

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: July 19, 2011

Agenda Item: Proposed Amendment to Board Policy 3.4 Undergraduate Admissions

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:

Policy amendments require Board action.

Scheduled Presenter(s):

Scott Olson
Mike López

Outline of Key Points/Policy Issues:

The proposed amendment provides guidance for admission of students who do not have a high school diploma or GED to state colleges, and also adds high school grade point average as an admissions criterion to state universities when a class rank is not available.

Background Information:

The policy was reviewed in accordance with the five-year policy review cycle.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

PROPOSED AMENDMENT TO POLICY 3.4 UNDERGRADUATE ADMISSIONS

BACKGROUND

This policy was last reviewed and amended in 2006. The policy was reviewed at a system-wide meeting of Admissions Directors and then a smaller group of Directors met to draft specific language revisions. The draft was sent out for review and comment, and then reviewed and approved by the Academic and Student Affairs Policy Council.

The amendment provides specific guidance to state colleges on considering students for admission who do not have either a high school diploma or a GED. In addition, because increasing numbers of high schools are not computing class rankings of graduates, the amendment allows state universities to use the high school grade point average as an admission criterion when the class rank is not available.

RECOMMENDED COMMITTEE ACTION

The Academic and Student Affairs Committee recommends that the Board of Trustees adopt the following motion:

RECOMMENDED MOTION

The Board of Trustees approves the amendment to Policy 3.4 Undergraduate Admissions.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

**PROPOSED AMENDMENT TO
BOARD POLICY 3.4 UNDERGRADUATE ADMISSIONS**

3.4 Undergraduate Admissions

Part 1. Definitions. The following definitions apply for purposes of this policy.

Subpart A. Admission. ~~Admission refers to~~ means a student's initial entrance into a Minnesota state college or university as a candidate for a certificate, diploma, or degree.

Subpart B. College. ~~A College is~~ means a ~~Minnesota State Colleges and Universities (MnSCU) System~~ institution authorized to offer certificates, diplomas, and associate degrees.

Subpart C. University. ~~A University is~~ means a ~~MnSCU System~~ institution authorized to offer degrees at the associate level and above.

Subpart D. Academic or Career Program. ~~An Academic or career program is~~ means a major, minor, concentration, or emphasis offered by the college or university.

Subpart E. International Student. ~~An International student is~~ means a student who is required to be registered under the federal Student and Exchange Visitor Information System (SEVIS).

Part 2. Admissions. Consistent with their specific missions, colleges and universities shall ~~admit~~ consider for admission students who are able to benefit from the educational offerings of an institution.

All institutions shall provide clear, accessible information to potential students regarding requirements as well as the appropriate level of academic preparation necessary for success in specific programs of study.

Admission to a college or university does not guarantee admission to a specific program.

Academic, fiscal and facilities considerations may limit admission to particular programs or institutions.

Part 3. State College Admission Requirements. Colleges are committed to open admissions with the following requirements:

1. The basic requirement is a high school diploma or General Educational Development (GED) certificate.
2. A person who has neither a high school diploma nor a GED certificate may be admitted if, at the discretion of the college, that person demonstrates potential for being a successful college student, based on a passing score on an approved Ability to Benefit Test.

- 1 3. Admission to a college does not guarantee admission to college-level courses as provided
2 for in Board Policy 3.3 Assessment for College Readiness.

3 **Part 4. State University Admission Requirements.** Admission to universities in the system
4 shall be based on the achievement of a high school diploma and preparation standards in specific
5 subject areas as noted below.

6 **Subpart A. New first year students.** To be considered for admission to a university as a new
7 first year student, students shall have completed courses determined to be college preparatory in
8 the following pattern or which provide mastery of equivalent competencies in grades 9-12.
9

- 10 1. Required Academic Core consisting of:
11 a. 4 years of English (including composition, literature, and speech)
12 b. 3 years of mathematics (2 years of algebra, of which one is intermediate or advanced
13 algebra, and 1 year of geometry)
14 c. 3 years of science (at least 1 year each of a biological and physical science, with all
15 courses including significant laboratory experience)
16 d. 3 years of social studies (including 1 year each of geography and U.S. history)
17 e. 2 years of a single world language (including non-English native languages and
18 American Sign Language)
19 f. One year of arts (visual arts and the performing arts of theater, music, dance and media
20 arts)
21
- 22 2. Academic Performance Requirement. In addition to the preceding subject area
23 requirement, new first year students shall have a rank in their high school graduating class
24 in the top 50% or a composite score on the ~~Enhanced~~ ACT, the PSAT, or the SAT, at or
25 above the 50th percentile on the national norms. If a student's high school does not rank
26 graduates, an unweighted grade point average of at least 3.0 shall be deemed to meet the
27 class rank requirement. Individual universities may set higher test score, grade point
28 average, or class rank requirements.
29

30 **Subpart B. Transfer students.** Students transferring to a state university from any other college
31 or university must have a level of academic achievement that is at least equal to the standard
32 required for good academic standing at the transfer institution. In addition, students who did not
33 complete the preparation requirements in high school may be admitted according to the
34 following:
35

- 36 1. Students who have completed an Associate in Arts degree from a Minnesota community
37 college and the world language requirement shall be judged to have met all preparation
38 requirements.
39 2. Students who have completed the Minnesota Transfer Curriculum and the world language
40 requirement shall be judged to have met all preparation requirements.

- 1 3. Students who wish to transfer from a two-year or four-year college or university shall
2 have completed sufficient college or university credits that are judged by the receiving
3 institutions to have satisfied all high school preparation deficiencies.
- 4 4. Students whose college or university credits were completed before implementation of
5 the preparation requirements (1994) shall be reviewed individually at each university on
6 the basis of university guidelines consistent with its mission.

7
8 **Subpart C. Out of state students.** The high school preparation requirements and exceptions
9 shall apply to students who have graduated from high schools in states other than Minnesota.

10
11 **Subpart D. Exceptions.** Individual universities may make exceptions to the requirement set
12 forth in subparts A and B above.

- 13 1. New first year students who are admitted with deficiencies shall be advised ~~required~~ to
14 make up those deficiencies during their first year of enrollment ~~prior to classification as a~~
15 ~~sophomore~~.
- 16 2. Other students with deficiencies shall be required to make up the deficiency within the
17 first year of enrollment. [Standard practice equates two years of high school world
18 language instruction with one year of college-level world language instruction.]
- 19 3. Universities shall document the reasons for granting exceptions and maintain adequate
20 records to determine the academic success of students admitted under these exceptions.

21
22 **Part 5. Procedure.** The Chancellor shall develop a system procedure to implement the
23 provisions of Board Policy 3.4, including requirements for consistency in administering
24 admissions processes.

Related Documents:

- [Procedure 3.4.1](#) Undergraduate Admissions

Policy History:

Date of Adoption: 1/18/95,

Date of Implementation: 7/01/95,

Date & Subject of Revisions:

4/19/06 - Policy title amended to “Undergraduate” Admissions. Part 1 amended to clarify Admissions definition, and an International Student definition was added. Part 3, number 3 was amended to refer back to Policy 3.3. Part 4, Subpart B was amended to clarify requirements for students transferring into a state university. Subpart D removes requirement annual exceptions report to the Board – requires documentation and records. Part 5 requires the Chancellor to develop a procedure and deletes Subparts A-H.