracting and enrolling students who provide evidence of strong academic preparation and of potential to be successful in the academic programs offered by the University. Potential academic success will be judged based on the applicant's past academic achievement (grade point average and class rank) and test scores (ACT and SAT). The University is committed to a policy that all persons shall have an equal opportunity to our programs without discrimination on the basis of race, religion, sex, national origin, sexual orientation or disability. Students interested in attending Southwest Minnesota State University are encouraged to contact the Office of Admission at 1-800-642-0684 or (507) 537-6286 for further information.

### Application for Freshman Admission

To be considered for admission to Southwest Minnesota State University, students must submit the following to the Office of Admission:

- Completed application for admission and a non-refundable application fee of \$20.00.
- Scores from the ACT (code number 2151) or the SAT (code number 6703).
- Official high school transcript.

**Note: Final high school transcripts, complete with date of graduation, end of year rank and grades, must be submitted to the Office of Admission prior to enrollment.**

Students may also apply online at [www.SouthwestMSU.edu](http://www.SouthwestMSU.edu)

Freshman admission may be granted to applicants who meet the following criteria:

- Graduation from a regionally accredited high school with a composite score of 21 on the ACT or a combined verbal/math score of 990 on the SAT (ACT preferred).

**OR**

- Graduation from a regionally accredited high school and rank in the upper one-half of the graduating class.

**AND**

Successful/satisfactory completion of the following

preparation requirements:

- Four years of English, including composition, literature, and speech.
- Three years of mathematics, including two years of algebra (one of which is intermediate or advanced algebra), and one year of geometry.
- Three years of science, including one year of a biological and one year of a physical science. Each should have significant laboratory experience.
- Three years of social science including one year of U.S. history and one year of geography.
- Three years of specified electives. Students should have completed three years of coursework in at least two of the following areas: world language, world culture, or the arts.
- Students are also required to complete two years of a single world language (American Sign Language is accepted).

The University will evaluate each applicant's credentials individually and note any deficiencies. If required college preparation courses are not offered at the student's high school, exemptions may be granted for admission purposes.

**Students failing to meet the above class rank, ACT, or preparation requirements may still be considered for Academic Opportunity-FYE Admission but should contact the SMSU Office of Admission for further details and criteria.**

Students admitted under Academic Opportunity-FYE may be required to take specific coursework designed to enhance their opportunity for academic success. Semester credit limits, additional placement testing, and attainment of a minimum grade point average will also be required of students entering under this status. Students may also apply online at [www.SouthwestMSU.edu](http://www.SouthwestMSU.edu).

### Application for Transfer Student Admission

To be considered for transfer admission to Southwest Minnesota State University, students must submit the following to the Office of Admission:

- Completed application for admission and non-refundable fee of \$20.00.

- Official transcripts from **each** post-secondary institution attended. Transcripts must be sent directly from each institution to the SMSU Office of Admission.

Students may also apply online at [www.SouthwestMSU.edu](http://www.SouthwestMSU.edu)

Transfer admission will be granted to students who meet the following criteria:

- Have attained a minimum grade point average of 2.0 (on a 4.0 scale) in previous college coursework from a college, university or technical college.
- Students wishing to transfer with less than 24 semester credits from an accredited two or four year institution must also submit an official high school transcript.

Information regarding preparation for transfer or evaluation of transfer credits may be obtained by contacting the Transfer Specialist in the Office of the Registrar. Students may review how courses will transfer at: [www.SouthwestMSU.edu/admission](http://www.SouthwestMSU.edu/admission)

Students who do not possess the above stated admission requirements may be considered for Academic Opportunity-FYE if judged to have potential to be successful in the academic program at Southwest Minnesota State University.

**Students who have been suspended from another institution will not be considered for admission to SMSU until the suspension has been lifted by that institution or until one year has elapsed. Students who possess debts at other institutions will not be offered admission to the University.**

## Evaluation of Previous Coursework

I. SMSU accepts all credits from the awarding institution in the following cases:

- Bachelor's degree,
- Associate of Arts (A.A.) degree
- Complete Minnesota General Education Transfer Curriculum

These credits will transfer to fulfill SMSU's Liberal Arts Core Curriculum requirements.

II. In all other situations, the following rules for acceptance of transfer credit\*\* will apply:

- A grade of "C" or better must have been attained. (Policy under review)
- Some restrictions apply to the number of transfer credits accepted in correspondence and religion courses.

- Courses considered to be developmental (often numbered less than 100) will not transfer.
- The criteria for accepting major coursework from other institutions is determined by the department of your chosen major.

Questions relative to the transfer of coursework should be directed to the Transfer Specialist located in the Office of Registration and Records.

\*\* (As with any transfer of credit, comparable course content is required.)

## Transferring from a Technical College

The Bachelor of Applied Science is a unique program at SMSU designed to allow technical college students an alternative plan to complete a bachelor's degree.

Students wishing to transfer into a Bachelor of Applied Science program at SMSU should contact the Office of Admission for further information.

Other technical college transfer students will receive a maximum of 16 semester credits (24 quarter credits) if they have successfully completed an established program at a technical college. Additional credits may be granted dependent upon individual departmental review.

## Readmission to the University

Students who have attended SMSU in the past and have not been enrolled in the last one or more terms (excluding summer sessions) will be considered for readmission and should contact the Office of Admission for more information. If a student has attended another institution during his/her time away from SMSU, **official transcripts from that institution are required.** Students required to withdraw from the University are not eligible for readmission for the equivalent of one academic year. Readmission applications are available at [www.SouthwestMSU.edu](http://www.SouthwestMSU.edu).

## Non-Traditional Student/GED Admission

Students wishing to attend SMSU who are over the age of 21 with no previous post-secondary education may be admitted upon application and proof of high school graduation or the equivalent (GED). Those students who have successfully completed the GED will be considered for admission upon evaluation of official GED scores.

## Enrollment of Part-Time, Non-Degree Students

Southwest Minnesota State University recognizes that not all students can attend college full-time. For this reason, part-time, non-degree seeking students **who**

**have not been enrolled in secondary school or another college or university for one year** may be allowed to enroll in a maximum of six credits per semester by completing a part-time student application. Students may continue under this status until they have earned 24 credit hours, at which time they must apply for admission and provide all documentation listed previously. **Concurrently enrolled high school students may not enroll under this status.** Students not fully admitted are not eligible for federal financial aid.

### Enrollment of High School Students

Concurrent with high school enrollment, high school students may be admitted to the University for either part-time or full-time enrollment. Enrollment is dependent upon space availability in the courses desired by the student. Students wishing to enroll must meet the following requirements:

- Meet with the Director of Admission or his/her designee.
- High school seniors wishing to enroll must rank in the upper half of their class (juniors must rank in the upper one-third.)
- Submit a written statement of consent from parent or guardian.
- Submit proper documentation from the high school supporting part-time or full-time enrollment (depending upon the status being sought by the student).

Note: Students enrolling under the Post Secondary Enrollment Options (PSEO) or the School and College Program (SACP) should contact the Office of Admission for further details and instructions.

### Senior Citizens

1975 Minnesota Law, Chapter 136, "Senior Citizens Higher Education Program," allows residents who have reached the age of 62 years or older prior to the beginning date of a course to enroll for credit. The administrative charge for senior citizens taking credit courses on a space-available basis is \$20 per credit hour plus applicable fees. Senior citizens may audit credit courses at no charge and have all fees except laboratory and material fees waived. This option is available only after all tuition-paying students have been accommodated.

### International Student Admission

International students wishing to be considered for Freshman Admission at Southwest Minnesota State must submit the following:

- University International Student application for admission and \$20 non-refundable application fee.
- A minimum score of 500 on the written exam or 173 on the computerized exam on the Test of English as a Foreign Language (TOEFL), a minimum of 80 on the Michigan Test of English Proficiency or completion of level 109 from an English Language School Center.
- Official transcripts verifying a comparable U.S. high school diploma.
- Documentation of evidence of financial support.
- SAT scores are recommended

International students wishing to transfer to SMSU from other U.S. colleges and universities must submit the following:

- University International Student application for admission and a \$20 non-refundable application fee.
- A minimum score of 500 on the written exam or 173 on the computerized exam on the Test of English as a Foreign Language (TOEFL), Michigan Test of English Proficiency with a minimum score of 80, or completion of level 109 from an English Language School Center.
- Official transcripts from all previously attended colleges, universities, or technical colleges and a minimum grade point average of 2.00 (on a 4.0 scale.)
- An International Student Transfer Form (available from the Office of Admission.)
- Documentation of evidence of financial support.
- In some cases, TOEFL may be waived for students transferring from another U.S. college or university. Please contact the Office of Admission for qualifications.

A PDF version of the International Student Packet is available at [www.SouthwestMSU.edu](http://www.SouthwestMSU.edu)

International students wishing to transfer to SMSU from colleges and universities **outside** the United States must submit the following:

- University International Student application for admission and \$20 non-refundable application fee.
- A minimum score of 500 on the written exam or 173 on the computerized exam on the Test of English as a Foreign Language (TOEFL), a minimum of 80 on the Michigan Test of English Proficiency or completion of level 109 from an English Language School Center.

- Evaluation of international college/university transcript by approved transcript evaluation firm. Please contact the Office of Admission for further information.
- Documentation of evidence of financial support.

**Those students in the United States under an immigration status other than F-1 Visa, and for whom English is not the native language must submit the following:**

- Completed application for admission and \$20 non-refundable application fee.
- One of the following: official transcripts verifying earned equivalent of U.S high school diploma, GED, Test of English as a Foreign language (TOEFL) with a minimum score of 500 on the written exam or 173 on the computerized exam, Michigan Test of English Proficiency with a minimum score of 80 or completion of level 109 from an English Language School Center.

Official and complete Southwest Minnesota State University Admission Policy is available upon request by contacting the Office of Admission.

**Application for Graduate Admission**

Southwest Minnesota State University and the College of Business, Education, and Professional Studies are proud to offer Master's degrees in Business Administration (M.B.A.), Education, and Special Education. These programs assist professionals and practitioners in acquiring the knowledge needed to assume increased levels of responsibility and to enhance the opportunity for career development and advancement.

**Master of Business Administration:** The M.B.A. is designed to help working individuals acquire the knowledge and skills that they will need for professional advancement within their organizations. Students can pursue graduate education while maintaining ongoing responsibilities. Classes are scheduled for weekday evenings for the convenience of the students who have home and work obligations. The program's curriculum is designed to meet the management needs of organizations now and in the future. The enhancement of a person's managerial, financial and market decision-making abilities is at the core of our curriculum. In addition, our program includes topics such as global markets, ethics, effective communication, diversity management, and leadership/teamwork skills. The entire program is aimed at enabling students to be competent managers in a rapidly changing world.

**Master of Science: Education:** The integrated core curriculum in the Master of Science: Education includes current research on community building, teaching and learning, inquiry, ethics, technology, social action, and the life experiences of the participants. Participants also enhance their expertise in content areas. The themes of the program are consistent with concepts of diversity, democracy, and dignity. The themes include technology scholarship, community building, leadership, teaching/learning theory, and portfolio assessment. Students will choose one of the following emphases: Teaching, Learning & Leadership; Sports Leadership; English; or Reading. The Reading emphasis adds a Reading specific licensure area to a current teaching license.

**Master of Science: Special Education:** This degree program includes courses in the core competencies for special educators, specialty/licensure courses, field experiences, and a research component. Candidates have a choice of specialty/licensure areas in Developmental Disabilities (DD), Early Childhood Special Education (ECSE), Emotional Behavioral Disorders (EBD), or Learning Disabilities (LD). Guiding principles for this degree program include the Code of Ethics and standards of practice by the Council for Exceptional Children (CEC), the National Board for Professional Teaching Standards (NBPTS), and the Interstate New Teacher Assessment and Support Consortium (INTASC).

**Students must be a licensed teacher in order to enter this program.**

**Each of the programs listed above have individual entrance requirements. Students are encouraged to contact the Graduate Office for admission criteria for all Master's Programs.**