• **North Central Association  Undergraduate Program**
  Minnesota State University Moorhead is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, (see www.ncahie.org, 312-263-0456) to offer undergraduate four-year college programs leading to Baccalaureate degrees. The departments of Educational Leadership, Nursing and Technology have recently been approved to offer online only programs.

  **Graduate Program**
  Minnesota State University Moorhead is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools at the master’s degree-granting level and the Education Specialist level in School Psychology and Educational Administration.

• **National Council for Accreditation of Teacher Education**
  Minnesota State University Moorhead is accredited by the National Council for Accreditation of Teacher Education as a five-year teacher education institution offering the degrees of Bachelor of Science and the Master of Science in Education.

• **American Bar Association**
  Minnesota State University Moorhead’s program in Paralegal Studies is approved by the American Bar Association.

• **American Chemical Society**
  Minnesota State University Moorhead’s Chemistry Department is on the approved list of the American Chemical Society.

• **American Council of Construction Education**
  Minnesota State University Moorhead’s degree in Construction Management in the Department of Technology is accredited by the American Council for Construction Education (ACCE).

• **American Speech-Language-Hearing Association**
  Minnesota State University Moorhead’s graduate program in Speech-Language Pathology in the department of Speech-Language/Hearing Sciences is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association.

• **Commission on Accreditation of Allied Health Programs**
  Minnesota State University Moorhead’s Athletic Training Program is accredited by the Commission on Accreditation of Allied Health Programs.

• **Commission on Collegiate Nursing Education**
  Both the Bachelor of Science in Nursing program and the Master of Science (with a major in Nursing) program are accredited by the Commission on Collegiate Nursing Education as part of the Tri-College University Nursing Consortium (TCU-NC). The TCU-NC consists of Minnesota State University Moorhead, Concordia College and North Dakota State University.

• **Council for the Accreditation of Counseling and Related Educational Programs (CACREP)**
  Minnesota State University Moorhead’s graduate program in Counseling and Student Affairs has specialized accreditation for its “Community Counseling” and “Student Affairs Practice in Higher Education” programs of study. The specialized accreditation is granted by CACREP which is an accrediting body recognized by the Council for Higher Education Accreditation.

• **Council on Social Work Education**
  Minnesota State University Moorhead is accredited by the Council on Social Work Education to offer a Bachelor of Social Work degree.

• **National Association of Industrial Technology**
  Minnesota State University Moorhead’s program in Industrial Technology in the Department of Technology is accredited by the National Association of Industrial Technology.

• **National Association of Schools of Art and Design**
  The Minnesota State University Moorhead Department of Art and Design is an accredited institutional member of the National Association of Schools of Art and Design. MSUM offers the Bachelor of Arts, Bachelor of Science, and Bachelor of Fine Arts degrees.

• **National Association of Schools of Music**
  Minnesota State University Moorhead’s Music Department is accredited by the National Association of Schools of Music.
Minnesota State University Moorhead makes available or distributes the following information to all students, employees, prospective students and prospective employees:

**Academic Policies and Procedures**
The University’s academic policies may also be found in the Faculty Guide to Resources and Policies and Student Handbook. Information on academic policies and procedures may be obtained at the offices of Academic Affairs, Student Affairs, Admissions, Records, and Office of Scholarship and Financial Aid.

**Campus Security Report**
MSUM’s Annual Campus Crime Report is available on the Internet at [www.mnstate.edu/security](http://www.mnstate.edu/security) or through the University’s Web Page at [www.mnstate.edu](http://www.mnstate.edu) under the Prospective Students, Current Students, Alumni and Friends, and Faculty and Staff sections.

The Report contains

- statistics for the previous three years of crimes reported on campus; in buildings or property owned or controlled by the University; and on adjacent to, the campus and reported to the Department or the Moorhead Police Department,
- crime prevention tips and campus safety programs,
- policies and procedures concerning safety and security on the campus of Minnesota State University Moorhead including information required by the Student Right To Know, the Wetterling Act, Megan’s Law, the Violent Crime and Control Law Enforcement Act of 1994, and the Drug Free Schools and Campuses Act.

If you are unable to access this Report and wish a printed copy, or have other concerns about the Report, please contact the Director of Security, Minnesota State University Moorhead, Moorhead, MN 56563 or call (218) 477-5869.

**Drug Free Workplace and Schools**
Minnesota State University Moorhead provides information regarding University policies for alcohol and drug use on the campus in the class schedule and the Annual Campus Crime Report. This information is provided in compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. The report includes

- campus policies regarding alcohol and drug use
- campus sanctions for possession/consumption of alcohol or illicit drugs
- legal penalties for possession/consumption of alcohol or illicit drugs
- health risks associated with use of illicit drugs and alcohol

Additional copies of the Drug Free Workplace information may be obtained from the Campus Security Office or by going to the Security web page at [www.mnstate.edu/security](http://www.mnstate.edu/security).

**Equity in Athletics Disclosure Act Report**
The purpose of this information is to disclose athletic participation rates and financial data related to athletics. The report is available from the offices of Admissions and Athletics.

**Family Education Rights and Privacy Act (FERPA)**
The purpose of the Family Education Rights and Privacy Act is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records corrected, and the right to have some control over the disclosure of information from the records. The FERPA policy is included in the Student Handbook and additional information is available from the Records Office.

Under State and Federal law, you may withhold either or both of the following categories of information from public use by reporting to the Records Office no later than the 45th class day of each semester: Category I: the student’s name, local and permanent (hometown) address, e-mail address, telephone number; Category II: major and minor fields of study, class level, dates of enrollment, full-time/part-time status, awards, honor (including Dean’s list), degree(s) conferred (including dates), previous educational institution(s) and dates attended, photographs taken and maintained by the University for various purposes, past and present participation in officially recognized activities and sports, and height and weight of athletes. Because the entire category will be withheld in all circumstances, you are cautioned to consider any possible inconvenience. If Category I is withheld, mail will not be forwarded.

If students do not want their public information printed in the MSUM Directory, they must inform the Records Office by the tenth class day of the Fall term.

**Financial Aid**
The purpose of financial aid is to assist students with college-related expenses. Financial aid and scholarship information is available at the Office of Scholarship and Financial Aid and the website: [www.mnstate.edu/finaid](http://www.mnstate.edu/finaid). Information concerning financial aid policies is included in the Student Handbook.

**Student Right to Know Report**
The purpose of this information is to disclose annual student completion and graduation rates, including graduation rates for student athletes. This report is available at the offices of Admissions and Athletics.
Minnesota State University Moorhead, with an enrollment of more than 7600 full- and part-time students, offers more than 140 majors, including emphases and options, which lead to baccalaureate, master’s or specialist’s degrees or certification, as well as 17 areas of pre-professional studies and covered programs. As a part of the higher education system established by the State of Minnesota, the University provides the advantages of quality education at the lower costs made possible by the support of Minnesota’s citizens.

Mission
The mission of Minnesota State University Moorhead is to foster excellence in teaching and learning. The University strives to provide an educational environment that supports intellectual development, that welcomes diversity and that develops the skills and talents of women and men so that they have the capacity to live usefully, act responsibly and be learners all their lives. The academic programs at the University are founded upon a common liberal studies experience and emphasize developing the unique talents of each person. The University provides baccalaureate-level programs in the liberal arts, natural and social sciences, teacher education, business and technology, the fine arts, and professional areas. It provides selected graduate programs in response to regional needs.

The University encourages scholarly and creative endeavors that promote a commitment by faculty and students to their disciplines, to continuing professional development, and to excellence in learning.

The University enhances the quality of life of the region with the professional, cultural, and recreational services offered by its students, faculty and staff.

History
Minnesota State University Moorhead’s institutional life began in 1887 when, two years after a bill calling for its establishment was approved by the Minnesota legislature, funds were appropriated for the construction of campus buildings. Moorhead Normal School was built on land deeded to the city by the bill’s author, S. G. Comstock, a former Clay County Attorney and, later, an executive with James J. Hill’s Great Northern Railroad. The campus opened for classes under its first president, Livingston Lord, in August of 1888.

Moorhead Normal School was Minnesota’s fourth such institution, charged with the education of those who would teach in the area’s rural schoolhouses. Students graduated from these normal schools after two years, with a license to teach grades K (or 1) through 8. By the second decade of the 1900s, the demand for better-educated teachers, together with the increased numbers of students attending high school, was the motive force that prompted the development of a four-year college curriculum. This progress was marked by the school’s first name change, to Moorhead State Teachers College, in April of 1921.

In late April–early May 1957, the Minnesota state legislature approved another name change, bringing into existence Moorhead State College. This change reflected the institution’s “increasing diversity and breadth of purpose” (graduate programs began in 1953), and also came at a time when the campus was going through something of a construction “boomlet.” Over the next 18 years, the campus added 11 new buildings and numerous new programs. The 18 years of Moorhead State College also saw the establishment of that unique educational resource, the Tri-College University.

On August 1, 1975, a ceremony was held on campus to mark the renaming of the college to Moorhead State University. All other Minnesota State Colleges were also transformed into state universities at the same time. The time of this change was surrounded by the continued growth of the University student body, a growth mirrored by the number of majors offered, which rose to more than 90 (the University currently offers more than 140 majors, including emphases and options).

In 1998, the Minnesota State Colleges and Universities Board of Trustees approved a policy authorizing the seven state universities to change their names if they wished to do so. Accordingly, after consultation with students, faculty, staff, and alumni, MSU President Roland Barden requested of the MnSCU Board the campus’s fifth name change to Minnesota State University Moorhead. The change was approved and effective July 1, 2000.

The Campus
Most of the 28 major buildings on the 119-acre campus have been constructed since 1957, including the new Science Laboratory Building which opened fall semester 2004. Other campus buildings include six residence halls and one apartment facility, the Livingston Lord Library, Comstock Memorial (Student) Union, Kise Common food service, the Regional Science Center, Hendrix Health Center, Security/Police Substation, Foundation Annex, Higher Education Center, 11 classroom buildings, the Nemzek Hall complex for men’s and women’s physical education, health and athletics, and Owens Hall administration building.

The Faculty
There are more than 320 members of Minnesota State University Moorhead’s instructional faculty. More than 73% of them hold the highest degree in their fields. Class sizes average slightly less than 25 and approximately 72% of the regular undergraduate classes at MSUM have enrollments below 30 students.

Student Enrollment and Retention
Fall Semester enrollment was 7,642 in 2004. This number includes 1,717 students living in campus residence halls, 6,446 full-time students and 1,196 part-time students.

Each fall for the past five years, an average of 1,250 new freshmen and 700 new transfer students have entered the University to enroll in degree programs or begin curricula that may eventually be completed at other institutions.

For information about the academic progress of students and the number who complete degrees, consult the Records Office, (218) 477-2565.

The Community
Moorhead, Minnesota and Fargo, North Dakota are education-minded communities with Minnesota State University Moorhead and
Concordia College on one side of the Red River, North Dakota State University on the other. The two cities support a symphony orchestra, a community band, area youth orchestra, community Jazz Arts Group, community opera, community theatre, and several art galleries. Minnesota State University Moorhead regularly offers a Performing Arts Series, monthly art exhibits, and a number of dramatic and musical programs.

The character of this metropolitan community of more than 174,000 is also determined by its rural traditions. Situated in the rich farming land of the Red River Valley, Fargo-Moorhead is the hub for wholesale and retail trade, communications, transportation, industry, and medical care in the Upper Midwest. Fargo-Moorhead was named an All-American City in 2000.

- Liberal Arts Chemistry
- Mathematical Chemistry
Communication Studies (BA)
Community Health (BS)
Computer Information Systems (BS)
Computer Science (BS)
Construction Management (BS)
Criminal Justice (BA)
East Asian Studies (BA)
- Business
- Humanities
- Language and Culture
Economics (BA)
- Business Economics
English (BA)
- Literature
- Writing
English/Mass Communications (BA)
Film Studies (BA)
- Film Production
- Film History and Criticism
Finance (BS)
Geosciences (BS)
- Geology
- Geoarchaeology
- Geographical Sciences
Gerontology (BA)
- Anthropology
- Biology
- Economics
- Health
- Health Services Administration
- Political Science
- Psychology
- Social Work
- Sociology
Graphic Communications (BS)
- Digital Design and Production
- Multimedia Development

Health Services Administration (BS)
- Long Term Care Administration

History (BA)
Individualized Major

Industrial Technology (BS)
- Industrial Distribution
- Industrial Management

International Business (BS)
International Studies (BA)
- Development
- Diplomacy

Languages (BA)
Legal Studies (BS)
- American Legal System
- Economics and Business
- History
- Human Rights
- Philosophy
- Sociology and Criminal Justice

Management (BS)
Marketing (BS)
Mass Communications (BS)
- Advertising
- Broadcast Journalism
- Integrated Advertising and Public Relations
- Online Journalism
- Photojournalism
- Print Journalism
- Public Relations

Mathematics (BA, BS)
- Actuarial Science
- Computation

Medical Technology (BS)
Music (BA)
Music Performance (BM)
- Composition
- Keyboard
- Jazz and Studio Music
- Voice
- Wind, String, or Percussion Instrument

Music Industry (BM)
- Music Business
· Computer Music
· Digital Imaging/Audio
· Film/Video Music

Nursing (BSN)
Operations Management (BS)
Paralegal (BS)
· Civil Litigation
· Commercial Law
· Criminal Litigation
· Probate/Tax

Philosophy (BA)
Physical Education (BA, BS)
· Exercise Science

Physics (BS)
· Physics with Business

Political Science (BA)
Psychology (BA)
Social Work (BSW)
Sociology (BA)

Spanish (BA)
Speech/Language/Hearing Science (BS)
· Pre-audiology

Theatre Arts (BA)
· Acting
· Directing
· Technical Theatre

University Studies (BS)

· designates Emphases or Options

**Teacher Preparation**
Bachelor of Science degrees with teaching licensure are available in the following areas (128 credit minimum):

Art Education
· Art History
· Ceramics
· Drawing
· Graphic Design
· Painting
· Photography
· Printmaking
· Sculpture

Chemistry Education
Early Childhood Education
Earth Science Education
Elementary Education
  · Preprimary
  · Mathematics
  · Science
  · Social Studies
  · Communication Arts and Literature
  · World Languages: Spanish

English Education

Health Education

Life Science Education

Mathematics Education

Music Education
  · Instrumental
  · Vocal

Physical Education

Physics Education

Social Studies Education

Spanish Education

Special Education
  · Developmental Disabilities
  · Early Childhood Special Education
  · Emotional/Behavioral Disorders
  · Physical and Health Disabilities
  · Specific Learning Disabilities

  · designates Emphases or Options available in licensure area

Bachelor of Fine Arts
This degree is offered as a professional program in the visual arts and is normally a five-year program (132 credit minimum). See Art and Design Department.

Certificate Programs
Certificates are awarded for successful completion of a specialized academic program of study which certifies specific knowledge and/or professional skills in a specialized area of knowledge or practice. Graduate certificates are awarded for successful completion of a program to certify knowledge and/or professional skills in a specialized advanced area of knowledge or practice.

Undergraduate
E-Business
Middle School Education
Preprimary Education
Publishing
Reading
Special Education
Teaching and Learning with Technology
Graduate
Children’s and Young Adult Literature
Literacy Instruction
Middle School Education
Teaching and Learning with Technology

Business Studies
Students interested in pursuing a business field may choose from School of Business majors in Accounting, Business Administration, Finance, International Business, Management, and Marketing. Students must be admitted to the School of Business before they may enroll in most upper-level School of Business courses. Once a student is admitted to the School of Business, the student may register for upper-level School of Business courses and pursue a School of Business major. See Accounting or Business Administration sections of this Bulletin for further details on the School of Business admission process.

Pre-Professional Studies
Pre-professional programs in combination with a broad liberal studies education are ideal preparation for the advanced specialized training required for many professions. MSUM departments offer specific pre-professional programs and advising in the following areas. See these headings in the Curricula section of this Bulletin for additional information.

- Agriculture*
- Architecture*
- Engineering*
- Forestry
- Health Professions
  - Chiropractic
  - Dentistry
  - Medicine
  - Mortuary Science
  - Occupational Therapy
  - Optometry
  - Pharmacy*
  - Physical Therapy
  - Physician’s Assistant
  - Respiratory Care
  - Veterinary Science
- Wildlife Management*

* designates “Covered Programs” available through TCU.

Covered Degree Programs
In cooperation with North Dakota State University, Minnesota State University Moorhead students can take the first three years of the five programs designated with asterisks above (two years in Pharmacy and Engineering) at MSUM before transferring to NDSU for completion of a degree.

A Covered Program is an undergraduate major or degree program offered by the other school but not by a student’s home school. The other school will award a degree in a Covered Program to students who successfully complete all requirements for that degree and who enroll at that school for at least the final year of coursework, with the exception of Engineering and Pharmacy, where MSUM students must transfer after two years at the home institution.
The designation of Covered Program expressly allows for the possibility that students may spend three years on the home campus, one on the degree-granting campus (again with the exceptions of Engineering and Pharmacy). Following is a list of Covered Programs:

**Covered Programs Available to NDSU Students at MSUM:**
- American Studies
- Art (ceramics, graphics and design, print making, sculpture)
- Criminal Justice
- Graphic Communication
- Music (stringed instruments)
- Philosophy
- Social Work
- Speech/Language/Hearing Science
- Industrial Technology

**Covered Programs Available to MSUM Students at NDSU:**
- Agriculture (agricultural economics, agricultural education, agricultural mechanization, agronomy, animal science, bacteriology, cereal chemistry and technology, entomology, horticulture and forestry, plant pathology, soils, veterinary science)
- Architecture
- Engineering (agricultural, civil, construction, electrical, electronics, bioengineering, industrial, mechanical)
- Pharmacy
- Wildlife and Fisheries Biology

The major advantages of this arrangement are that Minnesota residents can use scholarships and loans available only for this state and that professional courses at NDSU can begin immediately through the Tri-College University student exchange program instead of waiting until the third or fourth year.

**Dual Degree Programs with the University of Minnesota**

The Departments of Chemistry, Physics, and Technology at Minnesota State University Moorhead, in cooperation with the Institute of Technology at the University of Minnesota, have established a Dual Degree Program. The Dual Degree Program allows students to enroll in a prescribed set of courses at MSUM and after three years, transfer to the Institute of Technology at the University of Minnesota. Upon completion of the credits to earn the B.S. Degree in Chemical Engineering at the University of Minnesota, students would also be granted a B.S. Degree in Chemistry at MSUM. Another track allows students to complete B.S. Degrees in Civil, Mechanical, or Electrical Engineering at the University of Minnesota, and upon completion of one of those engineering specializations, students will be granted the B.S. Degree in Physics at MSUM.

Students enrolled in the Dual Degree Program are guaranteed admission to the Institute of Technology with a significantly lower minimum GPA than those transferring from other programs. The University of Minnesota waives the general education requirements for Dual Degree Program students who have completed MSUM’s Liberal Studies program. International students enrolled in the Dual Degree Program pay one and a half times the University of Minnesota in-state tuition upon transfer to the Institute of Technology.

For more information about the dual degree opportunities at MSUM, please contact the departments of Chemistry, Physics, or Technology.

**2+2 Technical Transfer Program**

The Technology Department offers a 2+2 transfer program for students earning an AS or AAS degree in a technical field. This B.S. degree program is designed to allow most transfer students in Industrial Technology to graduate with two additional years of study. Students complete the Industrial Technology management core, plus courses to satisfy the Liberal Studies and graduation requirements. They then earn a B.S. Degree in Industrial Technology with an option in Technical Management.
MSUM’s 2+2 Technical Management program was the first such program accredited by the National Association of Industrial Technology. Articulation agreements are in place for nearly 400 technical programs at most of the technical, community, and co-located colleges in the three-state area.

For more information, contact the Technology Department, (218) 477-2104.

Two-Year Associate Degree
Minnesota State University Moorhead offers the two-year Associate in Arts (A.A.). This degree requires completion of the Liberal Studies requirement and a total of 64 credits and is so designed that students may continue to study for a baccalaureate degree should educational plans change. See the Associate Degree section of this Bulletin for additional information.

Graduate Studies
Graduate students at Minnesota State University Moorhead may earn the Master of Arts (MA) in Music, Master of Fine Arts (MFA) in Creative Writing, Master of Liberal Arts (MLA), Master of Science (MS), or Specialist degree. Master of Science programs are available in: Counseling and Student Affairs, Curriculum and Instruction in Education, Educational Leadership, Music Education, Nursing, Reading, School Psychology, Special Education, Speech-Language Pathology, and Public, Human Services, and Health Administration. Specialist programs are available in Educational Administration and School Psychology. Graduate Certificates are also available in Literacy Instruction, Literature for Children and Young Adults, Middle School Education, and Teaching and Learning with Technology. Complete information for graduate programs and certificates is provided in a separate Graduate Bulletin or on the graduate website at www.mnstate.edu/graduate.

Questions related to graduate education should be directed to the particular program of interest or the Graduate Studies Office at (218) 477-2344.

Teaching License Programs
Many enroll at Minnesota State University Moorhead in programs that will provide the academic requirements for Minnesota licensure in various fields of education. Upon completing one of these programs, students should apply for licensure through the Records Office. If the license program is combined with study for a postgraduate degree, students must meet admission requirements established by the Office of Graduate Studies. Complete information on specific programs is provided in the curriculum section of this Bulletin. Questions should be directed to specific departments.

Those who hold baccalaureate degrees without a teaching license may earn a Bachelor of Science degree from Minnesota State University Moorhead or complete the academic requirements for licensure by following procedures in the Teacher Education section of this Bulletin. Requirements are subject to change.

Minnesota licensure does not guarantee reciprocal licensure in other states. Therefore, students who intend to teach in other states should contact licensure boards in those states as early as possible to determine appropriate coursework for certification.

Licensure in Special Fields
Licenses for several specialties in education can be earned by persons who hold valid teaching licenses. Such licensure is made by the State of Minnesota on recommendation by the University after completion of a program approved by the State Department of Education. Study for licensure may be combined with an undergraduate or graduate degree program if required courses are offered at the appropriate undergraduate or graduate level.

The following special licensure programs are offered at Minnesota State University Moorhead:
Developmental/Adapted Physical Education
Developmental Disabilities
Early Childhood Special Education
Emotional/Behavioral Disorders
English as a Second Language
Kindergarten
Middle School
Physical and Health Disabilities
Preprimary
School Psychologist
School Social Worker I
Specific Learning Disabilities
Speech

Because of variations in specific requirements for each license, candidates should first contact the appropriate university department for information and continue to work closely with an advisor.

State University Common Market

Students at Minnesota State University Moorhead may attend another Minnesota State University - Bemidji, Mankato, Metropolitan, Southwest, St. Cloud, or Winona - under provisions of a Common Market agreement:

- Students secure a Common Market passport application from the Records Office, list preferred courses with the signed approval of the faculty advisor, and return the passport application to the Registrar.
- Eligibility is limited to undergraduate students with sophomore standing and above with cumulative grade point averages of at least 2.0, and participation is limited to one semester of attendance.
- The passport and a transcript of students’ records will be forwarded to the host university, which will send an acceptance notice and registration instructions to the student.
- No admission or matriculation fee is charged, and credits earned at the host university will be considered as resident credits and will be included in students’ grade point averages at the home university.
- The student must request an official transcript be sent back to MSUM after the grades are recorded.

Tri-College University

MSUM belongs to a cooperative arrangement with Concordia College (Moorhead) and North Dakota State University (Fargo) through which students may take courses at the other colleges without paying any additional tuition or fees (see Covered Programs).

At Concordia, MSUM students may take one course per term if that course is not offered at MSUM. No limits are placed on the number of courses MSUM students can take at NDSU. At NDSU, students may take as many courses each term as needed to satisfy Covered Programs.

Metropolitan Area Transit offers regular bus service among the three campuses. Reciprocal parking privileges are also available. A comprehensive cooperative arrangement among the libraries gives students and faculty direct access to the resources of all three libraries. The Tri-College University also coordinates and sponsors the Graduate Nursing Program, a Career Fair, an Institute dedicated to flood mitigation research and education outreach, and other programs relating to public policy issues and civic engagement.

Reserve Officers Training Corps (ROTC)

The Reserve Officers Training Corps program at NDSU is voluntary and is open to both male and female students and available through the Tri-College program. The program consists of Army and Air Force ROTC. Activities are conducted under separate departments and students may elect either Army (Department of Military Science) or Air Force (Department of Aerospace Studies) ROTC.

The first two years of the regular four-year course of ROTC at NDSU are designated as the Basic Course for Army ROTC and General Military Course for Air Force ROTC. Students participating in the basic or general course incur no military obligation or commitment.

The last two years of Army ROTC are designated as the Advanced Course. The last two years of Air Force ROTC are designated as the Professional Officer Course (POC). Qualified students may apply for and be accepted in either of these courses with a commission
as Second Lieutenant in the United States Army or Air Force as the objective. The Army ROTC program also offers commissions in the Army National Guard or Reserves.

Military uniforms, textbooks, and equipment are furnished without charge to all ROTC students. Advanced students receive a tax-free government subsistence up to $4,000 for each academic year that they are enrolled in the advanced ROTC program.

ROTC two-, three-, and four-year scholarships may be awarded to students who meet established criteria. Each scholarship provides for tuition, fees, and help toward the purchase of supplies in addition to the $4,000 subsistence for each academic year that the scholarship is in effect.

If interested in either the Army or Air Force ROTC programs through Minnesota State University Moorhead, see the Records Office for information on Tri-College registration. Information is also available by contacting the Department of Aerospace Studies (Air Force ROTC) at (701) 231-7949, or Department of Military Science (Army ROTC) at 1-800-798-7575 or (701) 231-7575, by visiting Room 103 in the Bentson/Bunker Fieldhouse on the North Dakota State University campus, Fargo, North Dakota, or by visiting the website at www.tri-armyrotc.com.

Individualized Major

Students who wish to develop a multidisciplinary major built around a chosen theme may do so with the help of a faculty advisor. Such a major consists of at least 48 credits of which 18 to 28 credits come from one department or rubric. The remaining course work may be in any rubric or field, but must contribute to the overall plan for the individualized major. Twenty-four of the 48 credits in the major must be 300- and 400-level courses. No more than 16 previously completed credits should be included in the plan for this type of major. Students must comply with all other graduation requirements as listed in the Academic Information section of this Bulletin.

Each student’s plan for an individualized major is unique and will require careful consideration and ultimately, an evaluative judgment. Early planning of the individualized major with the student’s academic advisor is strongly recommended.

For further information, contact the Coordinator of Individualized Majors in the Continuing Studies Office at (218) 477-5862.

University Studies Major

The Bachelor of Science in University Studies is intended to allow a student who has completed most of the requirements of a major but has been unsuccessful in some required portion of an approved program to complete a degree in a timely manner. It is also an option for students wishing to complete a generalist degree.

The major must include the following: 36 credits of a partial major program or rubric, 21 additional credits from a single different rubric or area of concentration, and a 2.0 GPA in both segments. This major may be declared as late as the semester prior to graduation, but not before the student has attained junior standing.

For further information, contact a University Studies advisor in the Continuing Studies Office at (218) 477-5862.

The New Center for Multidisciplinary Studies

Established in 1972, the New Center for Multidisciplinary Studies (MDS) is an academic department which offers an alternative-entry, liberal studies program for freshmen and sophomores. Students selected for the program demonstrate potential to succeed in college but may not meet MSUM’s standard admissions criteria and would benefit from a non-traditional approach to beginning their university studies.

The New Center’s academic program is integrated into the overall MSUM learning community. Students entering through the MDS program will take classes in the New Center as well as in other academic departments. All classes listed 100 or above count toward graduation. While in the New Center, students may also start taking classes in their major area. Most students will transfer into their major during their third semester at MSUM.
Continuing Studies

Non-traditional, part-time adult students and students who cannot take all of their classes during the regular daytime course schedule may choose to utilize the services of Continuing Studies. Continuing Studies advisors can help bridge the barriers and hurdles that sometimes hamper students who have off-campus responsibilities to handle while they attend college. Advisors assist non-traditional students who are unable to consistently attend conventional daytime classes develop an adaptable plan for completing a bachelor’s degree. Many students are not usually on campus during regular business hours, and, because of this, services are designed to provide help with some of these non-academic barriers. Options for these students include evening, Saturday, and off-campus classes, packaged (self-study) courses, online courses, and some daytime classes. Continuing Studies advisors understand that dropping in to see an advisor can be difficult and do much of the advising by mail, e-mail, and telephone.

Admission requirements and degree requirements are the same for all Minnesota State University Moorhead students, both traditional and non-traditional. Call (218) 477-5837 for more information.

National Student Exchange

Minnesota State University Moorhead holds membership in the National Student Exchange, a cooperative relationship among more than 180 colleges and universities in the United States and its territories. Through the NSE, students may spend up to one full year in residence at a participating college as an exchange student. MSUM students have recently been placed at California State University-San Bernardino, North Carolina State University, University of Oregon, University of Alaska, University of Northern Colorado, University of Guam, and the University of Hawaii. The largest single benefit of the NSE is the privilege of paying tuition at the in-state rather than out-of-state rates.

Students pursuing a professional/licensure degree need to consult with their advisor and plan their program carefully well before enrolling in National Student Exchange. Students wishing to participate in the exchange for the following year should have a 2.50 GPA and meet a February 1 deadline. Contact the NSE Coordinator, Owens 206, for more information at (218) 477-2171.

Academic Service Learning

Academic Service Learning (ASL) is a teaching/learning strategy allowing students to systematically apply course material in community based projects. Through ASL projects, students integrate theory with practice, reflect on their roles as citizens in a democracy, and provide meaningful service to others. The “academic” component of service learning requires the connection between course curriculum and community service. Service experiences take on new meaning when students not only summarize their experience but also reflect upon how the work itself connects to course material and objectives. ASL has been integrated in disciplines across the MSUM campus including Speech Communication, Accounting, Education, Music, Nursing, Sociology, and Social Work.

Since 1995, the Academic Service Learning Center at MSUM has been an important source of support for faculty and students engaging in ASL projects. The ASL Center staff are responsible for preparing and updating an agency list of community organizations and their needs, overseeing the assessment of ASL across the MSUM campus, overseeing the assessment of outcomes associated with ASL projects, facilitating placement of students at service sites, and addressing faculty and student questions and problems.

Internship

An internship is a supervised work experience for up to 12 university credits. The objective is to allow students to gain applied experience that would not otherwise be possible in the classroom and to reinforce the choice of one’s major field of study. To take an internship for credit at Minnesota State University Moorhead, a student must hold at least junior status. A variety of internships are available in local, state and federal government agencies, public service organizations, and private business. Hundreds of internships are listed each year on the MSUM Career Services web site www.mnstate.edu/career. Select Internships on the navigation bar to find the following links:

- Internship Listings
- INTERNpost
- Why Serve an Internship?
- University Internship Policy
- Departmental Internship Coordinators….and more.

Under Internship Listings, there are internship opportunities listed by the semester in which the employers wish to have the intern work. There are also links to:
• Departmental internship web sites
• Fargo-Moorhead internships
• Internships listed by other college and university career services offices
• General and specialized internships
• International internships
• Washington, D.C. internships.

Students who wish to serve an internship for university credit must meet with the Internship Coordinator in the academic department of their choice. Many of the departmental internship coordinators receive internship listings that are not posted on the MSUM Career Services web site. Departmental Internship Coordinators are the contacts who will assist in planning an internship experience that will enhance professional growth and meet academic expectations. See the Academic Information section of this Bulletin for additional policy information regarding internships.

General questions regarding internships—when and how to apply, résumé/letter preparation, finding leads through career/job fairs and through use of directories and the Internet—can be answered by the Internship Coordinator in Career Services. Call (218) 477-2131 for an appointment. Serving an internship is one way to gain related experience to strengthen a competitive edge in the job market following graduation.

International Study Opportunities
The Office of International Programs coordinates a variety of opportunities for students to study abroad. Detailed planning is essential to ensure a successful experience. Students must consult with their faculty advisors if they wish to receive credit toward their major or minor. Financial Aid may be applicable toward these study programs.

In addition to semester and year-long study, faculty in various departments organize one-, two-, or three-week study tours for credit. Check with the Office of International Programs for details.

Eurospring: Students may earn 12 credits applicable to Liberal Studies (or other areas by arrangement) by studying in Oxford, England, for five weeks, and participating in a three-week tour of centers of Western civilization on the European continent. Eurospring is offered annually in the spring. A 2.25 GPA is required and students must be in sophomore standing to apply. Students pursuing a professional/licensure degree need to consult with their advisor and plan their program carefully well before applying.

Kanda, Nagoya Gakuin and Kanto Gakuin: Students with strong Japanese language skills and an interest in being fully immersed in the culture are encouraged to select an exchange at Kanda University, Nagoya Gakuin University, or Kanto Gakuin, Japan. Japanese government scholarships may be available. For more information, contact the Department of Languages and Cultures or the Office of International Programs.

Keele: A one-for-one semester or year-long exchange opportunity is available at this attractive, campus-based university in the pottery-producing area of central England. Many majors are available. A 2.75 GPA is required.

Lincoln: Students in mass communications may spend spring semester at the University of Lincoln in England on a one-for-one exchange. Students in graphic art and design are also encouraged to explore this option for study abroad. Eligibility requires sophomore standing, a minimum GPA of 2.5 and strong recommendations. For more information, contact the Department of Mass Communications, Department of Art and Design, or the Office of International Programs.

Nankai: Students may study Chinese language and culture at Nankai University, Tianjin, Peoples’ Republic of China, for a full academic year or a semester. A GPA of 3.0 and previous language study are recommended. Contact the Department of Languages and Cultures or the Office of International Programs for further information.

Oxford: MSUM sponsors study in interdisciplinary work in the humanities at the Centre for Medieval and Renaissance Studies, Oxford, England. Students may participate for a full academic year or fall or spring semester, earning credits awarded by MSUM applicable to selected majors and Liberal Studies requirements. A 3.5 GPA is required.
Portsmouth: A one-for-one student exchange with the University of Portsmouth, Portsmouth, England, allows students the opportunity of exchanging with their counterparts for one academic year. Students pay tuition and fees at their home institution. Available in a limited number of disciplines in business and social sciences. Students must have a minimum GPA of 2.5. For more information, contact the Assistant to the Dean of Business and Industry, Center for Business 100, or the Office of International Programs.

University of Sunshine Coast: Students may study spring semester or a full academic year at the University of the Sunshine Coast, Queensland, Australia, earning up to 16 credits per term. Eligibility requires sophomore standing at the time of application and a minimum GPA of 2.5. Internships are also available.

ISEP: The International Student Exchange Program allows students the opportunity to study at any of 125 member universities worldwide. Students pay tuition and fees, room and board, and program fee at MSUM, and exchange these benefits at the host institution, thus making this one of the more affordable ways to study abroad. Semester and year-long placements are available. A 2.75 GPA plus strong faculty recommendations are required. For more information, contact the Office of International Programs.

International Internships: Students may have the opportunity to complete their internship requirements abroad with the permission of the academic department.

For further information about these and other study abroad opportunities, contact individual program directors or the Office of International Programs in Flora Frick 151 at (218) 477-2956. A reference library with directories, brochures, maps, videos, scholarships and other materials for study and travel abroad is located in the office. Please check the web site at www.mnstate.edu/intl for additional information and resources.

Facilities and Services

Residence Halls
With six residence halls and one apartment facility offering a variety of living arrangements, there is capacity for 1,824 students to live on campus. Each hall floor houses 25-40 students under the supervision and direction of student resident assistants.

Room furnishings include draperies, desk lamps, and necessary furniture. Each room also furnishes local services for phone, expanded cable TV and DSL internet access. Students provide linens, blankets, towels, pillows, and personal or decorative items.

John Neumaier Hall provides 36 apartments for a maximum of 142 occupants. Each apartment has a full kitchen including dishwasher, two bedrooms, two full bathrooms, and is partially furnished with kitchen tables and chairs for four, plus a single bed, desk and desk chair per resident. Each apartment has its own electric furnace (for heat and air conditioning) and water heater, and is billed for its electricity usage.

Hall complex staff members and services are under the supervision of full-time Area Directors. Social, recreational, and cultural activities are planned and coordinated by undergraduate Complex Coordinators and Resident Assistants, and by the halls’ student government organizations as described in their various constitutions.

Following is a list of halls with dates of construction and student capacity:

<table>
<thead>
<tr>
<th>Hall</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballard Hall (1950)</td>
<td>165</td>
</tr>
<tr>
<td>Dahl Hall (1958)</td>
<td>293</td>
</tr>
<tr>
<td>Snarr Hall (1963-67)</td>
<td>453</td>
</tr>
<tr>
<td>Grantham Hall (1965)</td>
<td>200</td>
</tr>
<tr>
<td>Nelson Hall (1966)</td>
<td>373</td>
</tr>
<tr>
<td>Holmquist Hall (1969)</td>
<td>198</td>
</tr>
</tbody>
</table>
Dining Facilities

The University offers a complete dining service in Kise Commons, which is scheduled for a complete remodel during the next two years. Meals are provided for all students living in campus residence halls, depending on the meal plan that they select. Off-campus students, faculty, visitors, and guests are also welcome to use the dining facilities. Several dining options are available, including 5, 10, 14 or 21 meals per week plans; an any 90 meals per semester plan; the Dragon Plan (a declining balance plan of Dragon Dollars), and single meal purchase. Direct questions about the meal plans to the dining service office in Kise Commons, (218) 477-2836, or the Housing Office in Ballard Hall, (218) 477-2118. Off-campus student meal contracts are available through the Housing Office in Ballard Hall. John Neumaier Hall residents may purchase meal plans (including Dragon Plans) at the on-campus contract rate if they choose. Their contracts do not include Dragon Dollars.

Campus Security

The Campus Security Department is located at 1616 9th Avenue South. The Campus Security Department provides safety and security services for students, faculty, staff, and campus visitors as well as protection of property located on the campus. With the exception of the Director, two Campus Security Officers, and Office Manager, the remainder of the positions are filled with university students. Student staff, after completing an interview process and background checks, must complete a 40 hour training program before being assigned to work.

The Campus Security Dispatch Center is staffed on a 24-hour basis (2449). Campus security staff patrol the university parking lots, academic buildings, residence halls, and the campus grounds 24 hours a day, 7 days a week. Parking patrol staff check the university parking lots from 7:00 a.m. to midnight except Saturdays and Sundays. Parking patrol staff are trained to respond to security calls if needed.

A major responsibility of the Campus Security Department is educating the university community to realize that protection of self and property is everyone’s concern. To this end, the Campus Security staff conduct various crime prevention programs covering such topics as personal safety, bike safety, and fire safety.

The Campus Security Department is responsible for completing the Annual Campus Crime Report which is required by Federal Mandate. Minnesota State University Moorhead’s Annual Campus Crime Report is available on the Internet at www.mnsstate.edu/security.

This Report contains the statistics for the previous three years of reported crimes that occurred on campus; in buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to the campus and reported to the University and/or Clay County Sheriff's Department or the Moorhead Police Department.

The Report also contains policies and procedures concerning safety and security on the campus of Minnesota State University Moorhead.

If you are unable to access this report and want a printed copy, or have other concerns about this Report, please contact the Director of Security, Minnesota State University Moorhead, 1616 9th Avenue South, Moorhead, MN 56563 or call (218) 477-5869.

Problems, questions, concerns and/or suggestions relating to Campus safety and security are always welcomed by the Director, (218) 477-5869, and/or the Vice President of Student Affairs, (218) 477-2171.

Minnesota State University Moorhead enjoys a close working relationship with the Moorhead Police Department and the Clay County Sheriff's Department. City police officers frequently patrol the parking lots and will occasionally walk through campus buildings.

MSUM Campus Security shares the facility at 1616 9th Avenue South with the Moorhead Police Department. This facility serves as a Police Substation and houses report writing and interview rooms for Moorhead Police patrol officers as well as housing the Police Crime Prevention and Juvenile Services section.

Comstock Memorial Union
Mission Statement: Comstock Memorial Union is an innovative, student-centered organization and facility. We deliver valued services and programs that enhance campus life and inspire University involvement and commitment.

Comstock Memorial Union is the center of campus life. Funding for the Union is, in part, provided by the activity fees students pay each year. The Union is a service organization that is designed to meet the various needs of the campus, as well as providing a place for getting to know and understand one another through an informal association outside the classroom. In addition to the services that follow, the Union also provides meeting rooms, programming areas, TV lounges, and informal general lounges for meeting friends and studying. Scheduling of the facilities can be done in the Union main office through Event Services.

Services funded and administered by the Union are:

- Copies Plus
- Etcetera Shop (convenience store)
- Main Office Area Services
- Recreation and Outing Center
- The Compass (information)
- The Underground (Non-Alcoholic Nightclub)

Other services located in the Union:

- Affinity Plus Credit Union/ATM
- Campus and U.S. mail drop
- Hot Heads Hair & Tanning
- Notary Public
- Student Paycheck Disbursement
- Subs & Sweets (Bakery/Deli)
- Union City Café (including Burger King and Pizza Hut)

Student Organizations and Administrative Offices are also housed in the Union. They are:

- Activities Resource Center
- Activities Resource Center Alcove
- Advocate
- Campus Activities Board (CAB)
- Career Services
- Disability Services
- Homecoming
- Judicial Affairs
- KMSC Radio
- Multicultural Affairs
- New Student Orientation
- Office of Student Activities
- Student Senate
- Student Support Services
- Volunteer Visions

Building hours of operations are:
7 a.m. – midnight, Monday – Wednesday, Friday
7 a.m. – 1 a.m., Thursday
9 a.m. – midnight, Saturday
10 a.m. – midnight, Sunday
Hours are posted for holidays and breaks.

For further details about the Union call (218) 477-2261 or visit our website at www.mnstate.edu/cmu.

Livingston Lord Library

The Livingston Lord library is home to 550,000 volumes and a dedicated team of faculty and staff. This four-story facility serves approximately 1,500 students a day and includes a computer and instruction lab with 26 computers, an additional 28 computers in the building, and a comfortable Reading Area on the first floor. An online catalog provides access to library resources throughout the region. Resources include numerous electronic databases with an increasing number of full-text resources, access to the Tri-College University Library and statewide collections, and many services supporting student, faculty, staff, and community information needs.

Special collections include:

§ Legal materials in cooperation with the Clay County Law Library
§ A Curriculum Materials Center with a 28,000-volume children’s book collection
§ Popular books, current magazines, and newspapers
§ Maps and atlases
§ Minnesota and U.S. government documents
§ Media collection (videos, DVD’s, and compact discs)
§ The Northwest Minnesota Historical Center and University Archives

Services of particular interest to students include:

§ Extensive interlibrary loan service
§ Many hours of reference help from professional librarians
§ “Ask a Librarian” e-mail reference (e-mail: refdesk@mnstate.edu)
§ Ability to access electronic resources on your home computer
§ Quiet study rooms
§ Wireless access points in the library

The Library has the following Student Learning Goals. During their course of study at MSUM, students will:

§ Understand the importance of information to scholarly and practical pursuits.
§ Identify and refine information needs.
§ Understand the structure and variety of information formats.
§ Demonstrate the skills necessary to retrieve information.
§ Organize, apply, and evaluate information.

The mission of Livingston Lord Library is to support the academic and cultural experience of our students, faculty, and the citizens of this region and to encourage their active, life-long learning. The Library acquires and organizes resources and provides the services that sustain research, support curricula, teach critical thinking, advance information literacy skills, encourage reading, advocate intellectual freedom, and enhance, thoughtful, informed citizenship.

More information, including hours of service, is available on the Library web site www.mnstate.edu/library or by calling (218) 477-2922.

Science Facilities
Hagen Hall is the home for chemistry, physics and technology with complete laboratory, classroom, office, and research facilities. King Biology Hall features the most modern concepts for study and research, including greenhouses, animal rooms, culture room, herbarium, study-museum, and laboratories. A new science laboratory building, located next to Hagen Hall, opened the summer of 2004. This building contains advanced laboratory teaching and research facilities for biology and chemistry.

**Planetarium**

Located in Bridges Hall 167 and containing a Spitz 512 Projector, the Planetarium provides an environment for observing the appearance and motions of the sky at various seasons and from different locations. In addition to the primary star projector, auxiliary projectors and equipment are used to produce a variety of additional effects lending realism and atmosphere to the presentations.

The Planetarium is used extensively by astronomy classes. It also provides demonstrations for elementary and secondary school classes and for the general public.

**Regional Science Center**

The Center operates two sites: the Buffalo River Site is a 300-acre outdoor classroom that is part of a 5,000 acre tallgrass prairie field station, 16 miles east of Moorhead on Highway 10; the other site is the Planetarium in Bridges Hall 167 on the MSUM campus. The Center maintains its offices in the Centennial House at the corner of 7th Avenue South and 11th Street South on the MSUM campus.

University students are involved in the Center as Honors Apprentices, part-time employees, and volunteers. The Center has more than 135 volunteers, many of whom are students. Students have an opportunity to develop many skills working with the Center, including working on our natural history projects, teaching K-12 students in an outdoor setting, and/or in delivering planetarium programs.

**Bookstore**

The MSUM Bookstore is located in the east wing of MacLean Hall. Required textbooks for classes are located in the lower level. On the first floor of the Bookstore there is a large general trade book department that offers a wide selection of hardcovers and paperbacks for your reading enjoyment. Also on the first floor are school supplies, clothing, greeting cards, computers, computer software, and gift items. Directly next door to the Bookstore is the Dragon Stop, a convenience store. The convenience store offers a large variety of items such as sandwiches, salads, bakery goods, fountain and bottled drinks, juices, coffee, soft serve, popcorn, candy, ice cream novelties, and snacks. Seating is available in the connecting link between MacLean and Flora Frick Halls.

**Roland Dille Center for the Arts**

The Departments of Art and Design, Music, and Communication Studies, Film Studies, and Theatre Arts Department occupy this building. It includes a 900-seat auditorium, The Delmar J. Hansen Theatre; a seven-story stage area; an 80-foot gallery; a 316-seat thrust stage theatre, The Gaede Stage; music recital hall; instrumental and choral rehearsal rooms; electronic music studio; synthesizer and keyboard labs; recording library and listening room; 22 individual practice rooms; two scene shops; drama rehearsal room; dressing rooms; costume shop; classrooms; offices and studios for painting, drawing, design, glass blowing, ceramics, sculpture, graphics, crafts, and heat processing. The Center for the Arts is the scene of year-round cultural activity, including the Performing Arts Series, musical performances and recitals, photographic and art exhibits, the Minnesota State University Moorhead Theatre, the Straw Hat Players summer theatre company, and the Opera Workshop.

**Alcohol/Drug Awareness Program**

The use or possession of alcoholic beverages or illegal drugs on the university campus, in the residence halls, or at university-sponsored events on campus is prohibited by Minnesota State Law. Students caught selling alcohol or illegal drugs on campus will be subject to disciplinary action as set forth in the Student Handbook section “Disciplinary Procedures”. Drug and alcohol violators may be referred to the campus Conduct Officer, Campus Security, and the Moorhead Police Department. The University has designated a Chemical Health Educator/Counselor to provide programming, assessment and counseling related to use/abuse of alcohol and other drugs. These services are accessed through Hendrix Health Center at (218) 477-2211 or Counseling at (218) 477-2227.

**Advising Support Center**

The Advising Support Center is located in Flora Frick 153. The Center has resources for all students and faculty who may have questions or concerns about majors, degree planning, advising, or available campus resources. For students who have not yet declared a major, the center serves as an undeclared department where those students may go to seek information and answers. It is also the home of the Peer Advisor program and the FYE (First Year Experience) program. For more information, call (218) 477-4318.
Counseling and Personal Growth Center

The Counseling and Personal Growth Center provides a setting where students may discuss personal or academic concerns. The Counseling Center staff assists students with their development in such areas as career and educational planning, personal and social adjustment, mental health issues, and study skills improvement. The Counseling and Personal Growth Center services include individual counseling, personal development classes, career testing, supplemental instruction, free peer tutoring, study skills programs, and a comprehensive career resource room containing current career and educational information and related computer software.

Questions or requests for services should be directed to the Counseling and Personal Growth Center, Bridges 260, (218) 477-2227.

Write Site

The Write Site, located in Lommen 95, is a writing resource center for Minnesota State University Moorhead students. Its mission is:

· To assist students in improving their writing proficiency and independence during the various stages of their writing assignments.
· To facilitate faculty in helping students learn to write and write to learn.
· To provide a supportive environment where writers and readers work efficiently one-to-one.
· To train writing tutors to become effective readers of and responders to texts from various disciplines.

Instructional Media

The Instructional Media Department is located in two areas on campus. In the lower level of Weld Hall is located Classroom Services & Equipment Checkout, where faculty and students can get assistance with classroom presentation needs, including the use of AV, video and audio equipment. Also located in Weld is the TV Center which produces a variety of audio and video production, electronic duplication, satellite downlink services, videoconferencing, and assistance with presentation of electronic media.

Located in the Livingston Lord Library are Graphics Production and Photography Services for production of slides, posters, presentations, signs, photographs and other printed media.

Co-located in the Library Instructional Media office is the Tri-College University Film Library, which provides films, videos and DVDs to faculty members at MSUM, Concordia College, and NDSU to enhance classroom instruction. The film library catalog can be found online at www.mnstate.edu/tcufilm.

Disability Services

Minnesota State University Moorhead has a commitment to ensure that all students with documented physical, sensory, psychological, or learning disabilities have equal access to programs and services.

The Office of Disability Services, located in the Comstock Memorial Union (CMU), attempts to address the needs of students with disabilities or other health impairments which may interfere with a successful college experience.

Possible services include, but are not limited to:

· Alternative testing arrangements
· Note-taking
· Taped textbooks
· Assistive technology
· Interpreting

Questions or requests for services should be addressed to the Coordinator of Disability Services, CMU 222, (218) 477-5859 (Voice) and 1-800-627-3529 (MRS/TTY).

Speech-Language-Hearing Clinic
The Speech-Language-Hearing Clinic provides service to students, faculty, and staff members as well as their families, and children and adults from the community and surrounding area. Services include detailed diagnostic evaluations, consultation and therapy, and referral to other agencies as individual needs are indicated. The Clinic is located in Grier Hall. Inquiries should be addressed to: Speech-Language-Hearing Clinic, (218) 477-2286.

Veterans Office
The Veterans Office provides counseling, GI Bill certifications, and tutorial assistance, and is concerned with recruiting veterans and veterans’ dependents. Interested veterans should call (218) 477-2603, or stop by Livingston Lord Library, Room 201, between 7:30 a.m. and 4:30 p.m.

Early Education Center
The mission of the MSUM Early Education Center is to provide quality care and developmentally appropriate education for children between sixteen months and six years. The Center aims to provide an integrated program that includes equitable education for handicapped children and children of diverse cultures. As an integral component of the Early Childhood Education Program within the Elementary and Early Childhood Education Department, this Center provides practicum experiences for students seeking state licensure. The Center provides an exemplary inclusive model demonstration site and is based on current theory and research.

The Early Education Center, fully accredited by the National Academy of Early Childhood Programs-sponsored by National Association for the Education of Young Children (NAEYC), serves children whose parents are MSUM students/faculty/administrators or non-MSUM students. The Center is in session 80 days during Fall and Spring Semesters. The Center follows the MSUM academic calendar, opening daily at 7:30 a.m. and closing at 5:30 p.m. Children three to six years of age participate in the full-time or part-time (i.e. 8:00 a.m. – 12:00 noon) program; while children sixteen months to three years participate in the full-time or part-time (i.e. under four hours) toddler program.

For further information, call the Directors, (218) 477-2214.

Career Services
Career Services is a full-service center designed to meet your career related needs throughout your undergraduate years and into your professional life. You can expect to find a wide assortment of career information resources as well as expert job search assistance. Resources available include company and government job descriptions, projections on the job market, and a career information resource room open to students, faculty and alumni. In addition, staff members are available to speak to classes or provide seminars on careers for particular majors or for college graduates in general.

Internship coordination is a special function of the office. A collection of current internship directories is available in the resource room of Career Services for student use. Internship opportunities for all majors arrive year-round and are listed on the Career Services web site at www.mnstate.edu/career by the semester in which the interns are needed. The site also includes contact information for departmental internship coordinators, university internship policies and many links to internship opportunities. Planning for internships before the junior year is advised to increase the chances of securing an internship(s) as a junior and/or senior.

The office continues to provide services for graduates and alumni. These services consist of free registration and uploading of a resume into DragonCareers—a web-based system that connects candidates with prospective employers; job and internship listings via DragonCareers; and on-campus interviewing and career fairs. Alumni and current students who wish to register via DragonCareers can do so at the Career Services web site listed above. Additional services are offered to assist with job interviewing techniques, professional review of résumés and letters, and the development of job search strategy for local, regional, and national searches.

Questions or requests for services should be directed to Career Services, CMU 114, (218) 477-2131.

Minnesota State University Moorhead Alumni Foundation, Inc.
The Minnesota State University Moorhead Alumni Foundation, Inc. is a 501(c) (3) organization, separate from the University that exists to secure, receive, manage, administer, and disburse private funds for MSUM; to promote and advocate positive relationships with the alumni of MSUM; and to enhance MSUM in every way.
The Alumni Foundation’s roots go back to the first alumni gathering of our alumni more than one hundred years ago. The alumni formalized their gatherings in 1929 by forming the Moorhead State Teachers College Alumni Association. In 1969, the Minnesota State College Foundation was founded to acquire and manage gifts and private funds for the University.

These two organizations merged in 1996 to form the Minnesota State University Alumni Foundation. Governed by a Board of Directors, the Alumni Foundation works closely with all university fundraising and alumni activities, always addressing its mission to “develop relationships and provide funding to advance academic excellence” at MSUM.

The Women’s Center

The mission of the Women’s Center is to provide an environment in which women and men can learn about gender issues that contribute to healthy living and open communication among people. Faculty and students are welcome to participate in learning, sharing, and striving for awareness and growth.

The Women’s Center sponsors programs, serves as a resource center where students may obtain information on community resources, and houses a library which holds a large volume of books and periodicals dealing with gender issues. The lounge is open for study, conversation, or group meetings.

The Women’s Center is located in MacLean Hall 171. For more information, call (218) 477-4973.

Wellness Center

Construction of a Health and Wellness facility has been approved by the student body at MSUM. This facility would be a full-service fitness/wellness facility for use primarily by students and secondarily by the faculty and staff of MSUM. Located adjacent to 14th Street, this facility would be easily accessible to the residence halls.

Students would have the ability to take advantage of a full service fitness facility, health clinic, food service, all of the services of the CMU (including computer labs) and the library in one complex.

Students would have personalized wellness assessments based on their health history and current habits such as smoking, alcohol consumption, stress, diet and exercise. The facility would also have state-of-the art cardiovascular and strength equipment, an indoor track and a group exercise studio.

Construction on the facility is tentatively scheduled to begin during the 05/06 academic year with tentative completion by phases over the next three years. Until this facility is complete, students are able to use the Dragon Wellness Center, at the Higher Education Center, located a block and a half south of the campus on the corner of 14th Street and 12th Avenue. The center includes an exercise area and a fitness room with free weights, treadmills, elliptical trainers recumbent bikes, stair climbers, stretch trainer, a Smith machine, and a 19-station circuit training system. The facility also includes an open gym available for basketball, badminton or scheduled for a group activity.

Student Information

Student Affairs

The Division of Student Affairs, through its programs and services, is designed to improve the quality of life for those who live, work and learn at MSUM. The division serves to assist students and promote learning in and out of the classroom. This mission is accomplished through the following departments and programs: Admissions, Bookstore, Comstock Memorial Union and Activities, Counseling Center, Career Services, Financial Aid and Scholarships, Food Services, Hendrix Health Center, Housing and Residential Life, International Programs, Campus Security, and Student Support Services (Multicultural Student Affairs Office, Orientation, Student Conduct, and Disability Services). Other programs within Student Affairs include: the Women’s Center, National Student Exchange, student organization and student government support.

Student Senate
The Student Senate is the MnSCU Board of Trustees recognized governance body of the students. Most activities, policies, tuition/fees proposals, and work within university committees are subject to Student Senate consultation and participation. The students of MSUM elect the Student Senate, officers and members.

Peer Advisor Program
The Peer Advisor program supplements the faculty advising program. Departments nominate approximately 40 upper-division students each year to assist with the registration of incoming freshmen. These students are trained to help all students get the most from the learning opportunities available at MSUM. Peer Advisors work with their academic departments and also staff the Peer Advisor Center located in the Advising Support Center in Flora Frick 153.

Student Activities and Organizations
In addition to numerous activities related to academic studies, campus organizations provide opportunities for extracurricular participation by students at Minnesota State University Moorhead. For a list of recognized student organizations on campus, contact the Office of Student Activities, CMU 229, (218) 477-2790 or visit our website at www.mnstate.edu/osa.

Athletics
Intramural Athletics (Men, Women, Coed)
- Basketball
- Broomball
- Flag Football
- Golf
- Ice Hockey Open
- Mini-Triathlon
- Racquetball
- Sandlot Volleyball
- Softball
- Swimming
- Tennis
- Volleyball
- Water Polo
- Whiffleball

Women’s Intercollegiate Athletics
- Basketball
- Cross-Country
- Golf
- Soccer
- Softball
- Swimming and Diving
- Tennis
- Track (indoor and outdoor)
- Volleyball

Men’s Intercollegiate Athletics
- Basketball
- Cross-Country
- Football
- Track (indoor and outdoor)
- Wrestling

Speech-Theatre Activities
During the academic year, the Department of Communication Studies, Film Studies, and Theatre Arts sponsors a variety of student activities, including Forensics, Forum Debates, several Theatre productions (drama, comedy, musicals, children’s theatre, classic, and contemporary), as well as radio, television, and film production activities. These opportunities are open to all students on campus, regardless of major. During the summer, The Straw Hat Players company provides performing, technical, and publicity opportunities for students who must audition and be selected to participate. Contact the department at (218) 477-2126 for more information.

Music Performance Activities
- Concert Band
- New Music Ensemble
- Symphonic Wind Ensemble*
- Festival Mixed Choir
Orchestra
Jazz Bands I & II*
Vocal Jazz*
Commercial Music Ensembles*
Percussion Ensemble
Flute Choir
Guitar Ensemble
Festival Women’s Choir
Opera Workshop*
Concert Choir*
Chamber Singers*
Jazz Compos*
Saxophone Ensemble
Small String Ensemble
Trombone Choir

*Audition required.

The musical organizations are open to all students on campus regardless of major. Contact the Music Department at (218) 477-2101 for more information.

Roland Dille Center for the Arts
The Center for the Arts is the site for photographic and art exhibits, music recitals and programs, theatre productions, and an annual Performing Arts Series with nationally known artists.

Comstock Memorial Union
The Union provides many services: copying, faxing, binding, stamps, outdoor equipment rental, billiards, table tennis, video games, non-alcoholic night club, convenience store, meeting rooms, and food service. The Union hosts many programs, special events, dances, and vendors.

Other Fee-Funded Activities
Advocate (student newspaper)  Intramurals
Campus Activities Board  Multicultural Activities
Delta Pi Delta Music Activities
Dramatics  Performing Arts Series
Forensics  Recreational Swimming
Homecoming  Student Senate
International Films  Summer Theatre
International Students  Volunteer Visions

Student Organizations
There are many student organizations on campus. Current listings and information about them can be found in the Office of Student Activities located in CMU 229, (218) 477-2790, or by visiting the web page at www.mnstate.edu/osa.

Culture and Language
American Indian Student Association
Asian American Association
Black Student Alliance
International Student Club
Japan Club
Model United Nations
MSUM Chinese Club
MSUM Spanish Club
Organizacion Latina Americana
Support International

**Academic**
American Choral Directors Association (ACDA)
American Healthcare Executives Student Chapter
Association for Computing Machinery
Blackfriars
Chemistry Club
Construction Management Society
Criminal Justice Association
Dragon Society of Social Work
Economics Society
Education Minnesota Student Program
Financial Management Association
Graduate Student Organization
History Club
Math Club
MSUM Ad Club
Music Educators National Conference (MENC)
Paralegal Association
Music & Entertainment Industry Student Association (MEISA)
National Students’ Speech Language Hearing Association (NSSLHA)
Photo Guild
Pi Sigma Epsilon (PSE)
Pre-Med Club
Psi Chi/Psychology Club
Public & Human Services Administration
Public Relations Student Society of America (PRSSA)
Society of Physics Students
Society of Professional Journalists
Student Council for Exceptional Children (SCEC)
Students Human Resource Association

**Greek Life**
Delta Zeta Sorority
Gamma Phi Beta Sorority
Panhellenic Council
Phi Sigma Kappa Fraternity

**Honorary**
Alpha Lambda Delta
Pi Kappa Delta
Sigma Tau Delta
Tri Beta

Publications
Advocate

Religious
Campus Crusade For Christ
Chi Alpha Christian Fellowship
Christian Bible Fellowship
Intervarsity Christian Fellowship
Latter-Day Saints Student Association
Lutheran Campus Ministry
St. Thomas Aquinas Newman Center

Residence Halls
Ballard Hall Council
Dahl Hall Council
John Neumaier Association
National Residence Hall Honorary
Nelson/Grantham/Holmquist Hall Council
Residence Hall Association

Service
Habitat for Humanity
Volunteer Visions

Special Interest
Association for Communication Enrichment (ACE)
Campus Activities Board
Campus Feminist Organization
Ceramics Guild
Cinethusiasts
Club Design
Collegians for Life
Digital Arts Club
Environmental Action Network
Gamers Club
KMSC Radio
Mac User Group
MSUM Dragon Transfer Connection
Music Educators National Conference
Old Order of the Owls
Sci-Fi Club
Stop the Hate
Dragon Disability Awareness Organization
Students for Choice
Ten Percent Society

**Sports and Recreation**
Dragon Baseball Club
Fencing Club
Lacrosse Club
Men’s Rugby Club
MSUM Cheer Team
MSUM Dragon Dance Team
MSUM Tae Kwon Do
Nemzek Club
Terra Firma Men’s Soccer
Women’s Lacrosse Club
Women’s Rugby Club

**Student Government**
Student Senate

**Parking and Traffic Regulations**
All vehicles parked on MSUM’s campus must have a current parking permit or a guest parking permit. Permits are available in the Parking Office, 709 17th Street South, Moorhead (Maintenance Building).

All vehicles on campus grounds must be operated in compliance with the current regulations as printed in the Traffic and Parking Regulations manual. A copy of this manual is available at the Parking Office or on the parking website at [www.mnstate.edu/parking](http://www.mnstate.edu/parking).

**Housing Policies**
Housing application forms and contracts can be obtained online at the Housing website, [www.mnstate.edu/housing](http://www.mnstate.edu/housing), following students’ admission to the University. Hard copies may also be requested from the Housing Office, (218) 477-2118.

Off-campus students are requested to give notification of any change of address or telephone number to the Records Office.

**Health Service**
The Hendrix Health Center is an accredited, non-emergent outpatient clinic staffed by a full-time physician, nurse practitioners and registered nurses. Other services include: onsite pharmacy and medical laboratory, a Licensed Addiction Counselor, a Sexual Assault/Dating Violence Counselor, and a consulting psychiatrist. All registered students who have paid Student Fees are eligible for services, many at no charge. Pharmacy and laboratory charges are at a reduced rate. The pharmacy will collect co-pays and file your insurance claim electronically. The Health Center will provide insurance reimbursement forms for any other charges. Please bring insurance information to appointments.

Hendrix Health Center is located east of the Center for the Arts on 9th Avenue South. Contact Hendrix at (218) 477-2211 or [www.mnstate.edu/hendrix](http://www.mnstate.edu/hendrix).

**Health Insurance**
A **Group Insurance** plan for injury or sickness is offered through the University. Information is available during orientation and in the Business Office. It is strongly recommended that all students have insurance protection. If students are covered under the Student Insurance Policy and receive care at Hendrix Health Center, Hendrix staff will file insurance claims for them.

**Immunization Requirements**

Minnesota Law (M.S. 135A.14) requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain exemptions. All students are requested to complete the **Immunization and Health Insurance Record** form, which is filed in Hendrix Health Center and available for review by the Minnesota Department of Health and the local community health board. **NOTE:** Those graduating from a Minnesota high school after the spring of 1997 will no longer be required to provide immunization records. However, students who transfer may need to verify their graduation from a Minnesota High School in order to satisfy the immunization requirements.

**Senior Citizens**

Minnesota residents age 62 or over may either (a) attend class free without credit or (b) receive credit by payment of an administrative fee of $20.00 per credit if space is available after all tuition paying students are enrolled. Contact the Records Office for additional information.

**Admissions**

**Office of Admissions**

102 Owens Hall
Minnesota State University Moorhead
1104 7th Avenue South
Moorhead, MN 56563
Website: go.mnstate.edu
e-mail address: dragon@mnstate.edu

Telephone:  Local:  (218) 477-2161
           Toll Free:  1-800-593-7246

For TTY communication, contact Minnesota Relay Service at 1-800-627-3529.

The Office of Admissions welcomes inquiries about the University. Prospective students may obtain applications for admission by writing, calling or online at the addresses listed above. Campus tours may be scheduled for Monday through Friday when classes are in session at 10:00 a.m. and 2:00 p.m. Tours are also offered on selected Saturdays throughout the school year.

MSUM encourages early planning for college. Applicants’ past academic achievement, college entrance examination scores, and recommendations are all considered in the admissions decision. MSUM is not an open enrollment institution. Minimum admission requirements have been established to emphasize the need for preparation prior to admission.

**Application deadlines**

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<table>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer Session</td>
<td>May 1</td>
</tr>
</tbody>
</table>

**Freshman Admission**

Students who have graduated from high school or completed the GED and who have not attended a post-secondary institution since completing their high school education are classified as freshmen in the admission process. Students who may have attended post-secondary institutions while still in high school are also classified as freshmen in the admission process. International/non-immigrants: see International Students/Non-immigrant Admission section of this Bulletin.
Freshman Application Procedures

Applying for admission and financial aid are two separate procedures. Prospective students MUST complete the appropriate applications for each office. Freshman applicants are required to submit the following to the Office of Admissions:

- Application for Admission
- $20 non-refundable Application Fee
- Official High School Transcript or Official GED Scores
- ACT or SAT scores

Applicants should request that their high school send an official transcript to the Admissions Office at the time of application. Students must also have a final transcript sent after graduation. FAX (facsimile) copies are not considered official. If transcripts are not in the same name as the application (due to a legal name change), it is the responsibility of the applicant to have the name corrected on the transcripts so that the application and transcripts can be matched. Students wishing to begin classes in the fall are encouraged to apply for admission as early as the previous fall. Once the application is complete, notification of the decision will be mailed within two weeks.

Freshman Admission Requirements

High school graduation or the GED and the following qualifications are necessary for admission to MSUM. Applicants not meeting these criteria are reviewed on an individual basis.

- High school rank in the upper one-half of the graduating class or with a minimum of 17 on the ACT or 830 on the SAT OR
- Achieve the following score(s) on any one of the standardized college admissions tests (ACT is preferred):
  - ACT Composite Score of 21 or above (The ACT writing will not be required)
  - SAT Verbal and Math Combined Re-centered Score of 1000 or above, AND
- Complete Preparation Standards as described below. New entering freshmen who have met preparation standards for university admission in their respective states will be deemed to have met Minnesota preparation standards.
  - 4 years of English (including composition and literature)
  - 3 years of Mathematics (two years of algebra, of which one is intermediate or advanced algebra, and one year of geometry)
  - 3 years of Science (at least one year of a biological and a physical science and at least one course including significant laboratory experiences)
  - 3 years of Social Studies (including American history and at least one course that includes significant emphasis on geography)
  - 2 years of world language
  - 1 year of world culture or the arts.

Admission to the New Center for Multidisciplinary Studies

Freshmen who do not meet the automatic admission requirements for class rank or test score, but who demonstrate the potential to succeed, may be considered for admission to the New Center for Multidisciplinary Studies. (See the Curricula section of this Bulletin on Multidisciplinary Studies). Applications will be considered when the admission file is complete.

The Admissions Office will review all materials and determine admission to the New Center. A variety of criteria are considered, including student talent, accomplishments, interests, and level of motivation. Enrollment in the New Center is open to both traditional and nontraditional students, but is limited numerically. Admission to the New Center is available beginning fall or spring semester, but is not available during the summer session.

Students who have completed a GED (General Educational Development) must have their test scores and a copy of their certificate forwarded to the Admissions Office by the test center. An ACT or SAT is required for students enrolling within four years of GED completion.
For more information, contact the New Center for Multidisciplinary Studies, (218) 477-2954, or the Admissions Office, (218) 477-2161.

**Non-Traditional Students**

MSUM defines a non-traditional student as someone who has been out of high school and/or post-secondary education four or more years. All non-traditional applicants are reviewed individually to determine admission based on past academic achievement and the potential to be successful in a university learning environment.

Students will be referred to appropriate services and programs, such as the New Center, Continuing Studies, Counseling Center, and the Non-Traditional Student Association. For more information, contact the Admissions Office, (218) 477-2161.

**Transfer Admission**

**Transfer Application deadlines**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1</td>
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</tbody>
</table>

**Transfer Application Requirements**

Students who have graduated from high school, or completed the GED and who have subsequently attended a post-secondary institution are classified as transfers in the admission process.

Transfer students must submit the following documents to be considered for admission:

- MSUM Application for Admission
- $20 non-refundable Application Fee
- Official transcript(s) of ALL previously attended post-secondary institutions. Official transcripts must be sent directly from the previous college Registrar’s Office to the MSUM Office of Admission. **FAX** (facsimile), student, or unofficial copies are not considered official transcripts. Failure to declare ALL previous post-secondary attendance is regarded as a serious offense and may result in dismissal from the University and the withdrawal of all credits completed.
- Official High School Transcript or GED scores.

Please allow 2-3 weeks processing time for admission to the University.

(If transcripts are under a different name, due to a legal name change, it is your responsibility to have the name corrected so that the application and transcripts can be matched. Please remember to submit a final transcript if you are currently enrolled).

**Transfer Admission Requirements**

High school graduation, or the GED, is required for admission. Transfer students who have completed a minimum of 24 ACADEMIC semester hour credits or 36 ACADEMIC quarter hour credits from a regionally accredited college or university with a minimum cumulative 2.0 GPA will be automatically admitted as a transfer student. Students who have completed less than 24 academic semester credit hours will be required to provide both their college and high school records to determine admission eligibility.

International/non-immigrants: see International Students/Non-immigrant Admissions section of this Bulletin.

**NOTE:** All grades of “F”, “NC” (no credit) or “I” (incomplete) will be treated as “F’s” in computing GPA.

Students with a GPA of less than 2.0 will be automatically denied admission. A transfer appeal form will be sent to each student which may be used to appeal their admission denial. A high school transcript, and other supporting material, will also be required for academic transfer appeals. MSUM recognizes and upholds academic suspensions from other post-secondary institutions. Prospective students under suspension from another institution will not be considered for admission until two academic terms have passed since the suspension. Summer session does not count as a term.
Planning to Transfer?

Minnesota’s public colleges and universities are working to make transferring easier. Transfer students can help by planning ahead, asking questions, and using pathways created by transfer agreements.

Preparing for Transfer

Students who are currently enrolled in a college or university should:

- Discuss plans with the campus transfer specialist.
- Call or visit the intended transfer institution and obtain the following materials and information: bulletin or catalog; transfer brochure; information on admission criteria and materials required for admission, e.g. portfolio, transcripts, test scores (note that some majors have limited enrollments or their own requirements such as a higher GPA); and information on financial aid (how to apply and by what date).
- Review the materials and make an appointment to talk with an advisor/counselor in the intended transfer institution or program. Be sure to ask about course transfer and admission criteria.

Students who are not currently enrolled in a college or university might begin by meeting with a transfer specialist or an admission officer at the intended transfer institution to plan the steps necessary for transfer.

How Transfer of Credit Works

- The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and receiving institution can affect the transfer of credits earned.
- Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level.
- Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is: Will the student’s credits fulfill requirements of the degree or program chosen?
- If a student’s career goal or major changes, the student might not be able to complete all degree requirements within the minimum number of graduation credits required.

Applying for Transfer Admission

- Application for admission is always the first step in transferring. Fill out the application as early as possible prior to the deadline. Enclose the application fee.
- Request official transcripts from every institution attended. A high school transcript or GED test scores might be required as well.
- Re-check to be certain the college or university has been supplied with all of the necessary paperwork. Most colleges make no decisions until all required documents are in the student’s file.
- If nothing is heard from the intended college or transfer after one month, call to check on the status of the application.
- After the college notifies the student of acceptance for admission, transcripts will be evaluated for transfer. A written evaluation will tell the student which courses transfer and which do not. How the courses specifically meet degree requirements may not be decided until the student arrives for registration or chooses a major.
- Questions about the evaluation should be directed to a credit evaluator in the Office of Admissions. Ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why decisions were made. If not satisfied, the student can appeal.

Students’ Rights as a Transfer Student

Students are entitled to:

- A clear, understandable statement of an institution’s transfer policy. A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process. The usual appeals steps are:
  - Student fills out an appeals form. Supplemental information the student provides to reviewers such as a syllabus, course description, or reading list can help.
  - Academic Appeals Committee will review.
• Student receives, in writing, the outcome of the appeal.
• At the student’s request, a review of eligibility for financial aid or scholarships.

For help with transfer questions or problems, see a campus transfer specialist, (218) 477-2563.

**International Student/Non-immigrant Admission**

**Freshman International Students**

International students who wish to be considered for admission to MSUM should obtain an international student admission packet from the International Programs Office. This packet should be returned with a $20 application fee. All international student applicants must meet (a) academic, (b) English proficiency, and (c) financial support requirements.

**Academic Standards**

International student applicants should submit official or certified copies of all appropriate transcripts, marks sheets, and/or certificates of completion indicating successful completion of an appropriate secondary school program.

**English Proficiency**

International students are required to provide evidence that their English proficiency is sufficient to enable them to be academically successful at MSUM. Evidence of English proficiency is provided by submitting a score report from a TOEFL examination taken less than two years prior to the date of application. TOEFL exam scores of 500 (173 computer-based) or higher are acceptable for admission for undergraduate students. Graduate students require a TOEFL score of 550 or better (213 computer-based), and graduate students admitted to the Master of Liberal Arts program require a TOEFL score of 570 or higher (230 computer-based). The ELS score of 109 or higher will be accepted in lieu of the TOEFL score for undergraduate English proficiency. The IELTS scores of 5.0 will also be accepted.

**Financial Support**

International students are not eligible for U.S. federal or state need-based financial assistance. Therefore, they are required to provide evidence that they have sufficient financial support to meet their educational expenses during their period of enrollment at MSUM. International student applicants should complete the International Student Financial Statement form and submit it with a recent bank statement revealing a current account balance.

**Transfer International Students**

International students who have completed post-secondary course work should follow the admissions procedures described for freshman international applicants. In addition, official or certified copies of all appropriate transcripts, marks sheets, and/or certificates of completion for post-secondary course work should be submitted. International students must attend at least one term at the institution that provided their initial post-secondary I-20.

Applicants who have completed post-secondary course work in the United States should arrange to have a transcript sent directly from all institutions previously attended to the Records Office. Academic admissions requirements will be the same as those for U.S. residents (described in the Transfer Admission Requirements section).

Post-secondary course work completed outside of the United States will be evaluated and transfer credit will be awarded, if appropriate.

**International Student Tuition**

Minnesota State University Moorhead will grant in-state tuition to international students who have demonstrated academic potential. The number of international students who can receive in-state tuition waivers is strictly limited to no more than 3% of the MSUM Fall semester FTE enrollment. In order to continue to receive the in-state tuition waiver beyond the first year, students must maintain academic good standing (2.50 GPA for undergraduate students and 3.00 GPA for graduate students), keep in status with the I.N.S., and demonstrate satisfactory progress toward a degree. This policy is subject to change or suspension without advance notice by action of either Minnesota State University Moorhead or the MnSCU Board of Trustees.
Mandatory Health Insurance
All international students and their accompanying dependents are required to carry health insurance through our designated carrier.

Mandatory International Student Fee
In addition to tuition and fees, all international students are assessed $100.00 per semester to support additional programming and advising in the International Student program.

Post-Secondary Enrollment Option (PSEO)
The Post-Secondary Enrollment Options Program (PSEO) was initially authorized by the 1985 Minnesota Legislature. Students in public, non-public, home school, and tribal schools in Minnesota may enroll in this program, and receive both college credit and credit toward high school graduation requirements. Tuition, fees (except for private music lessons and some other additional fees), and required books are provided to each student.

It is recommended that students carefully consider their participation in this program before applying for admission. Students should discuss participation in the PSEO program with their parents and high school counselor/principal.

Admission eligibility to PSEO is established by MSUM and is based on high school class rank. High school seniors must be in the upper half of their class to take one course. High school juniors must be in the upper third of their class to take one course. Both seniors and juniors must be in the upper quarter of their class to register for more than one course. Home school students should contact the Director of Academic Support Programs (Owens 206) for information on admission requirements.

Any interested students should contact the Director of Academic Support Programs for application forms and information at (218) 477-2996. Enrollment in classes depends on space availability - high school students cannot displace regularly admitted students. This means that some classes will not be available when PSEO students register. PSEO students are not eligible for Tri-College University, financial aid, or summer sessions.

Students who seek to enroll at MSUM after participating in the PSEO program must notify the Admissions Office of their intention. A $20.00 application fee and final high school transcript are required and should be sent to the Admissions Office. Students will then be evaluated for admission using the criteria in effect for all students.

Early Enrollment Option
Juniors and seniors in high schools outside of Minnesota who show exceptional academic ability may apply to participate in the early enrollment option.

Admission through this option is based on high school class rank. Seniors must be in the upper half of their high school class and high school juniors must be in the top third of their high school class to be admitted.

To apply for this option, students must submit:
- A completed application for freshman admission (please write “Early Enrollment” at the top of the application);
- The $20 application fee;
- High school transcript and courses in progress;
- Statement from the high school principal or counselor granting permission to participate in early enrollment.

Any credits earned at MSUM must be in addition to those courses required by the student’s high school for graduation. Official credit granted by the University is deferred until after high school graduation. Early enrollment students are not given registration priority nor are they eligible to participate in the Tri-College University. Students will be billed for tuition and fees after course registration takes place; early enrollment students are not eligible for financial aid.
Admission through this option does not guarantee that students will be automatically admitted to MSUM as freshmen after earning their high school diplomas. Should admission to a degree program be desired at a later date, students must then submit official academic transcripts from high school and any other post-secondary institutions attended.

**Undergraduate Special Students**

Students who have completed a high school diploma or GED and who are not seeking a degree at MSUM but who wish to take courses for enrichment should enroll as special students. **Students who have been denied admission may not be considered for special student admission.**

Students who are interested in this option should be aware of the following:

- Special students do not qualify for federal financial aid, are not assigned to a faculty advisor and are not eligible to participate in the Tri-College University.
- Special students are not eligible for graduation. Students who are enrolling in 12 or more semester credits during a term should apply as degree seeking students.

To apply, students must submit:

- A completed application for admission (Under Application Type, please check “Seeking No Degree-Undergraduate Special Student”).
- The $20 application fee.

Should admission to a degree program be desired at a later date, the student must then submit an official academic transcript from high school or GED scores and transcripts from any previous post-secondary institutions attended. No readmission fee is charged. Students will be evaluated for admission using the criteria described under *Transfer Admission*.  

**Readmission**

Students who leave MSUM for one or more semesters need to apply for readmission. Former students of MSUM, including those who have enrolled in off-campus courses, should complete a readmission form. Official transcripts of all post-secondary study since the last date of attendance at MSUM must be submitted before the readmission process is complete. Transfer credits not reported before readmission may be disallowed, and academic suspension at another institution, if unreported, is cause for cancellation of enrollment. Readmission is not automatic. Returning students must be in good standing or have approved clearance. For more information, contact the Records Office, (218) 477-2582.

All students who began their study in 1965 or later must pay the application fee if they haven’t already done so. If transcripts are not in the same name as the application (due to a legal name change), it is the responsibility of the applicant to have the name corrected on the transcripts so that the application and transcripts can be matched.

Students will be readmitted to their original status and major unless they request a change. Students who were originally admitted as special students who wish to change their status to degree seeking must notify the Records Office of this change and request all official transcripts to be sent to the Records Office.

**Resident**

Permanent residents and refugees are treated as U.S. citizens in the admission process and are eligible to apply for financial aid.

**Financial Information**

**University Expenses**

Minnesota taxpayers provide a share of the support for the education costs at Minnesota State University Moorhead, students are able to complete their studies with less expense than at many other colleges and universities.
Basic costs include tuition, fees, and books, housing and meals, and incidental or personal expenses. So students living on campus can expect estimated total annual expenses at MSUM to range from $8,428 to $10,800 including personal expenses.

The following is a table of estimated costs for the 2004-2005 academic year, based on a normal undergraduate load of 30 credits per year. These rates are subject to change.

**Tuition (including mandatory comprehensive fee)**: $4,894.00

**Housing (Double) and Meals (21 per week)**: $4,530.00

**Total**: $9,424.00

Incidental and personal expenses - books and supplies, clothing, laundry, recreation, transportation, etc. - may range from $2,900 to $3,600, depending upon individual needs.

### Tuition Rates

Charges for tuition are based upon the semester credit unit, varying according to student residency status and the type of course offered. These rates are subject to change.

**Resident Status (MN, ND, and Manitoba)**

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<thead>
<tr>
<th>Status</th>
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**South Dakota Reciprocity Status**

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**Wisconsin Reciprocity Status**

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**Non-Resident Status**

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<tr>
<td>Graduate</td>
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**NOTE**: The non-resident tuition rate is double the Minnesota resident rate.

### Comprehensive Student Fee

All students enrolled for regular instruction are assessed a mandatory comprehensive fees based on the number of enrolled credits not to exceed $720.00 per year (based on 12 credits per term, Fall/Spring).

Fee assessments are required by MnSCU Board Policy 5.11 to defray costs of maintaining such essential university services as student union operation and debt retirement, health services, co-curricular programs or activities, computer usage, and event fees.
Comprehensive fees are required for all campus-based courses, including student teaching, internships, and other instructions that may not be located on the MSUM campus. The comprehensive student fee is the only fee all students pay. In some cases, laboratory, studio, and music courses require supply fees or lesson fees.

New Student Fee
New students are assessed a one-time fee of $50.00 to cover registration, advising, and orientation programs and activities.

Resident and Non-Resident Tuition Status
Out-of-state students from non-reciprocity states have been approved to pay in-state tuition. Students shall also be eligible to pay in-state tuition if they meet the criteria of Minnesota State Statute 135A.031, subdivision 2. This statute creates the following categories of eligibility for resident tuition:

- Students who resided in the state for at least one calendar year prior to applying for admission or dependent students whose parent or legal guardian resides in Minnesota at the time the student applies;
- Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere;
- Residents of other states or provinces who are attending a Minnesota institution under a tuition reciprocity agreement; and
- Students who have been in Minnesota as migrant farm workers, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public post-secondary institution, or students who are dependents of such migrant farm workers.

MnSCU policy provides access to resident tuition for individuals in the following categories:

- Graduate students appointed to graduate assistant positions;
- Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university;
- Colleges and universities may adopt a policy to exempt high ability students who are in the top 15% of their high school class or who score above the 85th percentile on a nationally-normed, standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota;
- Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee;
- Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services;
- Colleges and universities may adopt a policy to exempt non-immigrant international students classified under 8., U.S.C. 1101 (a) (15) (B), (C), (D), (F), (H), (J), and (M); and
- U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

There are other factors which may be weighed in considering the question of residency and/or resident tuition for an individual student. Any questions regarding residency and resident tuition should be directed to the MSUM Registrar, (218) 477-2575.

Reciprocal Tuition Agreements
Residents of North Dakota, South Dakota, or Wisconsin may qualify for reduced or resident tuition rates at Minnesota State University Moorhead by complying with procedures of the reciprocal agreements between those states and the State of Minnesota.

ND/SD/WI students attending Minnesota State University Moorhead are now able to access the reciprocity application forms on the web. Students may print the reciprocity application for their state of residence, complete the form, and mail it to their home state’s reciprocity office.

Log on to the Minnesota Higher Education Services Office at www.mheso.state.mn.us
1. In the Search box enter “reciprocity” and click on “Go”
2. Click on the “How to Apply for Reciprocity” link
3. Scroll down to the section heading “Where Can I Get a Reciprocity Application?”
4. Within that paragraph click on print or download a paper application

5. Click on the applicable reciprocity application

   - Wisconsin student attending a Minnesota college or university (pdf)
   - OR
   - North Dakota student attending a Minnesota college or university (pdf)
   - OR
   - South Dakota student attending a Minnesota college or university (pdf)

North Dakota application may be submitted online, South Dakota and Wisconsin is not available to apply online. The application must be printed and after completion mailed to the state office.

North Dakota, South Dakota, and Wisconsin students will be charged at reciprocity tuition rates only if MSUM has been notified of their approval for reciprocity status by the appropriate higher education authority prior to regular billing dates. Residents of these three states are required to apply for reciprocity. If they do not file for reciprocity they will be charged non-resident tuition rates which are double the resident rates.

Students who attend MSUM within 12 months of graduation from a North Dakota or South Dakota High School do not need to file an application. However, if they do not attend MSUM within 12 months of their graduation, they must file a reciprocity application. Students who transfer must file new reciprocity applications so the various state agencies know the current institution of attendance.

Students will retain their reciprocal status if they earn credit each academic year. If credit is not earned each year, whether through non-attendance, withdrawal, incompletes, in-progress, or failing grades, the student must reapply for reciprocity.

Qualified students who are billed for non-resident tuition may pay reciprocity rates or receive refunds by providing evidence of their official approval within two weeks after the first class day. Copies of letters from their home state approving agencies will be satisfactory for this purpose. Payment deadlines may not be deferred to await approval.

Applications should not be submitted to MSUM but should be mailed directly to home state approving agencies.

Previous Minnesota residents and students who qualify for resident tuition under special Minnesota regulations shall be required to apply for reciprocity if they are residents of North Dakota, South Dakota, or Wisconsin.

**Minnesota-Manitoba Reciprocity**

The state of Minnesota and the Canadian province of Manitoba participate in a reciprocal tuition agreement. Students who are residents of Manitoba are now eligible for resident tuition at Minnesota State University Moorhead. Please address any questions about Minnesota-Manitoba reciprocity to the MSUM Registrar.

**Payment of Tuition and Fees**

All tuition and fees are payable in full each semester on or before payment deadlines designated in the academic calendar and the term schedules. A late fee will be assessed on payments received after the established payment deadline. (See Late Fee Waiver/Payment Plan below.)

The University has established a five (5) day free drop/add period at the start of each semester. During this period, students may drop any or all classes without obligation. Students are obligated to pay for all classes remaining after this free drop/add period.

**Late Fee Waivers, Payment Plans and Short-Term University Loans:**

Students may apply for a late fee waiver if delay of their financial aid is caused by the institution or if a private, state, or federal organization (billed third party, i.e., PSEO, DVR, CEP, etc.) has provided written agreement to pay for the amount owed by the student. This waiver will prevent the late fee and accumulation of interest. If the government or third party fails to pay the debt, the
student will be responsible for the payment and may not register for subsequent semesters until the debt is satisfied. Personal or family financial difficulties or the late application for financial aid are not valid grounds for a waiver of late fee charges.

Students who have entered a room/board contract with the University may request a payment plan to fulfill this part of their term bill. Application for such special payment arrangements should be made with the Housing Office prior to the payment deadline date each term. Students who are not current with their housing payment schedule will have their meal contracts invalidated and will be notified to vacate the resident halls.

Minnesota State University Moorhead will place a hold on diplomas, official transcripts, and term grades until (a) all tuition, course related fees and student fees have been paid and (b) all other financial obligation (including Financial Aid repayments) owed the University have been settled.

Students who have registered for courses at MSUM but decide not to continue attendance should (a) contact the Records Office if this decision is made on or prior to the fifth class day of the term or (b) contact the Counseling Center after the fifth class day of the term. Notification to the University of non-attendance may reduce charges and/or create a refund. Failure to provide such notification may result in full tuition/fee charges plus additional late/interest costs.

Refund of Tuition/Fee Payments Due to Withdrawal

MSUM will process a proportional refund of tuition and fees to the student and/or the student’s financial aid funding sources when the student totally withdraws from the University.

NOTE: Refunds of tuition and fees due to individual dropped courses will be granted only for drops occurring in the first five (5) days of the semester.

Students who withdraw or discontinue enrollment during the Fall or Spring Semesters should begin the process at the Counseling Center, Bridges Hall 260. Those students who wish to withdraw during the Summer Sessions should report to the Records Office, Owens Hall 104.

Refunds of tuition and fees for total withdrawals from the University are based on the following schedules as established by the MnSCU Board, the University, or the Federal Statutory Refund policies for students receiving Title IV aid:

I. Students who have not received Federal Title IV aid funding:

   Fall and Spring Semesters
   - On or before the 5th class day…….. 100%
   - 6th through 10th class day............ 75%
   - 11th through 15th class day.......... 50%
   - 16th through 20th class day......... 25%
   - After 20th class day.................. None

   Summer Session
   - On or before 5th class day..........100%
   - 6th through 10th class day......... 50%
   - After 10th class day............... None

   NOTE: Refunds for students who have received State aid funding will be used first to repay those aid sources, up to the initial award amount received, before any funds are disbursed to the student.

II. Students who have received Federal Title IV aid funding for the term: (Title IV funds include Direct Subsidized, Unsubsidized, Plus, and Perkins Loans, Pell and SEOG Grants):
Federal regulations require repayment of ‘unearned’ aid for students withdrawing or who discontinue attending class anytime prior to the 60th percentile of the term.

The calculation used to determine how much aid a student has ‘earned’ and need not repay is: Days attended divided by total calendar days in the term equals percentage earned. The amount to be repaid is the remaining percentage or ‘unearned’ percentage.

Example: If the student withdraws from the University one-quarter (25%) way through the term, 75% of the Federal aid received must be repaid. The 75% is considered unused or ‘unearned’.

Using the above example, if the student withdraws/discontinues attending class on the 29th calendar day of the term, the percentages of aid earned and unearned would be calculated as follows:

\[
\begin{align*}
\text{Days attended} & \quad (29) \\
\text{= 25\% earned aid} \\
\text{Total days in term} & \quad (116) \\
100\% - 25\% \text{ earned aid} & \quad = 75\% \text{ ‘unearned’ aid, required to be repaid to the federal aid funding sources}
\end{align*}
\]

Repayment of the ‘unearned’ portion of aid received is a shared responsibility of the University and the student, based on two main assumptions:

- Federal aid is first used to pay University charges.
- The school’s share of the unearned aid is to be repaid first.

The University’s obligation is the lesser of the ‘unearned’ percentage of aid multiplied by the total institutional charges for the term OR the ‘unearned’ percentage times the total amount of Title IV aid disbursed. The student will be required to pay the ‘unearned’ aid funding not repaid by the University.

Exceptions: Loan dollars are excluded from immediate student repayment on the assumption that the student will follow loan repayment according to the terms of the promissory note(s). Further, student repayment of grant funds will be reduced by 50%, after the ‘unearned’ calculation is determined and after the University’s repayment amount is subtracted.

Finally, the regulations stipulate the student’s repayment choices:

- Repay, to the University, the ‘unearned’ aid amount in full within 45 days of the school’s notification of a repayment requirement.
- Make payment arrangements with the Department of Education via NSLDS (National Student Loan Data System) (800-621-3115).

Failure to repay using one of these two methods will result in denial of any future federal aid plus the usual hold on official transcripts, diplomas, and future registration.

Students who wish to appeal refund policies and/or percentages used for determining the refund amounts may file a “Tuition Refund Appeal”. Forms are available at the Business Office, Records Office, and the Counseling Center.

Resident Hall Refunds are based on the number of days remaining in the term. A $50.00 Administrative Charge will be deducted from the Housing refund.
As with refunds of tuition and fees, Housing refunds for students who received Federal or State aid will first be repaid to those aid funding sources in the order directed by the Department of Education. Any remaining refund dollars will be disbursed to the student. No refunds will be granted for less than $1.00.

Tuition Refund Appeals

Students who wish to appeal for tuition/fee refunds based on individually dropped courses occurring after the free drop/add period or for larger refund percentages used in the case of a total withdrawal from the University, may file a Tuition Refund Appeal.

Appeal forms are available on the Web or at the Business Office, Records Office, and the Counseling Center.

Students who discontinue class attendance based on extenuating circumstances or some situation out of their control are eligible to file an appeal. The completed form should be turned in to the Business Office, Owens 106, along with supportive documentation such as a statement from a doctor, counselor, clergy, university advisor/instructor(s), or job supervisor.

The appeal committee meets once a month or as demand dictates. Strict and confidential privacy regulations apply to all submitted appeals.

NOTE: Approved appeals relating to individually dropped classes may have an impact on financial aid eligibility. Students who are concerned with the effect of an approved refundable drop on their aid eligibility may contact the Business Office to discuss the situation prior to submitting the appeal. Financial aid programs limit the allowable time to return Federal and State funds. Refund appeals must be submitted within 90 days of the end of the term for which a refund appeal is submitted but not later than September 25 of the next academic year.

Housing and Dining Contracts

If you intend to live in a university residence hall, you must sign a contract. The complete contract may be obtained online at www.mnstate.edu/housing or will be mailed to you upon request. It should be carefully read for provisions affecting your plans and financial implications. If you have questions about residence hall life, housing, or would like a housing contract, call the MSUM Housing Office at (218) 477-2118.

Room and board rates (including local telephone service, cable TV and DSL internet access service for each semester of the year) are available by calling the MSUM Business Office, (218) 477-2221.

Financial Aid

Students seeking help in financing their education should apply to all possible sources, including the University. Financial aid is available in two categories:

- Programs which require students to demonstrate financial need such as Federal Pell, MN Grant, Work Program, Federal SEOG, Perkins Loans, and Direct Subsidized Loans; and
- Programs that are not based on need such as Direct Unsubsidized Loans, Federal PLUS, and Alternative Educational Loans.

Information about financial aid and application forms are available from the Office of Scholarship and Financial Aid or the Peer Advising Office.

Application for Financial Aid

Financial aid awards are made for newly admitted or currently enrolled students. Students must complete the Free Application for Federal Student Aid (FAFSA) or the Renewal Application for Student Financial Aid and authorize MSUM to receive the data. Additional documentation, including signed tax returns, W-2’s and the Institutional Verification Worksheet, may be requested during the review process. Alternative loans may require additional applications. Students must meet eligibility criteria for each of the programs. Private scholarships, MSUM scholarships, and outside agencies, such as Department of Rehabilitation Services and Bureau of Indian Affairs, establish their own individual guidelines for student eligibility. Federal assistance, such as Federal Pell Grants, and the campus-based programs require that students:

- Usually demonstrate financial need (or eligibility for Pell grant is determined);
· Have a high school diploma, GED, or pass an independently administered test;
· Be enrolled as a regular student in a degree program;
· Be a U.S. citizen or eligible non-citizen;
· Maintain satisfactory academic progress;
· Provide a valid Social Security Number;
· Register with Selective Service, if a male;
· Not have a drug offense conviction;
· Be in good standing on previously received financial aid (not in default or overpayment);
· Enroll each term in courses eligible for financial aid.

Aid applications should be completed and submitted as early as possible after January 1 to assure full consideration. Campus-based funds such as Federal SEOG, Federal and Minnesota Work Study and Federal Perkins loans are usually awarded on a “first-applied, first-awarded” basis, with a priority date of February 15 or until funding is fully committed. Applications will be processed and awards made to the extent that funds are available. Students must apply each year.

FAFSA forms are available from high school counselors, from other post-secondary schools, or from the MSUM Office of Scholarship and Financial Aid. Returning students who previously applied for financial aid will receive a Renewal Application for Federal Student Aid or a PIN number to sign the renewal FAFSA on the web.

**Aid Awards and Renewals**

Financial aid awards are made for a one-year period only, ending at the conclusion of spring semester (or summer for summer enrollees). Any change in students’ financial resources (i.e., receipt of grants, educational loans or scholarships from non-university sources) should be reported to the Office of Scholarship and Financial Aid. Total amount of aid received cannot exceed the cost of education.

Students attending full-time or part-time can receive financial aid; however, minimum enrollment requirements vary from program to program. See the Financial Aid Award Guide for details. Students must meet all eligibility criteria before awarded funds are disbursed. Most financial aid is disbursed during a scheduled fee payment each semester. Money not available at that time can be picked up at the Business Office.

**Enrollment Requirement**

Federal Pell Grant, Minnesota Grant, Federal SEOG and Federal Perkins loans are paid based on the number of enrolled credits at payment. To receive a full-time payment for Federal Pell, Federal SEOG or Federal Perkins, students must be enrolled in 12 or more credits per term. Pell payments are based on the enrollment status on the seventh class day. Increases in enrollment after the seventh class day will NOT increase Pell payments. Federal Pell grants, Federal Perkins, and Federal SEOG prorate for less than 12 credits. Minnesota Grant payments are computed on average tuition and fee charges for three to fifteen credits. Scholarships are generally paid only to student enrolled full-time (12 or more credits per term).

The Work Study and non-Work Study employment earnings are paid at regular two-week intervals based on hours actually worked. Signed time sheets are required for all student employees.

Students with special circumstances or students whose circumstances change after applying for aid should contact the Office of Scholarship and Financial Aid for information on the appeal process. All special circumstances require written documentation.

**Summer Financial Aid**

A separate summer application is required for financial aid. Summer financial aid is considered a part of the preceding academic year and a complete aid application for that year must be on file. Students who did not receive their full Pell or Minnesota Grant during the academic year may be eligible for the remainder during summer term. In order to borrow, students must have remaining loan eligibility from the preceding year. Full time enrollment for undergraduate financial aid is 12 credits during summer term (15 credits for Minnesota Grant).
Types of Financial Aid

Federal Pell Grant
Eligible undergraduates may receive up to $4,050 per year from the Federal Pell Grant program (2005-2006). Determination of eligibility is not made by the University but through the FAFSA application.

Minnesota State Grant
Minnesota residents who enroll at MSUM may qualify for aid through the Minnesota State Grant Program with eligibility for up to four years of full-time equivalent enrollment. Awards are prorated when enrollment is less than 15 credits per term. Students must apply annually.

Post-Secondary Childcare Grant Program
The Post-Secondary Childcare Grant Program provides childcare funding for Minnesota residents who are enrolled in a minimum of six credits per term. Applicants must not concurrently receive MFIP benefits from the state. Applications are available at the MSUM Office of Scholarship and Financial Aid.

Scholarships
MSUM awards scholarships to freshmen, transfer students and upper-class students with outstanding abilities, qualifications and promise. All external scholarship should be reported to the Office of Scholarship and Financial Aid. Scholarships are part of the financial aid package and may cause adjustments if scholarship information is received after other aid has been awarded.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal SEOG grant is available for undergraduates with financial need and who are eligible for Federal Pell Grant. Annual awards are determined by MSUM. This grant is renewable on a “first-applied, first-awarded” basis to students who meet the February 15 priority date. This grant is limited to students who have not received a baccalaureate degree and who continue to demonstrate exceptional financial need.

College Work Study (Federal and Minnesota)
Students have the opportunity to earn money toward their educational expenses through part-time work. Employment is usually in campus offices, departments, or off-campus non-profit agencies. Working an average of 10-15 hours per week, students can earn from $300 to $1,300 each semester. The actual amount varies with work schedule, pay rate, and students’ demonstrated financial need. Priority is given to early applicants and students with previous successful employment on campus.

Federal Perkins Loan
Undergraduates may borrow up to $4,000 annually and up to a total of $20,000 during four years. Students must demonstrate exceptional financial need. This loan is to be repaid at 5% interest on the unpaid balance starting nine months after the student leaves the University. It has a maximum repayment period of 10 years and a minimum monthly payment of $40. A portion of the principal and interest may be cancelled for certain types of public service employment after graduation. Priority is given to early applicants.

Federal Direct Student Loans
Undergraduate students may borrow from $2,625 to $5,500 annually, based on grade level and need, at low interest from the Federal government. For Direct Subsidized loans, students must demonstrate financial need and the interest is paid by the Federal government while students are in school. Students pay the interest while in school on Unsubsidized Direct loans and are not required to demonstrate financial need. Independent students have expanded Unsubsidized Direct loan eligibility up to an additional $5,000. Under the standard repayment plan, principle and interest begin six months after leaving school with a minimum payment of $50 per month based on the total amount borrowed. Maximum borrowing limits are based on the combined borrowing through Subsidized and Unsubsidized programs. Students pay origination fees on each loan disbursement.

Minnesota Student Educational Loan Fund (SELF)
This loan is available to graduate and undergraduate students who need additional aid beyond the Federal Loan amount offered. Students must be enrolled in a degree program or seeking an additional major or minor. Eligibility is not based on financial need, nor is it limited by family income levels. It requires a credit-worthy co-signer.
Freshmen and sophomores may borrow up to $4,500 per year and juniors and seniors up to $6,000 per year. The interest rate is variable and the borrower is responsible for payment of interest while in school.

**Parent Loans for Undergraduate Students (PLUS)**

These loans are available through the Department of Education for students and parents who do not demonstrate financial need, or who need more assistance than is available in the Federal Direct Loan. Federal PLUS can be used to replace the contribution that is expected from students and families. The interest rate is variable and set annually. Before applying for a Federal PLUS, students should apply for all other types of financial aid.

**Alternative Educational Loans**

Intended for students who have a gap between their cost and financial aid. These bank loans generally require a co-signer. Other sources should be utilized first.

**Campus Employment**

Part-time job opportunities, which are not dependent on financial need, are available in the residence halls, dining service, campus security, and other campus departments. Job information is available at the Job Shop (located in the Office of Scholarship and Financial Aid) or online at: www.mnstate.edu/dragonjobs.

**Short-Term Loans**

Emergency Loans assist in unforeseen family, medical or personal circumstances. Loan amounts range from $50 to $300 maximum. Loan periods range from 10 to 90 days. Due dates are normally set no later than the end of the current semester. Loan costs are an interest rate of 9% per annum with a minimum charge of $5.00. Applicants must be currently enrolled students. Loan approval is based on fund availability, credit history of prior loan repayments, student enrolled/paid status, and GPA status. Any Federal loan funds, scholarships, or grants subsequently received by the student must be applied to outstanding short-term loan obligations regardless of the due date of the short term loan.

**International Student Assistance**

Non-U.S. residents planning to attend Minnesota State University Moorhead must plan to provide their own finances. International students in the United States on student visas are not eligible for Federal Perkins, Federal SEOG, Work Study, Minnesota State Grants, Federal Pell Grant, or the Federal Direct Student Loan Program. International students may qualify for an Alternative Educational Loan (such as SELF) if a United States credit-worthy co-signer is available. Students with refugee status may be eligible for the various federal student aid programs. Contact the International Student Advisor for financial planning information.

**Loan Counseling**

All students, including transfer students, who are scheduled to receive a Federal Direct Loan (both Subsidized and Unsubsidized) or SELF Loan, must complete Entrance Loan Counseling before loan proceeds are disbursed. Online counseling can be completed at www.dl.ed.gov. A successfully completed quiz meets the counseling requirement. In-person sessions are available on request. Before graduating or leaving school, loan recipients are encouraged to complete Exit Loan Counseling at www.dl.ed.gov. Federal Perkins loan borrowers are mailed entrance counseling materials with their awards and are required to do exit counseling before leaving school.

**Policy Standards for Financial Aid**

**Satisfactory Academic Progress**

Federal and Minnesota regulations require that all students make satisfactory academic progress toward completion of degree or certificate requirements to receive student financial aid. All prior terms of attempted enrollment, including summer, are considered in determining satisfactory academic progress regardless of whether aid was awarded for the term. Failure to meet satisfactory progress standards results in ineligibility for State and Federal aid programs (including all grants, loans, Work Study, Vocational Rehabilitation, Post-Secondary Childcare, Indian Scholarships, and University Scholarships). University reserves the right to withdraw aid if it becomes readily apparent that a student has not maintained satisfactory academic progress. Standards are published yearly and maintained on the Office of Scholarship and Financial Aid website: www.mnstate.edu/finaid.

Monitoring begins with the first registered credit. Courses below the 100 Level are included in calculating Satisfactory Progress.
Standards require students to complete 67% of their total cumulative attempted MSUM credits with a grade of “D” (or “P” if enrolled on a pass/fail basis). Grades of “F”, “W”, and “I” count as credits attempted but not earned. Students who fail to complete 67% at the end of one semester of attendance are placed on probation. Students who fail to complete 67% at the end of the second semester are placed on suspension.

In addition, students must complete their program of study within a specific number of credits. Students reaching credit limits at the end of a term are subject to financial aid suspension effective the following semester. Credit totals include accepted transfer credits.

Students must also maintain a minimum Grade Point Average (GPA), based on the number of attempted credits:

- 6 to 39 attempted credits – GPA 1.6 or higher
- 40 to 71 attempted credits – GPA 1.9 or higher
- 72 or more attempted credits – GPA 2.0 or higher

Courses not included in calculating satisfactory academic progress

Courses taken for audit are not used in the calculation of Satisfactory Academic Progress and do not count as credits attempted or earned for purposes of financial aid.

Withdrawals and Repeated Courses

If a student withdraws from MSUM before financial aid is available for distribution, the student will not receive aid since no progress has been made toward a degree. If a student withdraws during the semester after student aid has been disbursed, standard MSUM refund policies and procedures will be followed.

University policy allows students to repeat a course more than once for enrollment in the same course. When a course is repeated, each enrollment is included in calculating the percentage of successfully completed credits and the total number of attempted credits.

Appeals

Financial aid suspension status may be appealed to the Office of Scholarship and Financial Aid. Most appeals are made on the basis of mitigating circumstances (major illness, death in the family, serious accident, etc.), or the successful completion of additional coursework. Programs that require additional time must have individual approval from the Office of Scholarship and Financial Aid through an appeal process. Students must submit for review an academic plan approved and signed by their advisor indicating the semesters remaining for degree completion, a course plan for each remaining semester, and projected graduation date. Submission of an appeal does not indicate automatic approval. Each appeal will be reviewed on a case-by-case basis.

Appeals denied may be referred to the Financial Aid and Suspension Appeals Committee, upon student request.

Scholarship Funds

Minnesota State University Moorhead Scholarship Program

Through the MSUM Alumni Foundation and the Charles and Ellora Alliss Foundation, MSUM awards more than 500 scholarships annually to incoming freshmen, transfer students, and upperclassmen. Students must meet university admission standards and deadlines. Any scholarship dollars awarded become part of the financial aid package. Scholarship awards apply first to tuition and fee charges.

Honors Apprentice Scholarship

Offered to incoming freshmen, this scholarship for $3,500 includes the unique opportunity to apprentice in an academic or administrative department for five hours each week, acquiring hands-on training and skills. This award is renewable for three years if academic requirements are met. Applicants must be in the top 5% of their high school class and have a composite ACT score of 28 or higher. The application form is mailed to qualifying students. February 1 deadline.

Access Scholarship

A need-based scholarship for students from culturally diverse backgrounds. Open to freshman and transfer students, provides tuition (maximum 15 credits per semester) for four years or until student receives the Bachelor’s Degree, whichever is first. April 1 deadline.
**Academic Excellence Award**

Students who are National Merit Finalists are awarded $3,500 per year, renewable for three years, if academic requirements are met. The National Merit certificate must be provided to the Office of Scholarship and Financial Aid. June 30 deadline.

**President’s Honors ($1,500), Valedictorian ($1,000), Dragon ($1,000), Achievement ($750) and University ($500) Scholarships**

are automatic awards made on a first-admitted, first-awarded basis to new freshmen. These scholarships are awarded until funds are fully committed. No separate application is required.

**Talent Scholarships**

Available to students who demonstrate exceptional talent in areas of visual or performing arts (art, music, speech, theatre arts). Recipients and award amounts are determined by department faculty. Apply directly to the department.

**Transfer Scholarship**

Awarded to undergraduate transfer students pursuing their first Bachelors degree with successful college coursework completion (minimum 24 credits and 3.5 GPA). Awards range from $300 to $1,000. June 30 deadline.

**Upper-class Honors Apprentice Scholarship**

Current MSUM and transfer students may apply for a two-year apprenticeship with faculty endorsement. Minimum GPA of 3.5. $3,500 per year. April 1 deadline.

**Upper-class Academic Scholarships**

Undergraduate students pursuing their first Bachelors degree with a minimum cumulative GPA of 3.50 and completion of at least 15 MSUM credits may apply. The award recognizes outstanding academic achievement, leadership and contributions to campus and community organizations. Awards are between $300 and $750. Applications are accepted from November of each year until the February 1 deadline.

**Athletic Scholarships**

Applicants should apply directly to the men’s or women’s athletic departments. Athletes must meet conference and NCAA requirements for participation.

**ROTC Scholarships**

Both Army and Air Force ROTC offer scholarship opportunities to students who take part in an ROTC program. Scholarships pay for full tuition and fees, a book allowance, and monthly stipend. Apply to the Department of Military Science or Aerospace Studies in the Bentson/Bunker Fieldhouse at North Dakota State University.

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**Academic Information**

**Academic Change of Requirements**

Within practicable limits, academic policies and requirements at Minnesota State University Moorhead are not retroactive, and students entering a degree program can expect to complete that program under the requirements specified at the time they actively enroll in the program, unless enrollment is interrupted for more than one year. When a required course for a previous program is no longer offered, students may substitute another course or courses with the approval of the faculty dean.

Individual exceptions to major and minor requirements listed in the university catalog, including the waiver or substitution of courses, are subject to the approval of the department chairperson by written notice to the Registrar at the time such approval is granted. Records of approved changes will be retained in student files by the Registrar until graduation.

**Academic Year**

The academic year at Minnesota State University Moorhead is arranged into Fall and Spring semesters of approximately 16 weeks each and a Summer semester comprised of two five-week sessions and short-term workshop sessions. Students may enter the University at the beginning of any term although the academic year begins officially with the Fall semester.

**Units of Credit**
The unit of credit at Minnesota State University Moorhead is the semester hour. One semester credit is equivalent to 50 minutes of class time for each week of the semester term. The semester term at MSUM is normally 16 weeks long, including final examination periods.

For transfer students, one-quarter hour of credit is equivalent to .667 semester hour credits. One course unit from schools using the 4-1-4 plan is considered equivalent to four semester hour credits, except where the school issuing such credit assigns a different value.

**Graduation Requirements**

*(Bachelor’s Degree)*

- At least 120 credits are required in many degrees, but some require a minimum of 128 credits for a four-year bachelor’s degree and at least 40 semester hours in upper division courses (300/400 level) are required to earn any baccalaureate degree.
- Accumulation of 120 or 128 credits alone does not result in a degree. Credits must be earned as part of a baccalaureate program approved by the Board of the Minnesota State Colleges and Universities. Students are responsible for making certain their coursework fulfills requirements for a major in their designated degree.
- Candidates must have a GPA of at least 2.0 for all credits applied to the degree program and for all courses attempted at Minnesota State University Moorhead. Students should check with the major department to find out specific graduation GPA requirements.
- Candidates must complete the Liberal Studies requirement of at least 45 credits with a cumulative GPA of at least 2.0 for all courses applied to the requirement. In the case of transfer students, a GPA of at least 2.0 for all MSUM courses applied to Liberal Studies is required. Please refer to the Liberal Studies requirements website for specific division requirements. Two and only two credits of music performance courses may be applied towards Division D of the Liberal Studies requirements. One credit of music performance will not count.
- The degree program must include at least one major with a GPA of 2.0 or above. Certain majors may specify a higher GPA.
- All students who graduate from MSUM must complete an upper level writing requirement. Specifics on this requirement are available from the major department or advisor.
- No minor is required, but a GPA of at least 2.0 must be attained in any minor presented for graduation.
- Candidates must be enrolled as a resident student (registered and paid at MSUM) (a) for at least two semesters, (b) for at least 30 of the last 60 credits, (c) for at least eight of the last 12 credits applied to the degree, and (d) at least six credits must be earned from the MSUM department which awards the major.
- No more than ten correspondence credits may be applied.
- An application for graduation must be submitted to the Records Office prior to the semester in which candidates expect to complete graduation requirements. Students must secure the approval of each major and minor advisor and department chairperson before submitting the application. Candidates for graduation must have official transcripts from all previous post-secondary institutions on file in the Records Office. No student will be eligible for graduation while in special or non-degree status.
- Candidates for graduation with a teaching major shall fulfill all teacher licensure requirements listed in the Teacher Education section of this *Bulletin*.

**Multiple Majors and Multiple Degrees**

Students completing two or more majors with different degree designations will be awarded the more appropriate degree, except that the B.S. degree shall be given if one major is in a field of professional teaching.

Students who seek more than one baccalaureate degree (different designation, i.e. B.A. and B.S.) will be required to complete at least 30 credits beyond the minimum of 120 or 128 credits applied to the first degree.

Students who hold a previous baccalaureate degree from Minnesota State University Moorhead or from another institution whose degree is recognized by MSUM may earn an additional bachelor’s degree (degree name must be different than the initial degree, i.e. B.A. and B.S.) by:

- Completing at least 30 resident credits at MSUM;
- Meeting all MSUM course requirements for the degree program, including at least six credits from the MSUM department awarding the degree and including an approved major and teacher education requirements for any teaching major; and
- Maintaining at least a “C” average in all studies at MSUM.
Students with a previous Minnesota State University Moorhead degree may add another major or minor by completing any additional requirements as certified to the Registrar by the department offering the major or minor and by the education department in the case of any teaching major.

Students completing two majors must meet departmental requirements for each major.

**Four-Year Graduation Guarantee**

Minnesota State University Moorhead guarantees that all undergraduate students wishing to graduate in four years will be provided necessary courses as required by the University in the student’s selected major field of study. Any required courses needed beyond four years will be provided to the student tuition-free.

The graduation guarantee is offered by the following programs:

- Accounting
- American Studies
- Anthropology
- Art and Design (B.A. and B.S.)
- Biology (B.A. in Biology)
- Business Administration
- Chemistry
- Communication Studies (B.A.)
- Computer Science and Information Systems
- Criminal Justice
- Economics
- Elementary & Early Childhood Education
- English (B.A.)
- Finance
- Gerontology
- Graphic Communications
- History
- Health
- Industrial Technology
- International Business
- Management
- Marketing
- Mass Communications
- Mathematics
- Music (B.A. and B.S. in Performance)
- Paralegal
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Secondary Education/Foundations (Except Life Science and Music)
Conditions:
The Graduation Guarantee is only effective if the following conditions are met:

- All Fall Semester freshmen wishing to participate in the graduation guarantee program must complete the guarantee application form and officially declare a major before the drop deadline (seventh day) of Fall Semester.
- All participating students must be qualified to begin without remedial courses as determined by the department and the University.
- All participating students must pre-register for classes each semester and have their class schedules approved by their official departmental advisor.
- All participating students must meet any program GPA or grade requirements as stipulated in the Bulletin or schedule of classes.
- All participating students must successfully complete an average course load of 16 credits, or 15 credits for B.A., each semester (32 credits, or 30 credits for B.A./year).
- Participating students selecting a major requiring a minor must choose the minor no later than the end of their first year.
- Any courses failed or repeated will void the guarantee.
- Any change in major, options, or minor will void the guarantee.
- Required internships and research projects are beyond the scope of the guarantee (except for chemistry research).

Liberal Studies

The Minnesota State University Moorhead Liberal Studies program is designed to provide a broad base of knowledge and cultural themes derived from the diversity and universality of human experience. Through this requirement, students gain exposure to basic thought and interpretations provided by various disciplines so as to enhance the quality of their participation in and understanding of the world around them. Liberal Studies courses involve more than a knowledge base alone by seeking integration and synthesis of knowledge and ideas. Courses which focus on the application of knowledge to career development should be reserved for the major, minor, and/or elective programs. Finally, the Liberal Studies Program should provide a basis for lifelong learning.

All university baccalaureate degree programs require the completion of 45 semester hours in Liberal Studies. Certain programs have degree requirements that include specific Liberal Studies courses. Check with the specific section of the Bulletin for the degree program.

NOTE: A review of the MSUM Liberal Studies program is underway in 2005. Changes may be in effect in 2006. Please check with your advisor.

Purposes of the Liberal Studies Program

Minnesota State University Moorhead’s Liberal Studies requirement seeks to introduce the perspectives, contributions, limitations, and inter-relationships that diverse disciplines bring to the world of ideas and knowledge. It seeks to instill the joy of learning through courses prepared for this purpose while seeking to achieve the following objectives.

Students should understand:
- their work, society, and self in an objective and critical manner;
- the past, so as to more intelligently cope with the present and future;
- the scientific method;
- the development and diversity of American civilization and culture;
- cultures and geographic regions other than their own in an increasingly complex and interdependent global community; and
major intellectual, scientific, and artistic contributions of Western and non-Western civilizations.

Students should develop:

- a positive attitude toward lifelong learning and various modes of inquiry;
- the ability to learn independently;
- the abilities needed to adapt to diverse situations and contribute as citizens of a changing society;
- a respect for the complexity of the natural and social worlds and an appreciation for their interdependence;
- a respect for the rights and values of others and for cultures different from their own; and
- a sense of aesthetic standards in judging creative works.

The Liberal Studies divisions are as follows:

**Division A**: English Composition and Literature - Effective reading and writing lie at the heart of a university’s mission. In English 101 and 102 students develop their ability to read and write with skill and honesty; to advance and defend their assertions; to make responsible use of library and other research sources; and to test their ideas in discussion. Through their encounters with exemplary works of literature they are encouraged to deepen their understanding of people and cultures and come to better understand what they believe.

**Division B**: Natural Sciences and Their Processes - Courses in the natural sciences prepare students to make connections between concrete observations and scientific interpretations and to use appropriate methods of inquiry and analysis to solve complex problems. Through this process, students can become more aware of the experience of the world around them and more appreciative of the important part science and scientific reasoning play in everyday life.

**Division C**: Behavioral and Social Sciences - Courses in the behavioral and social sciences will expose students to various approaches and methodologies used in the study of human behavior and human interactions. Through the various social science disciplines, students will examine the influence of societal, geographic, economic, and/or political systems, as well as historical and individual forces that motivate and shape human interactions.

**Division D**: Western Tradition: Humanities and Fine Arts - In humanities and fine arts courses, students learn to integrate the major artistic, literary and intellectual movements that have shaped Western culture. They are challenged to enhance their own skills for analyzing creative works and to think and write critically about great humanistic questions. A significant goal is to place humanistic learning in cultural, intellectual, and historical context.

**Division E**: Communicative and Symbolic Processes - Courses in communicative and symbolic processes involve a study of language in two areas: (a) in written and oral languages for communication; and (b) in symbolic and Mathematical languages for problem solving. Students will expand their development of skills in their use of written, oral, and symbolic languages to communicate ideas, to analyze and to solve problems, to apply inductive and/or deductive reasoning, and to understand other people.

**Division F**: Multicultural and Global Studies - Courses in global and multicultural studies illustrate the maxim that one cannot understand one’s own culture except through the lens of another. Global studies courses are designed to help students explore the origins, contributions, and growing interdependence of diverse peoples of the world and to examine the inter-relationships among environment, social organization and ideology in various regions. Multicultural studies courses help students realize that diverse ethnic groups in the U.S. contribute distinctive cultural features and patterns which are authentic parts of our cultural mosaic. The courses also increase students’ awareness of the origins and results of inter-group prejudice.

**Requirements**

**Division A**: English Composition and Literature - English 101 and 102 - at least six credits required.

**Division B**: Natural Sciences and Their Processes - at least six credits required and must include one course designated B1 (natural sciences courses with an observational/experimental component). Designated courses are from anthropology, astronomy, biology, chemistry, geography, geology, and physics.
Division C: Behavioral and Social Sciences - at least six credits required. Designated courses are from anthropology, art, economics, geography, history, political science, psychology, and sociology.

Division D: Western Tradition: Humanities and Fine Arts - at least six credits required and must include one course designated D1 (those courses in western tradition that are substantially historical in perspective). Designated courses are from American studies, art, English, courses in foreign language literature, humanities, music, philosophy, speech, and Women’s Studies.

Division E: Communicative and Symbolic Processes - at least six credits required and must include one course designated E, (designated courses are from English and foreign languages, philosophy, and speech) and one course designated E1 (courses which are college-level Mathematics).

Division F: Multicultural and Global Studies - at least six credits required and must include one course in Division F (designated courses are from anthropology, art, foreign languages, economics, English, geography, humanities, liberal studies, music, philosophy, sociology and speech) and one course in Division F1 (designated courses are from American Studies, anthropology, economics, English, history, liberal studies, American multicultural studies, philosophy, sociology and speech).

A complete list of all currently approved courses and the areas to which they apply is available from the Office of Academic Affairs.

(See the Liberal Studies Worksheet for planning purposes.)

Only one course in a student’s major discipline may be applied to the Liberal Studies requirement. This limitation applies to one major only; courses in a second major, a minor, or in “related requirements” specified by a major may be applied to the Liberal Studies requirement.

MDS (New Center) courses may not be applied to Liberal Studies except by students officially admitted to the New Center.

Two and only two credits of music performance courses may be applied towards Division D of the Liberal Studies requirements. One credit of music performance will not count.

Students admitted Fall 2001 and later must complete courses in F and F1. Students admitted prior to that time can use two F1 courses.

Courses taken for Pass/No Credit grades may not be applied to Liberal Studies. An exception to this policy is grades for MDS courses taken by MDS students. Such courses are only graded Pass/No Credit.

In addition to the graduation requirement of a GPA of 2.0 in all MSUM courses, a 2.0 GPA is required in all MSUM courses applied to the Liberal Studies requirement. Certain degree programs require higher Liberal Studies GPAs. Check with the department for more information.

Students enrolled before Fall 1992 may apply completed courses from the general education program in effect at the time of their initial enrollment at MSUM. Students who entered under earlier programs (Liberal Arts or General Studies) may use any courses lettered A-E to satisfy divisional areas of the same letter to complete remaining requirements.

Only courses currently approved for Liberal Studies credit may be counted toward completion of the 45 credits required. Approved courses are marked by the Liberal Studies division to which they belong (A, B, B1, C, D, D1, E, E1, F, or F1) in each semester’s class schedule. A complete list of all currently approved courses is available from the Office of Academic Affairs, or online at: www.mnstate.edu/acadaff/liberalstudiesbrochures/archive.htm.

Liberal Studies Worksheet

<table>
<thead>
<tr>
<th>Division</th>
<th>Course Description</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English (at least 6 credits)</td>
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</tbody>
</table>

Grade Points
A

B. Natural Sciences & Their Processes (at least 6 credits)
   B1
   B or B1

C. Behavioral and Social Sciences (at least 6 credits)
   C
   C

D. Western Tradition: Humanities and Fine Arts (at least 6 credits)
   D1
   D or D1

2 and only 2 credits of music performance may count toward Division D

E. Communicative and Symbolic Processes (at least 6 credits)
   E
   E1

F. Multicultural and Global Studies (at least 6 credits)
   F
   F1

Note: At least 45 credits are required with a GPA of at least 2.00.

ACADEMIC PLANNING WORKSHEET

<table>
<thead>
<tr>
<th>Term:</th>
<th>Year:</th>
<th>Total Credits:</th>
<th>Term:</th>
<th>Year:</th>
<th>Total Credits:</th>
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<tbody>
<tr>
<td>Dept/No</td>
<td>Course Title</td>
<td>Credits</td>
<td>Dept/No</td>
<td>Course Title</td>
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<td>Term:</td>
<td>Year:</td>
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<td>Dept/No</td>
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<td>Credits</td>
<td>Dept/No</td>
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</table>

**Minnesota Transfer Curriculum**

The Minnesota Transfer Curriculum was created by mutual agreement of the University of Minnesota, the Minnesota State Universities, the Minnesota Community Colleges, and the Minnesota Technical Colleges. Students completing the specified transfer
curriculum at one Minnesota institution, upon transfer to another Minnesota institution, will be deemed to have satisfied the general education requirements of the latter institution.

In order to complete the MSUM transfer curriculum, a student must complete the following requirements, based upon ten areas of emphasis. Please note: completing the Minnesota Transfer Curriculum does not guarantee requirements for the major have been met. Check the Bulletin for that major.

- **Communications** - two courses (6-8 credits). Courses meeting these requirements may be found in Liberal Studies Divisions A and E, except foreign language courses count in the Global area (see Global Perspective).

- **Critical Thinking** – one course (3-4 credits). Courses meeting these requirements may be found throughout the curriculum.

- **Natural Science** – two courses (6-10 credits). Courses meeting these requirements may be found in Liberal Studies Division B. At least one course must be a B1 course.

- **Mathematics/Logical Reasoning** – one course (3-4 credits). Courses meeting this requirement are found in Liberal Studies Division E1.

- **History and Social/Behavioral Sciences** – two courses from two areas (6-8 credits). Courses meeting these requirements may be found in Liberal Studies Division C.

- **Humanities and Fine Arts**, two courses from two areas (6-8 credits). Courses meeting these requirements may be found in Liberal Studies Division D, including D1 courses.

- **Human Diversity**, one course (3-4 credits). Courses meeting this requirement may be found in Liberal Studies Division F1.

- **Global Perspective**, one course (3-4 credits). Courses meeting this requirement may be found in Liberal Studies Division F, as well as foreign language courses above the beginning level from Liberal Studies Division E.

- **Ethical and Civic Responsibility**, one course (3-4 credits). Courses meeting this requirement may be found in offerings of the departments of political science and philosophy.

- **People and the Environment**, one course (3-4 credits). Courses meeting this requirement may be found in offerings of the departments of anthropology, biology, chemistry, geology, and sociology.

A minimum of 45 semester credits must be completed in the above ten areas. Courses may be applied in more than one goal area of the Transfer Curriculum; however, the credits for any course may count only once towards the total requirement.

Listed below are all currently approved courses and the areas to which they apply.

**Minnesota Transfer Curriculum areas of Competency:**

1. **Communications**, 2 courses 6-8 semester credits

   - CMST 100  Speech Communication (3)
   - CMST 105  Beginning Oral Interpretation (3)
   - CMST 210  Introduction to Communication Theory (3)
   - CMST 211  Argumentation and Debate (3)
   - CMST 308  Small Group Communication (3)
CMST 310  Rhetorical Theory and Criticism (3)
CMST 311  Principles of Persuasion (3)
ENGL 101  Composition and Literature I (4)
ENGL 102  Composition and Literature II (4)
ENGL 111  Composition and Literature I (for non-native speakers) (4)
ENGL 112  Composition and Literature II (for non-native speakers) (4)
ENGL 285  Writing for Film and TV (4)
ENGL 286  Practical Writing (3)
ENGL 288  Introduction to Creative Writing (3)
ENGL 387  Technical Report Writing (4)
ENGL 463  History of the English Language (3)
MDS 110  Expressive Writing (3)
MDS 111  Expository Writing (4)*
MDS 115  Interpersonal Communication (3)*
THTR 230  Principles of Acting (3)

2. Critical Thinking, 1 course 3-4 semester credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Philosophy of the Arts</td>
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<tr>
<td>BIOL</td>
<td>Introduction to Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>CHEM</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CMST</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>CMST</td>
<td>Rhetorical Theory and Criticism</td>
<td>3</td>
</tr>
<tr>
<td>CMST</td>
<td>Principles of Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>CSIS</td>
<td>Introduction to Computers and Programming</td>
<td>4</td>
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<tr>
<td>CSIS</td>
<td>Digital Logic and Lab</td>
<td>4</td>
</tr>
<tr>
<td>CSIS</td>
<td>File Design, Organization and Processing with COBOL</td>
<td>4</td>
</tr>
<tr>
<td>CSIS</td>
<td>Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSIS</td>
<td>Introduction to C/UNIX</td>
<td>3</td>
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<tr>
<td>ECON</td>
<td>The American Economy</td>
<td>3</td>
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<tr>
<td>ECON</td>
<td>Principles of Economics I: Micro</td>
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<tr>
<td>ECON</td>
<td>Principles of Economics II: Macro</td>
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<tr>
<td>FILM</td>
<td>History of Film</td>
<td>3</td>
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<tr>
<td>FILM</td>
<td>Film Appreciation</td>
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<tr>
<td>GEOS</td>
<td>Geology in the National Parks</td>
<td>3</td>
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<tr>
<td>GEOS</td>
<td>Earth Science Today</td>
<td>3</td>
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<tr>
<td>MATH</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>MATH</td>
<td>Introduction to Mathematics</td>
<td>3</td>
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<tr>
<td>MATH</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MATH</td>
<td>Pre-Calculus</td>
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<tr>
<td>MATH</td>
<td>Trigonometry</td>
<td>3</td>
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<tr>
<td>MATH</td>
<td>Fundamentals of Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Introduction to Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH</td>
<td>Applied Statistics</td>
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</tbody>
</table>
### Mathematics (MATH)
- **238** Statistical Methods (2)
- **261** Calculus I (4)
- **262** Calculus II (4)
- **303** Foundations of Number Systems (3)
- **304** Informal Geometry (3)
- **323** Calculus III (4)

### Philosophy (PHIL)
- **101** Introduction to Western Philosophy (3)
- **105** Philosophical Thinking (4)
- **110** Practical Reasoning (3)
- **115** Contemporary Moral Issues (3)
- **120** World Religions (3)
- **220** Philosophy of Education (3)
- **235** Philosophy of Sex and Love (3)
- **265** Philosophy of Science (3)
- **300** History of Ethics (4)
- **301** Philosophy of Religion (3)
- **303** Classical Philosophy (4)
- **311** Morals and Medicine (3)
- **314** Introduction to Feminist Theory (3)
- **320** Philosophy of the Arts (3)
- **340** Symbolic Logic (3)
- **355** Existentialism (3)

### Sociology (SOC)
- **110** Introduction to Sociology (3)
- **210** Social Problems (2)
- **220** Social Deviance (2)
- **230** Social Psychology (3)
- **302** Social Theory (3)
- **315** Population (3)

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### Natural Science, 2 courses 6-10 semester credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANTH 120</td>
<td>Introduction to Physical Anthropology</td>
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<tr>
<td>ANTH 270</td>
<td>Human Biological Variation</td>
<td>3</td>
</tr>
<tr>
<td>AST 102</td>
<td>Solar System Astronomy</td>
<td>3</td>
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<tr>
<td>AST 102L</td>
<td>Activities</td>
<td>0</td>
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<td>AST 104</td>
<td>Stellar Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>AST 200</td>
<td>Cosmology</td>
<td>3</td>
</tr>
<tr>
<td>AST 360</td>
<td>Planetary Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Matter and Life</td>
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<td>BIOL 103</td>
<td>Humanity and the Ecosystem</td>
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<td>BIOL 104</td>
<td>Human Biology</td>
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<td>BIOL 111</td>
<td>Cell Biology</td>
<td>4</td>
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<tr>
<td>BIOL 170</td>
<td>Exploring Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 226</td>
<td>Field Biology: Plants</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 236</td>
<td>Intro Microbiology</td>
<td>3</td>
</tr>
</tbody>
</table>
BIOL 241  Principles of Human Genetics (3)
BIOL 300  Biology of Women (3)
BIOL 303  General Zoology (4)
BIOL 305  General Botany (4)
CHEM 102  Survey of Basic Principles of Chemistry (3)
CHEM 104  Environmental Chemistry (3)
CHEM 110  Fundamentals of Chemistry (4)
CHEM 150  General Chemistry I (3)
CHEM 155  General Chemistry Lab I (1)
CHEM 160  General Chemistry II (3)
CHEM 165  General Chemistry Lab II (1)
CHEM 180  Intro Organic/Biochemistry (4)
CHEM 185  Organic/Biochemistry Lab (1)
GEOS 102  Geology in the National Parks (3)
GEOS 115  Physical Geology (4)
GEOS 116  Historical Geology (2)
GEOS 117  Water, Land, People (3)
GEOS 117L Water, Land, People (0)
GEOS 170  Earth Science Today (3)
GEOS 305  Oceanography (3)
GEOS 330  Elementary Meteorology (3)
GEOS 360  Planetary Science (3) and
GEOS 360L Planetary Science (0)
HON 303  Nature of Physical Reality (3)
HON 315  Science and Time (3)
HON 318  Issues of the Nuclear Age (3)
MDS 132B  Human Sexuality (1)*
MDS 180  Plants and Humans I (2)*
MDS 181  Plants and Humans II (2)*
MDS 182  Ethnobotany: Plants, People and Culture (3)*
MDS 185  Humans and Their Environment (3)*
MDS 192  Science of the Human Body (4)*
MDS 195  Astronomy (3)*
MDS 196  Foundations of Physical Science (4)*
MDS 197  Natural Phenomena (3)*
MDS 198  Science of Energy Technologies (3)*
PHYS 101  Intro to Physics (3)
PHYS 105  Physics of Music (3)
PHYS 160  College Physics I (4)
PHYS 161  College Physics II (4)
PHYS 200  General Physics I (4)
PHYS 201  General Physics II (4)
PSCI 170  Physical Science I (3)
SCI 110  Sci-Tech and Soc (3)
4. Mathematics/Logical Reasoning, 1 course 3-4 semester credits

- MATH 105 Contemporary Mathematics (3)
- MATH 110 Introduction to Mathematics (3)
- MATH 127 College Algebra (3)
- MATH 142 Pre-Calculus (4)
- MATH 143 Trigonometry (3)
- MATH 229 Fundamentals of Applied Mathematics (3)
- MATH 234 Introduction to Probability and Statistics (4)
- MATH 236 Applied Statistics (4)
- MATH 238 Statistical Methods (2)
- MATH 261 Calculus I (4)
- MATH 262 Calculus II (4)
- MATH 303 Foundation of Number System (3)
- MATH 304 Informal Geometry (3)
- MATH 323 Multi-Variable & Vector Calculus (4)
- MDS 119 Contemporary Mathematics (3)*
- MDS 123A Mathematical Ideas (3)*
- MDS 123B Mathematical Ideas (3)*
- MDS 205B Group Dynamics/Interpersonal Communications (4)*
- PHIL 340 Symbolic Logic (3)

5. History and Social/Behavioral Sciences, 2 courses from 2 areas, 6-8 semester credits

- ANTH 115 Introduction to Archaeology (3)
- ANTH 216 The Paleolithic Age (3)
- ANTH 217 The Rise of Civilization (3)
- ANTH 318 Archeology and the Bible (3)
- ANTH 348 Ideas of Culture (3)
- ART 455 Psychology of the Arts (3)
- ECON 100 The American Economy (3)
- ECON 202 Principles of Economics I: Micro (3)
- ECON 204 Principles of Economics II: Macro (3)
- GEOS 110 Introductory Physical Geography (3)
- GEOS 112 Cultural Geography (3)
- GEOS 235 Geography of Minnesota and North Dakota (2)
- GEOS 320 Economic Geography (3)
- HIST 121 U.S. to 1877 (4)
- HIST 122 U.S. Since 1877 (4)
- HIST 321 History of England I (3)
- HIST 322 History of England II (3)
- HIST 330 World War Two, 1939-1945 (3)
- HON 300 American Society (4)
- HON 306 Human Nature in the Western Tradition (3)
- MDS 104 Values, Choices, and Behavior (4)*
<table>
<thead>
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<th>Course Title</th>
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<td>MDS 107</td>
<td>Human Development/Growth in the Modern World</td>
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<tr>
<td>MDS 130</td>
<td>Exploring Marriage and Family</td>
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<tr>
<td>MDS 132A</td>
<td>Human Sexuality</td>
<td>3</td>
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<td>MDS 205A</td>
<td>Group Dynamics/Theory</td>
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<td>Athletics in the U.S.</td>
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<tr>
<td>MDS 227</td>
<td>Corporations: History, Structure, Influence</td>
<td>3</td>
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<tr>
<td>MDS 228</td>
<td>The Automobile in America</td>
<td>3</td>
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6. Humanities and Fine Arts, 2 courses from 2 areas, 6-8 semester credits

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8. **Global Perspective, 1 course, 2-4 semester credits**

ANTH 110  Introduction to Cultural Anthropology (3)
ANTH 220  People and Cultures of Africa (3)
ANTH 302  Cultural Aspects of Aging (3)
ANTH 303  Cross Cultural Gender (3)
ANTH 316  Magic, Witchcraft and Religion (3)
ANTH 380  Traditional Cultures (3)
ART 338  Non-Western Art (3)
CHIN 102  Beginning Chinese II (4)
CHIN 132  Introduction to Chinese Culture (3)
CHIN 201  Intermediate Chinese I (4)
CHIN 202  Intermediate Chinese II (4)
CMST 300  Intercultural Communication (3)
ECON 300  Global Economic Issues (3)
ENGL 280  World Literature: East and West (3)
FREN 102  Beginning French II (4)
FREN 201  Intermediate French I (4)
FREN 202  Intermediate French II (4)
FREN 301  French Conversation and Composition I (4)
FREN 302  French Conversation and Composition II (4)
FREN 311  Intro to French Literature (4)
FREN 312  19th & 20th Century French Literature (4)
GEOS 111  World Regional Geography (3)
HIST 104  World History I (4)
HIST 105  World History II (4)
HIST 301  East Asian History I (3)
HIST 302  East Asian History II (3)
HIST 303  History of Africa I (3)
HIST 304  History of Africa II (3)
HIST 333  History of Latin America I (3)
HIST 334  History of Latin America II (4)
HUM 132  Introduction to Chinese Culture (3)
HUM 142  Introduction to Japanese Culture (3)
HUM 217  Latin American Humanities (3)
HUM 220  Introduction to East-West Humanities (3)
JAPN 102  Beginning Japanese II (4)
JAPN 142  Introduction to Japanese Culture (3)
JAPN 201  Intermediate Japanese I (4)
JAPN 202  Intermediate Japanese II (4)
LAT 102  Beginning Latin II (4)
MUS 216  World Music Survey (3)
PHIL 120  World Religions (3)
POL 265  International Protection of Human Rights (3)
POL 266  International Terrorism (3)
SOC 360  Latin American Issues (3)
SPAN 102  Beginning Spanish II (4)
SPAN 201  Intermediate Spanish I (4)
SPAN 202  Intermediate Spanish II (4)
SPAN 251  Intermediate Spanish Conversation I (3)
SPAN 252  Intermediate Spanish Conversation II (3)
SPAN 301  Advanced Spanish Grammar (4)
SPAN 302  Spanish Conversation and Composition (4)
SPAN 351  Advanced Spanish Conversation (2-3)
SPAN 412  Survey of Latin American Literature (4)

9. Ethnic and Civic Responsibility, 1 course, 3-4 semester credits
HON 318  Issues of the Nuclear Age (3)
PHIL 115  Contemporary Moral Issues (3)
PHIL 300  History of Ethics (4)
PHIL 311  Morals and Medicine (3)
POL 105  Sense of Politics (3)
POL 120  American National Government and Politics (3)

10. People and the Environment, 1 course, 3-4 semester credits
BIOL 103  Humanity and the Ecosystem (3)
BIOL 170  Exploring Biology (3)
BIOL 305  General Botany (4)
CHEM 104  Environmental Chemistry (3)
GEOS 117  Water, Land, and People (3) and
GEOS 117L  Water, Land, and People Lab (0)
GEOS 170  Earth Science Today (3)
GEOS 305  Oceanography (3)
GEOS 330  Elementary Meteorology (3)

*Only for students admitted to the New Center.

Freshman Year Requirements
No specific courses are required during the freshman year at MSUM, except that freshmen will normally complete the English 101-102 sequence. (See the English Department for information about the diagnostic examination in English by which students may earn exemption or substitute advanced courses.)

Freshmen will normally enroll in courses at the 100-level or certain 200-level courses with approval of their advisors, who will assist them in making course selections.

First Year Experience (FYE)
First Year Experience (FYE 101) is a one credit, graded course designed specifically to assist first year students with the transition to college in general, and to Minnesota State University Moorhead, in particular. It is a highly interactive course, with instructors chosen from a wide variety of Academic and Student Affairs departments.
Students who take advantage of what FYE offers usually:

- Are better prepared for the college experience
- Develop a stronger sense of belonging
- Integrate more easily into the university community
- Obtain higher grade point averages

In addition, all FYE students participate in an adventure learning program called the Challenge Course. This program, sponsored by the Minnesota State University Moorhead Regional Science Center, includes activities and experiences that teach trust, team-building, and problem-solving skills.

For more information contact the FYE Coordinator, Advising Support Center, Flora Frick Hall 153, (218) 477-4318 or visit the FYE website at www.mnstate.edu/fye.

**Advising**

Academic advising is designed to assist each student in the development of a meaningful educational plan that is compatible with the student’s interests, abilities, and life goals. Academic advising is an ongoing and collaborative process and requires that the student and advisor meet at least once each semester. An Academic Planning Worksheet is included in this Bulletin for use by students and their advisors.

**Students may expect that their advisors:**

- Have knowledge of the university curriculum requirements and are able to provide accurate information;
- Are informed about university policies, procedures, support services, and resources;
- Are reasonably available for consultation by having posted office hours and/or appointment times;
- Have knowledge of career opportunities and appropriate graduate programs in their fields; and
- Will refer the student to specialized institutional and community resources when necessary.

**Advisors may expect that the student:**

- Will make and keep appointments;
- Will prepare for advisor appointments by bringing a transcript (can be unofficial copy from the web) and giving thoughtful consideration to life/career goals, fields of study, and personal interests;
- Will keep his or her advisor informed when there are changes in objectives, course selection, academic plans, or progress;
- Will maintain up-to-date personal records of academic progress and will resolve discrepancies on official grade reports and/or other university documents; and
- Recognizes that he or she bears the ultimate responsibility for the development and implementation of his or her academic plan of study, including meeting graduation requirements.

**Advisor Assignment and Changes**

Students are assigned to a faculty advisor after the time of first registration. Students can find the name of their advisors on the web.

Any change of advisor may be made with the approval of the chairperson of the department in which the student plans to seek a major and must be reported on a Major/Advisor Change Form available from the Records Office and Advising Support Center.

**Individualized and University Studies Majors**

Students may develop a multidisciplinary individualized major composed of courses from several related disciplines selected in consultation with a faculty advisor.
The forms used to petition for these majors are available from the Continuing Studies office. See Individualized Major and University Studies Major under the Special Programs section of this Bulletin. For more information call (218) 477-2394.

Minors Through Tri-College University Exchange

The Tri-College University commissioners have agreed that students completing minors on one of the other campuses should be given recognition for this accomplishment on their graduation transcripts. Thus, a MSUM student could complete a minor in, for example, agronomy or horticulture at one of the other TCU schools and, upon graduation, that student’s transcript would so indicate.

Procedures for implementation of this policy are as follows:

· Students should complete the TCU minor approval form and secure signatures from the university/college granting the minor.
· The form is available in the Records Office or online at www.mnstate.edu/regsoff.
· Submit the form with the Graduation Application to the Records Office.

Teaching Majors and Minors

Requirements for the major programs in elementary education and special education are listed under the respective departments in this catalog. Teacher licensure requirements are listed under Teacher Education.

Associate Degree

Minnesota State University Moorhead offers the Associate in Arts degree in Liberal Arts. The degree requires:

· At least 64 semester credits, including at least 22 credits in courses from MSUM.
· A GPA of at least 2.00 in all MSUM courses applied to Liberal Studies, a 2.00 GPA in all courses applied to the A.A. degree, and a 2.00 in all courses taken at MSUM.
· Students who earn the A.A. degree must complete the Liberal Studies requirement of 45 credits. Remaining electives to fulfill the 64 credit requirement are subject to the approval of the student’s faculty advisor.
· Students who are admitted to and complete the associate degree and who decide to continue with a baccalaureate program, may do so by meeting all additional requirements for the bachelor’s degree, including the restriction against using more than one course from the major discipline to satisfy Liberal Studies categories. Questions should be directed to the Director of Academic Support Programs, (218) 477-2996.

Resident Credits

Resident credits are those registered and paid for at Minnesota State University Moorhead while attending courses offered on the Minnesota State University Moorhead campus, in Tri-College, or Common Market courses or other designated exchange programs, in workshops or field trips originating from the campus and in evening courses on campus.

Non-resident credits are those earned at another college (except in authorized exchange programs), those registered and paid for at the other Tri-College institutions, those credits earned through Advanced Placement, the International Baccalaureate, the College Level Examination Program, or Departmental Examinations.

Armed Service Credits

Study completed during military service through the United States Armed Forces Institute will be evaluated at the time of admission or re-enrollment to determine if credit will be awarded at Minnesota State University Moorhead. Credit will be granted for military schools placed in the upper-division baccalaureate category by the ACE Guide.

Students should discuss the possibility of such credit with the Registrar.

Transfer of Credits

Transfer credit from institutions accredited by regional associations (North Central, Middle States, etc.) will normally be accepted by Minnesota State University Moorhead subject to limitations in this catalog.
Transfer students will receive evaluations indicating the extent and distribution of credits which are accepted by Minnesota State University Moorhead toward the Liberal Studies requirement as well as all other courses accepted for transfer.

Courses similar to those allowed for the Liberal Studies requirement at Minnesota State University Moorhead will usually be considered equivalent for the purpose of meeting course requirements. However, the student must complete a total of at least 45 credits in Liberal Studies courses and meet all distribution requirements.

A maximum of six credits will be granted for courses from religion departments of regionally accredited public and private institutions. No courses in applied religion studies will be accepted.

Minnesota State Universities do not offer correspondence courses. Up to ten semester hour credits of correspondence study from another accredited institution may be applied to an undergraduate degree program.

Credit is NOT awarded for departmental examinations or waivers of credit from other institutions.

Transfer credits will not be entered on students’ permanent records at MSUM unless they are applicable to students’ degree programs. No transfer credit will be granted to students who have attended institutions which do not themselves have a teaching faculty, but which recommend credit based upon instruction received elsewhere. All credit evaluation will be based upon original transcripts from the original credit issuing institution.

**Minnesota Transfer Curriculum**

**Two-Year Colleges**

Transfer students who have completed an Associate in Arts program in liberal arts at a regionally accredited college or have completed the Minnesota Transfer Curriculum as prescribed by that institution, will be deemed to have met the Liberal Studies requirement at MSUM.

Transfer credits may not be applied to meet an area requirement at Minnesota State University Moorhead (Liberal Studies, major, or minor) unless they also meet the corresponding GPA requirement for the academic area.

All baccalaureate degrees require at least 40 credits of the graduation credits to be at the upper division (300-400) level.

Minnesota State University Moorhead will accept in transfer, for full credit, college-parallel general education courses offered by institutions with regional accreditation to provide transfer-level general education courses leading to the following degrees: associate degrees in arts, sciences, applied sciences, and the baccalaureate degree.

Minnesota State University Moorhead will accept for transfer, as lower-division electives, a maximum of 16 semester credits of vocational or technical courses offered by technical colleges. Specific requirements in a student’s major or minor field of study at Minnesota State University Moorhead may be waived upon evaluation of vocational or technical courses judged by MSUM faculty to be comparable or equivalent to courses offered by MSUM.

Any credit granted upon review will be in addition to the total of 16 credits of lower division electives.

**Program Collaboration and Articulation Agreements**

Minnesota State University Moorhead has a number of collaborative agreements to serve students who need to transfer with minimal loss of time and credits.

Agreements at the graduate level include programs with the Tri-College University, the University of Minnesota, and the University of North Dakota.
A number of articulated agreements to enable students to transfer into MSUM’s baccalaureate programs with ease have been established. Programs exist with a number of institutions, including Alexandria Technical College, Anoka-Hennepin Technical College, Anoka Ramsey Community College, Central Lakes College, Century College, Dakota County Technical College, Hennepin Technical College, Lake Superior College, Minneapolis Community and Technical College, Minnesota West Community and Technical College, Northland Community College, Northwest Technical College (Bemidji, Detroit Lakes, East Grand Forks, Moorhead, and Wadena campuses), Minnesota Riverland Technical College, South Central Technical College, St. Cloud Technical College, and St. Paul Technical College in Minnesota; Bismarck State College, and North Dakota State College of Science in North Dakota; and Lake Area Technical Institute in South Dakota.

Advanced Placement

Minnesota State University Moorhead will award credit for successful completion of an approved Advanced Placement study program under the auspices of the College Entrance Examination Board. Such programs are available to promising students in participating high schools.

To receive Advanced Placement credit, students must:

- Have the approval of the high school;
- Complete the program successfully (with a score of three or higher); and
- Enroll at Minnesota State University Moorhead following high school graduation.

All records must be forwarded from the College Entrance Examination Board, and the University reserves the right to evaluate such records and determine the credit to be assigned, normally three (3) semester credits per examination. Credit shall be given for a specific college course if the AP exam covers substantially similar material, and AP exams will be granted the same number of credits as the course they replace. Three (3) or four (4) semester credits will be awarded for successful performance on each AP exam depending on the credit assigned to the MSUM course the AP exam replaces. If the test material does not match an existing course, students shall be given elective credit for the course.

Credit earned through AP examination is not resident credit and may not be used to satisfy resident credit requirements for graduation. AP credit may be used toward the Liberal Studies requirement.

Credit by Departmental Examination

Students who are in degree status may challenge a course at Minnesota State University Moorhead through an examination for credit if:

- The course can be properly evaluated on the basis of such examination,
- The appropriate department chairperson gives approval for the examination, and
- The examination fee has been paid in advance. Students must verify current enrollment in order to challenge course credit by examination.

Credit may not be granted by examination if students have previously or currently registered for an equivalent course. Credit earned through Departmental Examination is not resident credit.

An examination for credit may be announced by the department chairperson, or students may secure written permission for such an examination from the department chairperson. Following such announcement or written permission, students must secure an “Examination for Credit” form at the Office of Academic Affairs, Owens 206. Current enrollment must be verified by the Records Office. The completed form must be presented at the Business Office, where the form will be stamped and a receipt issued upon payment of an examination fee of $7.50 per credit. The stamped form will be collected as an admission slip at the time of the examination at the department.

A grade of Pass or Fail (“P” or “F”) and the appropriate number of credits will be marked on the form, which will then be signed by the department chairperson and forwarded to the Office of Academic Affairs for approval. The approved form will be submitted to the Registrar. If students receive a Pass grade, the credit will be placed on the permanent record. If the examination has been failed, the form will be placed in a student’s file but not entered on the transcript.
No student may repeat any examination for credit.

**International Baccalaureate**

Minnesota State University Moorhead will award credit for International Baccalaureate Diplomas and for individual higher level examinations. Students who complete an IB diploma with a score of 30 or higher shall be granted eight semester credits for each of three higher level examinations, plus two semester credits for each of the subsidiary exams, for a total of 30 semester credits. No credit shall be given for subsidiary level exams other than those included as part of the IB diploma as described earlier. Students may receive credits, as described above, for any higher level exams with a score of five or higher.

IB credit may be used toward the Liberal Studies requirement. AP, IB, and/or CLEP credit will not be granted in the same academic discipline.

Credit earned through IB examination is not resident credit and may not be used to satisfy resident credit requirements for graduation.

**Credit by CLEP Examination**

The Records Office at Minnesota State University Moorhead will provide information about the College Level Examination Program (CLEP).

Three or four semester credits will be awarded for successful performance on each CLEP Subject Examination depending on the credit assigned to the MSUM course the CLEP exam replaces. Credit is not given for the CLEP General Examinations. Credit will be awarded only if students achieve standard scores recommended by the Council on College-Level Examinations. However, credit will not be given to students who have previously or currently enrolled in courses in the same subject.

Following are the approved Subject Examinations and the Liberal Studies categories they will fulfill:

American Government (C)
American History I and II (C)
American Literature (D)
Analyzing and Interpreting Literature (D1)
Calculus (E1)
College Algebra (E1)
College Algebra-Trigonometry (E1)
College French (E)
College German (E)
College Spanish (E)
Computers and Data Processing
Educational Psychology
English Literature (D1)
Fortran Programming
Freshman College Composition (A)
General Biology (B)
General Chemistry (B)
General Psychology (C)
History of the United States (C)
Human Growth and Development
Introductory Business Law
Introductory Sociology (C)
Principles of Management
Credit earned by CLEP examination may be applied to Liberal Studies requirements but may not be applied to a major curriculum except with departmental approval. The CLEP Subject Examinations are recommended only for students with advanced knowledge in subject fields not usually acquired in typical high school curricula. Credit earned through CLEP examination is not resident credit and may not be used to satisfy resident credit requirements for graduation. AP, IB, and/or CLEP credit will not be granted in the same academic discipline.

Credit will also be awarded for equivalent performance on CLEP Subject Examinations taken at other test centers, including the military services (DANTES Exams). Because CLEP credit is introductory level course credit, students who wish to earn credit through the CLEP examination process after matriculating at MSUM must take the examination(s) during their first semester of attendance. A grade of “P” will be recorded for any exam successfully completed. Students are limited to a maximum of 12 credits through the CLEP process.

Credit for Prior Learning

MSUM recognizes that some students have learned college material prior to admission. This type of learning may occur as a result of job or volunteer experiences. MSUM provides an opportunity for its students to obtain college credit for these learning experiences. The evaluation of this type of learning is done by faculty who teach the subject matter on campus; thus credits cannot be evaluated in areas that MSUM does not have faculty expertise. Credit acquired in this manner is generally not transferable to other institutions of higher education. Credit for prior learning is not granted for graduate credits.

Any student who has been admitted to a degree program at MSUM and completed a minimum of 16 credits with a GPA of 2.0 or better is eligible to apply for credit for prior learning. Application includes the presentation of a portfolio of information that validates what has been learned. For more information, contact Continuing Studies at (218) 477-5862.

Pass-No Credit Grades

- Students with sophomore, junior, or senior standing may take courses for Pass-No Credit grades in areas outside the major or minor discipline.
- No course with Pass-No Credit grades may be applied to Liberal Studies.
- Students may take no more than one course per semester for Pass-No Credit grades. Students may apply up to 16 credits under the Pass-No Credit option to a baccalaureate degree program.
- No course which students have previously failed may be repeated under the Pass-No Credit option.
- Credits earned under the Pass-No Credit option will not be included in computing GPA’s.
- A grade of “P” will be recorded for any course successfully completed under the Pass-No Credit option. The grade “NC” will be recorded if the course is failed.
- A Pass-No Credit agreement form, available from the Records Office, must be signed by the student and the advisor and returned to the Records Office on or before the tenth class day of the semester (fifth class day of a summer session.)

Pass-Fail Courses

Certain courses which offer insufficient opportunity for graded evaluation may be offered with only the grading options of Pass “P” or Fail “F”. Student teaching and internships are always graded on a pass-fail basis.

The Vice President for Academic Affairs may grant permission for other courses to be graded pass-fail. All students in an approved course shall be graded on the pass-fail basis.

Auditing Courses
Students who wish to audit or attend a course without seeking credit must be admitted to the University, register for the course, and pay full tuition and fees. Classes taken for audit are not eligible for financial aid. Students may be billed for financial aid if classes taken for credit are later changed to audit status.

To audit a course, students shall attend class sessions but are not required to complete assignments or projects, participate in discussions, take examinations, or meet other requirements.

Students may declare the intent to audit a course by submitting a Course Audit form signed by the instructor by the tenth class day of a semester (fifth class day of a summer session), or by notifying the instructor at the time of registration in an evening class, workshop, or off-campus course.

Students may not receive credit for auditing a course except by re-enrollment for credit and successful completion of the course in a subsequent semester.

An entry of “AU” (Audit) is made on a student’s permanent academic record when a course is audited.

**Grades and Grade Points**

All study for university credit is recorded with the following grade designations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>EX</td>
<td>Exchange – used to document registration. This grade does not affect GPA or Satisfactory Progress.</td>
</tr>
</tbody>
</table>

**Grade Point Average**

The grade point average (GPA) is computed by dividing the number of grade points earned in a given course or courses by the number of credits attempted. The GPA is based on MSUM grades only. Transfer courses are not used in computing the GPA.

Credits with grades of “P”, “I”, “IP”, “AU”, “W”, or “EX” are not included in computing the GPA.

Credits with grades of “F” are included in computing the GPA.
**Incomplete Credits**

The mark of “I” (Incomplete) is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester.

It is the responsibility of students to develop a contract to meet the instructor’s requirements for making up an Incomplete. Ordinarily, the Incomplete must be made up during the next semester. (Students receiving financial aid may have specific requirements. See the *Financial Aid* section.)

The grade of “I” is reserved for students who are unable to complete course requirements within the allotted time for reasons satisfactory to the instructor and who have made arrangements for subsequent completion of coursework. If an incomplete requires substantial class attendance in a subsequent term, the student must register to repeat the course and pay tuition and fees.

When requirements have been met, the instructor will notify the Registrar of the replacement grade. Incompletes which have not been completed by the end of the next semester will become “F” grades.

**Repeating Courses**

When a course is repeated, only the higher grade will be used to compute the GPA. However, repeating a course more than once will result in the removal of only one previous grade from the GPA computation.

To assure that the GPA is corrected, students must submit a “Repeated Course” form at the Records Office. All course attempts will remain on permanent academic records.

*Students may not repeat a course to improve a previous grade of “C” (includes the full range of C+, C, and C-) or better in that course.* Such registration will be treated as an audit or if circumstances warrant, as a “W” grade.

**Academic Standing**

The cumulative GPA for all courses attempted at Minnesota State University Moorhead is the basis for determining academic standing. Students with a GPA of 2.0 or better are considered to be in satisfactory academic standing.

**Academic Forgiveness Policy**

The Academic Forgiveness Policy at MSUM gives an undergraduate student, who has been away from MSUM at least five years, a one-time opportunity to establish a new grade point average (GPA). Students who seek redress under the Academic Forgiveness Policy must meet the following conditions:

- The student must not have been enrolled at MSUM for a minimum of five consecutive years prior to the “point of academic forgiveness.”
- Upon readmission, the student must demonstrate adequate academic ability by completing 12 undergraduate credits at MSUM with a minimum GPA of 2.0 (grade of “C” or higher in each class).

Academic forgiveness cannot be granted if a student has earned a post-secondary degree following his/her initial MSUM attendance and applied MSUM credits toward that degree.

Students who meet the two conditions cited above should contact the Office of Academic Affairs (Owens 206) for the application form. After the Academic Forgiveness application has been approved, the Registrar will make the following adjustments to the student’s transcript:

- The transcript will be separated into two sections indicating the point of academic forgiveness. Academic forgiveness will be indicated on the transcript.
- No credits will be granted for any course completed at MSUM prior to the point of academic forgiveness. However, the course titles and grades from these courses will remain on the transcript.
- Calculation of the student’s grade point average will not include grades received prior to the point of academic forgiveness.
**Academic Honesty**

The University expects all students to represent themselves in an honest fashion. In academic work, students are expected to present original ideas and give credit for the ideas of others. The value of a college degree depends on the integrity of the work completed by the student.

When an instructor has convincing evidence of cheating or plagiarism, the following actions may be taken: assign a failing grade to the assignment in question, or assign a failing grade for the course in which the student cheated. The Student Conduct Committee may also take disciplinary action if the student is found responsible. (See the Student Conduct Code and the Student Handbook for details.)

**Academic Probation and Suspension**

**Policy**

Students at MSUM are required to make and maintain satisfactory academic progress. This means there are minimum cumulative GPA thresholds that students must achieve each semester. Students are responsible for determining whether or not they are achieving satisfactory academic progress by comparing their own cumulative GPA to the following minimum standards required by MSUM.

- At 16 to 39 total attempted credits, students must have a cumulative GPA of 1.6 or higher*.
- At 40-71 total attempted credits, students must have a cumulative GPA of 1.9 or higher.
- At 72 or more total attempted credits, students must have a cumulative GPA of 2.0 or higher.

(Attempted credits include all courses on students’ records, including courses currently in progress, withdrawals, repeated courses, and grades of incomplete. Transfer credits are included in the attempted credit number, but only MSUM courses are computed in the student’s GPA. MSUM courses numbered below 100 (remedial) are not computed in the student’s GPA.)

Each semester that a student’s cumulative GPA is below the required level, the student is placed on probation. Students on probation cannot pre-register for next semester classes. Students on probation must either raise their cumulative GPA to the appropriate minimum listed above by the end of the semester, or earn a 2.0 for the current semester in order to remain at the University. Students on probation who do not fulfill either of these requirements will be suspended. Students suspended for the first time may not return to MSUM for one semester (not including summer term). Second suspensions last one calendar year. Third and subsequent suspensions last for two calendar years. Students who are suspended may appeal their status to the Financial Aid and Suspension Appeals Committee. Forms, information, and deadlines for the suspension appeal process are available in the Office of Academic Affairs, Owens 206.

Students who are placed on academic probation and suspension are notified by letter from the Office of Academic Affairs. Students are responsible for notifying the Records Office of address changes.

*Because New Center (MDS) courses yield credits but no grade points, New Center students are not placed on academic probation under this policy until after they have completed 12 graded (non-New Center) credits. Prior to completing these 12 graded credits, New Center students are required to complete 75% of all credits attempted, and maintain a 2.0 GPA for all credits earned in other departments.

A complete explanation of satisfactory academic progress rules for New Center students is available below.

**Academic Probation and Suspension Information for New Center Students (who have earned fewer than 12 credits outside of the New Center)**

**Policy**

New Center students at MSUM are required to make and maintain satisfactory academic progress. This means that there are cumulative GPA and percent of credits completed thresholds that students must achieve each semester. Students are responsible for determining whether or not they are achieving satisfactory academic progress by comparing their own cumulative GPA and percent of credits completed to the following minimum standards required by MSUM. For New Center students who have completed 11 or fewer graded credits in departments outside of the New Center:

- these New Center students must earn 75% of all credits attempted, and
- maintain a 2.0 GPA for all credits earned in other departments.

(Attempted credits include all courses on students’ records, including courses currently in progress, withdrawals, repeated courses, and grades of incomplete.)

*
Each semester that a student’s cumulative GPA or percent completed is below the required level, the student is placed on probation. Students on probation cannot pre-register for next semester classes. Students on probation must either raise their cumulative GPA/percent completed to the appropriate minimum listed above by the end of the semester, or earn 75% of their credits and a 2.0 GPA for the current semester in order to remain at the University. Students on probation who do not fulfill either of these requirements will be suspended. Students suspended for the first time may not return to MSUM for one semester (not including summer term). Second suspensions last one calendar year. Third and subsequent suspensions last for two calendar years. Students who are suspended may appeal their status to the Financial Aid and Suspension Appeals Committee. Forms, information, and deadlines for the suspension appeal process are available in the Office of Academic Affairs, Owens 206.

Students who are placed on academic probation and suspension are notified by letter from the Office of Academic Affairs. Students are responsible for notifying the Records Office of address changes.

Upon completion of 12 or more graded credits (non New Center credits), students must meet the conditions of the campus-wide probation and suspension policies, available in the Bulletin and online at:

www.mnstate.edu/acadaff/AcadSupport/ProbationSuspension.htm

**Procedure**

New Center students are put on probation each semester that their cumulative GPA/percent completed remains or falls below the required standards. Probation holds are placed at the beginning of the semester after the drop/add period closes.

Being on probation prevents students from registering for future semesters. This is because probation is a warning status- when students are on academic probation, they must meet the requirements listed above, or they will be suspended and not permitted to attend the University for a specific period of time.

At the end of each semester, when final grades are recorded, students who do not fulfill the requirements are suspended, and probation holds are released for students who do fulfill the requirements.

Students can be placed on probation more than once because it often requires more than one semester to raise the cumulative GPA to the necessary level.

**Academic Honors**

Three levels of honor students are recognized annually at the Spring semester Honors Convocation:

- Honorable Mention for those with a GPA between 3.4 and 3.59;
- Honors for those with a GPA between 3.6 and 3.79; and
- Special Honors for those with a GPA between 3.8 and 4.00.

To be eligible, a student:

- Must have completed at least 15 graded credits at MSUM during the Fall semester of the current year, **OR**
- Must have:
  - Completed at least 60 post-secondary semester credits, including at least 30 graded semester credits at MSUM, **AND**
  - Completed at least 12 graded semester credits at MSUM in the Fall semester of the current year.

**Dean's List**

The Dean’s list, published at the close of the Fall and Spring semesters, includes all students who maintained a GPA of at least 3.25 for that semester while completing a minimum of 12 graded credits.

**Graduation Honors**

Students who complete at least 60 credits at Minnesota State University Moorhead as candidates for baccalaureate degrees may graduate with the following honors:
· Cum Laude, representing a cumulative GPA of 3.4 or better;
· Magna Cum Laude, 3.6 or better; and
· Summa Cum Laude, 3.8 or better.

Such honors are computed only from the cumulative GPA at Minnesota State University Moorhead. Examination credits, AP, IB, and/or CLEP credits may not be counted toward the 60 credit total.

Such honors will only be granted with the initial MSUM baccalaureate degree. Subsequent completion of additional majors or degrees will not result in the granting of additional honors citations.

Transfer students from Concordia College or North Dakota State University who have enrolled for MSUM courses under the Tri-College University course exchange program may apply such MSUM courses to fulfill requirements for graduation with honors. Such students should mark their request for this option on the application for graduation in order to qualify for honors.

Some departments of study may award departmental honors to students who meet the requirements established by the departments.

Classification of Students

Students at Minnesota State University Moorhead are divided into classes as follows:

- Freshman . . . . . . . . . . . . . . 0-29 credits
- Sophomore . . . . . . . . . . . . . 30-59 credits
- Junior . . . . . . . . . . . . . . . . 60-89 credits
- Senior . . . . . . . . . . . . . . . 90 or more credits

Special students are admitted on an individual basis and classified separately since they are not participating in degree programs.

Internship Policies

- Students will not be required to return to campus after completing an Internship. Students should, however, be encouraged to return to campus to share their experiences.
- Before the starting date of the Internship, the Internship Supervisor, the Site Evaluator, and the Student Intern shall sign an Internship Agreement which outlines mutual responsibilities and expectations for the internship and contains statements clearly articulating liability assumption on the part of MSUM, the Site, and the Student Intern.
- The central location for filing and routing Internship opportunities and information to the departments is the MSUM Career Services Office.
- Minimum Standards
  a) A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be granted for Internships.
  b) A maximum of twelve (12) semester credits may be counted toward a degree.
  c) An Internship will be graded only on a satisfactory/fail basis.
  d) An Internship may be taken only by a student majoring in the department or program.
  e) Any Intern must have at least junior standing.
  f) Internship credits will be awarded on the basis of a minimum of forty (40) hours of fieldwork per semester per credit received.
  g) Each Internship must have a written agreement outlining the mutual expectations and responsibilities of MSUM, the Site, the Department, and the Student Intern.
  h) The Internship Agreement will be kept on file in the department office for six years.
  i) Every Internship will be evaluated by the department Internship Coordinator or the Internship Supervisor.
Departmental Expectations - all departments offering Internships must have a current Internship document on file in the Office of the Vice President for Academic Affairs, and in the Office of the Divisional Dean. The document shall include statements of:

a) Objectives of the Internship program
b) Responsibilities of the Student Intern, the Faculty Supervisor, and the Site Evaluator.
c) Departmental procedures for approving Internships.
d) Means of reporting results or accomplishments.
e) Method(s) of assessment.
f) Expectations and procedures of monitoring Internship achievements.
g) Departmental practice on faculty workload, if any.
h) Departmental policy on Internship compensation.
i) Name of a designated departmental Internship Coordinator.

Also, see the Internship section of this Bulletin.

Background checks

Minnesota law requires that any person who provides direct contact services to people receiving services from facilities and agencies licensed by the Minnesota Department of Human Services (DHS) and/or the Minnesota Department of Health (MDH) have a background study conducted by the state. Direct contact is defined as providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people receiving services from the agency or facility. Any individual who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a DHS or MDH licensed facility or agency. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Students whose programs may involve DHS or MDH licensed facilities or agencies should contact the chairperson of their major program. Forms may be obtained from the program chair. The Affirmative Action Officer, Owens 214B, (218) 477-2229 (Voice) has been designated as MSUM’s responsible official.

Student Liability

Students are clearly liable for their actions and may be sued (along with others) for damages due to negligence. Minnesota State University Moorhead has a Student Professional Liability Policy which covers students engaged in internships. The coverage is for $1,000,000 per occurrence and $3,000,000 in aggregate.

If the student or his/her academic department or clinical practicum site does not have a formal internship agreement, and therefore does not have a formally acknowledged internship (i.e. no credit hours, etc.), the student is NOT covered by the University Student Professional Liability Policy.

Students completing their practicum work in area schools can receive liability insurance through the Education Minnesota Student Program provided they are members. For more information, check out their website at www.mnstate.edu/emsp/.

Registration Procedures

Prior to registration, students will plan a program with an advisor and receive their registration access code. Registration must be completed and all tuition and fees must be paid to the Business Office according to published deadlines in order to avoid assessment of late payment fees.

Class schedules and descriptions of the registration procedures for any semester may be secured from the Peer Advisor Office one week prior to pre-registration for that semester.

Opportunities for advance registration for returning students, transfer students, or beginning freshmen may be made available according to schedules and procedures specified by the Registrar.
Evening Course Registration
Evening classes on campus are considered as resident courses and are open to both part-time and full-time students.

Students who register only for evening courses may do so at the first class meeting or in advance via web registration. Registration for evening courses is closed after the seventh day of the term.

Off-Campus Registration
Minnesota State University Moorhead offers off-campus weekend and evening courses in several communities within an approximate radius of 100 miles. Off-campus courses are listed in the printed course schedule and online. Inquiries about off-campus courses should be directed to Continuing Studies at (218) 477-5862.

Late Payment
Tuition and fee payments that are made after the last scheduled payment day are late and subject to a surcharge of $30.00. This late fee charge will be assessed on all payments made after the fee payment deadline established for each term.

Tri-College University Registration
Students who are enrolled at Minnesota State University Moorhead, North Dakota State University, or Concordia College may complete a portion of their coursework at either of the other two institutions through the Tri-College University.

To register for regular daytime classes, students must report to the registration clerk at the home college to clear arrangements for a class at another college.

Tuition and fees for a Tri-College course will be the same as for equivalent credit at the home college, and students must arrange for payment of such charges at the home college.

If limited enrollment in a course is exceeded, priority will be given to students who are already admitted to degree programs at the college offering the course.

Credits earned in Tri-College courses at another college are considered as resident credits at Minnesota State University Moorhead if the credits are registered and paid for at MSUM.

Courses taken at MSUM by Concordia or NDSU students will count in the MSUM GPA if those students subsequently transfer to MSUM.

Registration for evening courses under the Tri-College agreement may take place at the first class session, and no advance permission from the home college is required. Later registration for evening courses must be completed through the Registrar of the home college by the seventh day of the term.

Students must observe all registration and academic policies of their home colleges, including arrangements for withdrawals, pass/no credit, and incompletes.

Excess Credit
To register for more than 18 credits during any semester (nine credits during a summer session) students with fewer than 60 earned credits must fill out an Excess Credit form. This form must be signed by both the student’s advisor and the faculty dean. No student may register for more than 20 credits without an Excess Credit Permit.

Change of Program - Adding or Dropping Courses
Program changes include adding courses or withdrawing from courses after students have made class reservations.

A class may be added within the following time limits only:

- **Fall-Spring**: through the seventh class day of the semester, except for courses which begin later in the semester, or in special circumstances approved by the Registrar.
- **Fall-Spring evening and off-campus classes**: through the seventh day of the term.
- **Summer Sessions**: through the fifth class day of the session.

Students may withdraw from a class only within the following limits:

- **Fall-Spring**: by the end of the eleventh week (55th class day).
- **Summer Sessions**: by the end of the third week (15th class day).

No entry will be made in a student’s record if a class is dropped within the first seven class days of a semester (or equivalent for summer), unless such entry is required by the MSUM Business Office to satisfy state and federal audit procedures.

A class dropped after the first seven days (or equivalent for summer) will appear on the student’s record as a withdrawal (“W”). Tuition from a withdrawn course may not be applied to subsequent course additions.

Each change of program requires the following procedures:

- Complete a Drop/Add form, available from the Records Office.
- Secure the instructor’s signature for each class dropped after the fifth day of a term.
- Secure the instructor’s signature for each class added after the fifth day of a term.
- Present the form for processing at the Records Office.

The date of a program change will be the day when the final step of the process above is completed.

To withdraw from an evening class, either on-campus or off-campus, students must notify both the instructor and the Registrar in writing by the withdrawal deadline of the semester. If a change of program results in an increase in the number of credits, the corresponding additional tuition must be paid before the change will be fully implemented.

Tuition and fees, for both day and on-campus evening classes, will not be reduced or refunded for dropped courses except during the first seven days of the fall or spring semester, or the first five days of a summer course. If the course begins in the second half of the semester, the tuition and fees are fully refundable for seven days (five days in summer) after the class begins.

**Withdrawal from Enrollment**

To withdraw officially from all enrolled courses, students must complete the Student Withdrawal form which is available from the Counseling Center.

Students who withdraw without following this procedure will receive a grade of “F” in each course and are considered “unofficially withdrawn”. Financial Aid recipients who unofficially withdraw may incur repayment obligations.

“W” grades cannot be granted if the complete withdrawal takes place later than the normal withdrawal deadline of the semester. Under special circumstances, students may pursue “retroactive withdrawal” after this deadline by filing an Academic Appeal with the Office of Academic Affairs, Owens 206.

Any refund of tuition or fees will be according to the schedule given under “Refund of Payments.”
Military Withdrawal

A student who withdraws from the University because he/she has been called into active duty must bring the Registrar a copy of his/her military orders, including notification of the date of departure. Such a student will receive a full refund of tuition and fees without credit or grades being posted if less than 75% of the term has elapsed. In the event that 75% or more of the term has elapsed, the student will receive full credit with grades earned at the time of withdrawal. If a course relies on a final project and/or examination to determine satisfactory performance, no credit will be granted if the student withdraws prior to completion of such required work. A full refund of tuition and fees will be made for those courses in which credit is not granted. Normally, the provisions of this policy do not apply to 14 day annual active duty training requirements.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

• The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

• The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of the Minnesota State Colleges and Universities (“MnSCU”), including the board of Trustees, Chancellor, Chancellor’s staff; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which a student is enrolled or seeks or intends to enroll.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minnesota State University Moorhead to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
• MSUM may disclose directory information of students. Directory information includes: name, local and permanent (hometown) address, e-mail address, telephone number, major and minor fields of study, class level, dates of enrollment, full-time/part-time status, awards, honors (including Dean’s List), degree(s) conferred (including dates), previous educational institution(s) and dates attended, photographs taken and maintained by the University for various purposes, past and present participation in officially recognized activities and sports, and height and weight of athletes.

You may refuse to permit the disclosure of directory information if you notify MSUM’S Registrar in writing that you do not want such information disclosed. This written refusal to permit the disclosure of directory information must be made within 45 days of the date you begin taking classes at MSUM. Students should act within two weeks to keep directory information from being published in the Fall term campus directory.

Students may review or obtain a copy of MSUM’s FERPA Policy at the following offices: Records, Vice President for Academic Affairs, and Vice President for Student Affairs.

**Appeal of Academic Policies**

Academic Appeals can be filed to seek waiver of a graduation or Liberal Studies requirement, retroactively withdraw from a course (after the withdrawal deadline has passed), and other similar situations. Appeals to retroactively withdraw cannot be accepted if five years have passed since the course in question was taken. Students can inquire in the Office of Academic Affairs (Owens 206) whether an appeal is appropriate in their situation.

Students complete the appeal form and return it to the Office of Academic Affairs, along with appropriate supporting documentation. The Academic Appeals Committee reviews student appeals and approves or denies them. Students whose appeals are denied by the Committee may appeal to the Associate Vice President for Academic Affairs, whose decision is final.

**Baccalaureate Degrees**

The four-year degrees available from Minnesota State University Moorhead include the Bachelor of Arts (120 credits), Bachelor of Science (128 credits), Bachelor of Science in Nursing (120 credits), Bachelor of Music (128 credits), and the Bachelor of Social Work (120 credits). Each requires the satisfactory completion of 120 or 128 credits of college courses and includes 45 credits in Liberal Studies, from 32-64 credits in a major area, and the remainder in electives. While no minor is required, students may choose from more than 60 possible minor programs. Information about Liberal Studies requirements may be found in the Academic Information section and requirements for the various majors and minors are listed in the Departments and Curricula section of this catalog.

**Liberal Arts and Professional Majors**

Liberal Arts and other non-teaching major programs and their degree area and any emphasis include:

- Accounting (BS)
- American Studies (BA)
- Anthropology (BA)
  - Archaeology
  - Cultural Anthropology
- Art (BA) (BFA)
  - Art History
  - Ceramics
  - Drawing
  - Graphic Design
  - Painting
  - Photography
  - Printmaking
  - Sculpture
- Athletic Training (BS)
- Biology (BA)
  - Biochemistry and Biotechnology
  - Ecology and Evolutionary Biology
  - Health and Medical Sciences
- Business Administration (BS)
- Chemistry (BA, BS)
• Biological Chemistry
• Biochemistry and Biotechnology
• Chemical Physics
• Computational Chemistry
• Liberal Arts Chemistry
• Mathematical Chemistry
Communication Studies (BA)
Community Health (BS)
Computer Information Systems (BS)
Computer Science (BS)
Construction Management (BS)
Criminal Justice (BA)
East Asian Studies (BA)
  • Business
  • Humanities
  • Language and Culture
Economics (BA)
  • Business Economics
English (BA)
  • Literature
  • Writing
English/Mass Communications (BA)
Film Studies (BA)
  • Film Production
  • Film History and Criticism
Finance (BS)
Geosciences (BS)
  • Geology
  • Geoarchaeology
  • Geographical Sciences
Gerontology (BA)
  • Anthropology
  • Biology
  • Economics
  • Health
  • Health Services Administration
  • Political Science
  • Psychology
  • Social Work
  • Sociology
Graphic Communications (BS)
  • Digital Design and Production
  • Multimedia Development
Health Services Administration (BS)
  • Long Term Care Administration
History (BA)
Individualized Major
Industrial Technology (BS)
  • Industrial Distribution
  • Industrial Management
International Business (BS)
International Studies (BA)
  • Development
  • Diplomacy
Languages (BA)
Legal Studies (BA)
  • American Legal System
  • Economics and Business
  • History
  • Human Rights
  • Philosophy
  • Sociology and Criminal Justice
Management (BS)
Marketing (BS)
Mass Communications (BS)
  • Advertising
  • Broadcast Journalism
  • Integrated Advertising and Public Relations
  • Online Journalism
  • Photojournalism
  • Print Journalism
  • Public Relations
Mathematics (BA, BS)
  • Actuarial Science
  • Computation
Medical Technology (BS)
Music (BA)
  • Music Performance (BM)
    • Composition
    • Keyboard
    • Jazz and Studio Music
    • Voice
    • Wind, String, or Percussion Instrument
Music Industry (BM)
  • Music Business
    • Computer Music
    • Digital Imaging/Audio
    • Film/Video Music
Nursing (BSN)
Operations Management (BS)
Paralegal (BS)
  • Civil Litigation
  • Commercial Law
  • Criminal Litigation
  • Probate/Tax
Philosophy (BA)
Physical Education (BA, BS)
  • Exercise Science
Physics (BS)
  • Physics with Business
Political Science (BA)
Psychology (BA)
Social Work (BSW)
Sociology (BA)
Spanish (BA)
Speech/Language/Hearing Science (BS)
  • Pre-audiology
Theatre Arts (BA)
  • Acting
  • Directing
  • Technical Theatre
University Studies (BS)

  • designates Emphases or Options

Teacher Preparation
Bachelor of Science degrees with teaching licensure are available in the following areas (128 credit minimum):

Art Education
  • Art History
  • Ceramics
  • Drawing
  • Graphic Design
  • Painting
  • Photography
  • Printmaking
  • Sculpture
Chemistry Education
Early Childhood Education
Earth Science Education
Elementary Education
  • Preprimary
  • Mathematics
  • Science
  • Social Studies
  • Communication Arts and Literature
  • World Languages: Spanish
English Education
Health Education
Life Science Education
Mathematics Education
Music Education
  • Instrumental
  • Vocal
Physical Education
Physics Education
Social Studies Education
Spanish Education
Special Education
  • Developmental Disabilities
  • Early Childhood Special Education
  • Emotional/Behavioral Disorders
  • Physical and Health Disabilities
  • Specific Learning Disabilities

* designates Emphases or Options available in licensure area

Bachelor of Fine Arts
This degree is offered as a professional program in the visual arts and is normally a five-year program (132 credit minimum). See Art and Design Department.

Certificate Programs
Certificates are awarded for successful completion of a specialized academic program of study which certifies specific knowledge and/or professional skills in a specialized area of knowledge or practice. Graduate certificates are awarded for successful completion of a program to certify knowledge and/or professional skills in a specialized advanced area of knowledge or practice.

Undergraduate
E-Business
Middle School Education
Preprimary Education
Reading
Special Education
Teaching and Learning with Technology

Graduate
Children’s and Young Adult Literature
Literacy Instruction
Middle School Education
Teaching and Learning with Technology

School of Business
Students interested in pursuing a business field may choose from School of Business majors in Accounting, Business Administration, Finance, International Business, Management, and Marketing. Students must be admitted to the School of Business before they may enroll in most upper-level School of Business courses. Once a student is admitted to the School of Business, the student may register for upper-level School of Business courses and pursue a School of Business major. See Business section of this Bulletin for further details on the School of Business admission process.

Pre-Professional Studies
Pre-professional programs in combination with a broad liberal studies education are ideal preparation for the advanced specialized training required for many professions. MSUM departments offer specific pre-professional programs and advising in the following areas. See these headings in the Curricula section of this Bulletin for additional information.
Agriculture*
Architecture*
Engineering*
Forestry
Health Professions
• Chiropractic
• Dentistry
• Medicine
• Mortuary Science
• Occupational Therapy
• Optometry
• Pharmacy*
• Physical Therapy
• Physician’s Assistant
• Respiratory Care
• Veterinary Science
Wildlife Management*

* designates “Covered Programs” available through TCU.

Covered Degree Programs
In cooperation with North Dakota State University, Minnesota State University Moorhead students can take the first three years of the five programs designated with asterisks above (two years in Pharmacy and Engineering) at MSUM before transferring to NDSU for completion of a degree.

A Covered Program is an undergraduate major or degree program offered by the other school but not by a student’s home school. The other school will award a degree in a Covered Program to students who successfully complete all requirements for that degree and who enroll at that school for at least the final year of coursework, with the exception of Engineering and Pharmacy, where MSUM students must transfer after two years at the home institution.

The designation of Covered Program expressly allows for the possibility that students may spend three years on the home campus, one on the degree-granting campus (again with the exceptions of Engineering and Pharmacy). Following is a list of Covered Programs:

**Covered Programs Available to NDSU Students at MSUM:**
American Studies
Art (ceramics, graphics and design, print making, sculpture)
Criminal Justice
Graphic Communication
Music (stringed instruments)
Philosophy
Social Work
Speech/Language/Hearing Science
Industrial Technology

**Covered Programs Available to MSUM Students at NDSU:**
Agriculture (agricultural economics, agricultural mechanization, agronomy, animal science, bacteriology, cereal chemistry and technology, entomology, horticulture and forestry, plant pathology, soils, veterinary science)
Architecture
Engineering (agricultural, civil, construction, electrical, electronics, bioengineering, industrial, mechanical)
Pharmacy
Wildlife and Fisheries Biology

The major advantages of this arrangement are that Minnesota residents can use scholarships and loans available only for this state and that professional courses at NDSU can begin immediately through the Tri-College University student exchange program instead of waiting until the third or fourth year.

**Dual Degree Programs with the University of Minnesota**
The Departments of Chemistry, Physics, and Technology at Minnesota State University Moorhead, in cooperation with the Institute of Technology at the University of Minnesota, have established a Dual Degree Program. The Dual Degree Program allows students to enroll in a prescribed set of courses at MSUM and after three years, transfer to the Institute of Technology at the University of Minnesota. Upon completion of the credits to earn the B.S. Degree in Chemical Engineering at the University of Minnesota, students would also be granted a B.S. Degree in Chemistry at MSUM. Another track allows students to complete B.S. Degrees in Civil, Mechanical, or Electrical Engineering at the University of Minnesota, and upon completion of one of those engineering specializations, students will be granted the B.S. Degree in Physics at MSUM.

Students enrolled in the Dual Degree Program are guaranteed admission to the Institute of Technology with a significantly lower minimum GPA than those transferring from other programs. The University of Minnesota waives the general education requirements
for Dual Degree Program students who have completed MSUM’s Liberal Studies program. International students enrolled in the Dual Degree Program pay one and a half times the University of Minnesota in-state tuition upon transfer to the Institute of Technology.

For more information about the dual degree opportunities at MSUM, please contact the departments of Chemistry, Physics, or Technology.

2+2 Technical Transfer Program
The Technology Department offers a 2+2 transfer program for students earning an AS or AAS degree in a technical field. This B.S. degree program is designed to allow most transfer students in Operations Management to graduate with two additional years of study. Students complete the Operations Management core, plus courses to satisfy the Liberal Studies and graduation requirements. They then earn a B.S. Degree in Operations Management.

MSUM’s 2+2 Operations Management program was the first such program accredited by the National Association of Industrial Technology. Articulation agreements are in place for nearly 400 technical programs at most of the technical, community, and co-located colleges in the three-state area.

For more information, contact the Technology Department, (218) 477-2104.

Two-Year Associate Degree
Minnesota State University Moorhead offers the two-year Associate in Arts (A.A.). This degree requires completion of the Liberal Studies requirement and a total of 64 credits and is so designed that students may continue to study for a baccalaureate degree should educational plans change. See the Associate Degree section of this Bulletin for additional information.

Graduate Studies
Graduate students at Minnesota State University Moorhead may earn the Master of Arts (MA) in Music, Master of Fine Arts (MFA) in Creative Writing, Master of Liberal Arts (MLA), Master of Science (MS), or Specialist degree. Master of Science programs are available in: Counseling and Student Affairs, Curriculum and Instruction in Education, Educational Leadership, Music Education, Nursing, Reading, School Psychology, Special Education, Speech-Language Pathology, and Public, Human Services, and Health Administration. Specialist programs are available in Educational Administration and School Psychology. Graduate Certificates are also available in Literacy Instruction, Literature for Children and Young Adults, Middle School Education, and Teaching and Learning with Technology. Complete information for graduate programs and certificates is provided in a separate Graduate Bulletin or on the graduate website at www.mnstate.edu/graduate.

Questions related to graduate education should be directed to the particular program of interest or the Graduate Studies Office at (218) 477-2344.

Teaching License Programs
Many enroll at Minnesota State University Moorhead in programs that will provide the academic requirements for Minnesota licensure in various fields of education. Upon completing one of these programs, students should apply for licensure through the Records Office. If the license program is combined with study for a postgraduate degree, students must meet admission requirements established by the Office of Graduate Studies. Complete information on specific programs is provided in the Curricula section of this Bulletin. Questions should be directed to specific departments.

Those who hold baccalaureate degrees without a teaching license may earn a Bachelor of Science degree from Minnesota State University Moorhead or complete the academic requirements for licensure by following procedures in the Teacher Education section of this Bulletin. Requirements are subject to change.

Minnesota licensure does not guarantee reciprocal licensure in other states. Therefore, students who intend to teach in other states should contact licensure boards in those states as early as possible to determine appropriate coursework for certification.

Licensure in Special Fields
Licenses for several specialties in education can be earned by persons who hold valid teaching licenses. Such licensure is made by the State of Minnesota on recommendation by the University after completion of a program approved by the State Department of Education. Study for licensure may be combined with an undergraduate or graduate degree program if required courses are offered at the appropriate undergraduate or graduate level.

The following special licensure programs are offered at Minnesota State University Moorhead:
Developmental/Adapted Physical Education
Developmental Disabilities
Early Childhood Special Education
Emotional/Behavioral Disorders
English as a Second Language
Kindergarten
Middle School
Physical and Health Disabilities
Preprimary
School Psychologist
School Social Worker I
Specific Learning Disabilities
Speech
Because of variations in specific requirements for each license, candidates should first contact the appropriate university department for information and continue to work closely with an advisor.
State University Common Market
Students at Minnesota State University Moorhead may attend another Minnesota State University - Bemidji, Mankato, Metropolitan, Southwest, St. Cloud, or Winona - under provisions of a Common Market agreement:
- Students secure a Common Market passport application from the Records Office, list preferred courses with the signed approval of the faculty application to the Registrar.
- Eligibility is limited to undergraduate students with sophomore standing and above with cumulative grade point averages of at least 2.0, and participation is limited to one semester of attendance.
- The passport and a transcript of students’ records will be forwarded to the host university, which will send an acceptance notice and registration instructions to the student. The university will be considered as resident credits and will be included in students’ grade point averages at the home university.
- The student must request an official transcript be sent back to MSUM after the grades are recorded.

Tri-College University
MSUM belongs to a cooperative arrangement with Concordia College (Moorhead) and North Dakota State University (Fargo) through the Tri-College program. Activities are conducted under separate departments and students may elect either Army (Department of Military Science) or Air Force (Department of Aerospace Studies) ROTC.

The first two years of the regular four-year course of ROTC at NDSU are designated as the Basic Course for Army ROTC and General Military Course for Air Force ROTC. Students participating in the basic or general course incur no military obligation or commitment.

The last two years of Army ROTC are designated as the Advanced Course. The last two years of Air Force ROTC are designated as the Professional Officer Course (POC). Qualified students may apply for and be accepted in either of these courses with a commission as Second Lieutenant in the United States Army or Air Force as the objective. The Army ROTC program also offers commissions in the Army National Guard or Reserves.

Military uniforms, textbooks, and equipment are furnished without charge to all ROTC students. Advanced students receive a tax-free government subsistence up to $4,000 for each academic year that they are enrolled in the advanced ROTC program. ROTC two-, three-, and four-year scholarships may be awarded to students who meet established criteria. Each scholarship provides for tuition, fees, and help toward the purchase of supplies in addition to the $4,000 subsistence for each academic year that the scholarship is in effect.

If interested in either the Army or Air Force ROTC programs through Minnesota State University Moorhead, see the Records Office for information on Tri-College registration. Information is also available by contacting the Department of Aerospace Studies (Air Force ROTC) at (701) 231-7949, or Department of Military Science (Army ROTC) at 1-800-798-7575 or (701) 231-7575, by visiting Room 103 in the Bentson/Bunker Fieldhouse on the North Dakota State University campus, Fargo, North Dakota, or by visiting the website at www.tri-armyrotc.com.

Individualized Major
Students who wish to develop a multidisciplinary major built around a chosen theme may do so with the help of a faculty advisor. Such a major consists of at least 48 credits of which 18 to 28 credits come from one department or rubric. The remaining course work may be in any rubric or field, but must contribute to the overall plan for the individualized major. Twenty-four of the 48 credits in the major must be 300- and 400-level courses. No more than 16 previously completed credits should be included in the plan for this type of major. Students must comply with all other graduation requirements as listed in the Academic Information section of this Bulletin.

Each student’s plan for an individualized major is unique and will require careful consideration and ultimately, an evaluative judgment. Early planning of the individualized major with the student’s academic advisor is strongly recommended.

For further information, contact the Coordinator of Individualized Majors in the Continuing Studies Office at (218) 477-5862.
University Studies Major
The Bachelor of Science in University Studies is intended to allow a student who has completed most of the requirements of a major but has been unsuccessful in some required portion of an approved program to complete a degree in a timely manner. It is also an option for students wishing to complete a generalist degree.

The major must include the following: 36 credits of a partial major program or rubric, 21 additional credits from a single different rubric or area of concentration, and a 2.0 GPA in both segments. This major may be declared as late as the semester prior to graduation, but not before the student has attained junior standing.

For further information, contact a University Studies advisor in the Continuing Studies Office at (218) 477-5862.

Corrick Center for General Education
Established in 1972, formerly the New Center for Multidisciplinary Studies (MDS) is an academic department which offers an alternative-entry, liberal studies program for freshmen and sophomores. Students selected for the program demonstrate potential to succeed in college but may not meet MSUM’s standard admissions criteria and would benefit from a non-traditional approach to beginning their university studies.

The Center’s academic program is integrated into the overall MSUM learning community. Students entering through this program will take classes in the Center as well as in other academic departments. All classes listed 100 or above count toward graduation. While in the Center, students may also start taking classes in their major area. Most students will transfer into their major during their third semester at MSUM.

Continuing Studies
Non-traditional, part-time adult students and students who cannot take all of their classes during the regular daytime course schedule may choose to utilize the services of Continuing Studies. Continuing Studies advisors can help bridge the barriers and hurdles that sometimes hamper students who have off-campus responsibilities to handle while they attend college. Advisors assist non-traditional students who are unable to consistently attend conventional daytime classes develop an adaptable plan for completing a bachelor’s degree. Many students are not usually on campus during regular business hours, and, because of this, services are designed to provide help with some of these non-academic barriers. Options for these students include evening, Saturday, and off-campus classes, packaged (self-study) courses, online courses, and some daytime classes. Continuing Studies advisors understand that dropping in to see an advisor can be difficult and do much of the advising by mail, e-mail, and telephone.

Admission requirements and degree requirements are the same for all Minnesota State University Moorhead students, both traditional and non-traditional. Call (218) 477-5837 for more information.

National Student Exchange
Minnesota State University Moorhead holds membership in the National Student Exchange, a cooperative relationship among more than 180 colleges and universities in the United States and its territories. Through the NSE, students may spend up to one full year in residence at a participating college as an exchange student. MSUM students have recently been placed at California State University-San Bernardino, North Carolina State University, University of Oregon, University of Alaska, University of Northern Colorado, University of Guam, and the University of Hawaii. The largest single benefit of the NSE is the privilege of paying tuition at the in-state rather than out-of-state rates.

Students pursuing a professional/licensure degree need to consult with their advisor and plan their program carefully well before enrolling in National Student Exchange. Students wishing to participate in the exchange for the following year should have a 2.50 GPA and meet a February 1 deadline. Contact the NSE Coordinator, Owens 206, for more information at (218) 477-2171.

Academic Service Learning
Academic Service Learning (ASL) is a teaching/learning strategy allowing students to systematically apply course material in community based projects. Through ASL projects, students integrate theory with practice, reflect on their roles as citizens in a democracy, and provide meaningful service to others. The “academic” component of service learning requires the connection between course curriculum and community service. Service experiences take on new meaning when students not only summarize their experience but also reflect upon how the work itself connects to course material and objectives. ASL has been integrated in disciplines across the MSUM campus including Communication Studies, Accounting, Education, Music, Nursing, Sociology, and Social Work.

Since 1995, the Academic Service Learning Center at MSUM has been an important source of support for faculty and students engaging in ASL projects. The ASL Center staff are responsible for preparing and updating an agency list of community organizations and their needs, overseeing the assessment of ASL across the MSUM campus, overseeing the assessment of outcomes associated with ASL projects, facilitating placement of students at service sites, and addressing faculty and student questions and problems.

Internship
An internship is a supervised work experience for up to 12 university credits. The objective is to allow students to gain applied experience that would not otherwise be possible in the classroom and to reinforce the choice of one’s major field of study. To take an internship for credit at Minnesota State University Moorhead, a student must hold at least junior status. A variety of internships are available in local, state and federal government agencies, public service organizations, and private business. Hundreds of internships are listed each year on the MSUM Career Services web site www.mnstate.edu/career. Select Internships on the navigation bar to find the following links:

• Internship Listings
• INTERNpost
• Why Serve an Internship?
• University Internship Policy
• Departmental Internship Coordinators…and more.

Under Internship Listings, there are internship opportunities listed by the semester in which the employers wish to have the interns work. There are also links to:
• Departmental internship web sites
• Fargo-Moorhead internships
• Internships listed by other college and university career services offices
• General and specialized internships
• International internships
• Washington, D.C. internships.

Students who wish to serve an internship for university credit must meet with the Internship Coordinator in the academic department of their choice. Many of the departmental internship coordinators receive internship listings that are not posted on the MSUM Career Services web site. Departmental Internship Coordinators are the contacts who will assist in planning an internship experience that will enhance professional growth and meet academic expectations. See the Academic Information section of this Bulletin for additional policy information regarding internships.

General questions regarding internships—when and how to apply, résumé/letter preparation, finding leads through career/job fairs and through use of directories and the Internet—can be answered by the Internship Coordinator in Career Services. Call (218) 477-2131 for an appointment. Serving an internship is one way to gain related experience to strengthen a competitive edge in the job market following graduation.

International Study Opportunities

The Office of International Programs coordinates a variety of opportunities for students to study abroad. Detailed planning is essential to ensure a successful experience. Students must consult with their faculty advisors if they wish to receive credit toward their major or minor. Financial Aid may be applicable toward these study programs.

In addition to semester and year-long study, faculty in various departments organize one-, two-, or three-week study tours for credit. Check with the Office of International Programs for details.

Eurospring: Students may earn 12 credits applicable to Liberal Studies (or other areas by arrangement) by studying in Oxford, England, for five weeks, and participating in a three-week tour of centers of Western civilization on the European continent. Eurospring is offered annually in the spring. A 2.25 GPA is required and students must be in sophomore standing to apply. Students pursuing a professional/licensure degree need to consult with their advisor and plan their program carefully well before applying.

Kanda, Nagoya Gakuin and Kanto Gakuin: Students with strong Japanese language skills and an interest in being fully immersed in the culture are encouraged to select an exchange at Kanda University, Nagoya Gakuin University, or Kanto Gakuin, Japan. Japanese government scholarships may be available. For more information, contact the Department of Languages and Cultures or the Office of International Programs.

Keele: A one-for-one semester or year-long exchange opportunity is available at this attractive, campus-based university in the pottery-producing area of central England. Many majors are available. A 2.75 GPA is required.

Lincoln: Students in mass communications may spend spring semester at the University of Lincoln in England on a one-for-one exchange. Students in graphic art and design are also encouraged to explore this option for study abroad. Eligibility requires sophomore standing, a minimum GPA of 2.5 and strong recommendations. For more information, contact the Department of Mass Communications, Department of Art and Design, or the Office of International Programs.

Nankai: Students may study Chinese language and culture at Nankai University, Tianjin, Peoples’ Republic of China, for a full academic year or a semester. A GPA of 3.0 and previous language study are recommended. Contact the Department of Languages and Cultures or the Office of International Programs for further information.

Oxford: MSUM sponsors study in interdisciplinary work in the humanities at the Centre for Medieval and Renaissance Studies, Oxford, England. Students may participate for a full academic year or fall or spring semester, earning credits awarded by MSUM applicable to selected majors and Liberal Studies requirements. A 3.5 GPA is required.

Portsmouth: A one-for-one student exchange with the University of Portsmouth, Portsmouth, England, allows students the opportunity of exchanging with their counterparts for one academic year. Students pay tuition and fees at their home institution. Available in a limited number of disciplines in business and social sciences. Students must have a minimum GPA of 2.5. For more information, contact the Assistant to the Dean of Business and Industry, Center for Business 100, or the Office of International Programs.

University of Sunshine Coast: Students may study spring semester or a full academic year at the University of the Sunshine Coast, Queensland, Australia, earning up to 16 credits per term. Eligibility requires sophomore standing at the time of application and a minimum GPA of 2.5. Open to all relevant majors. Internships are also available.

ISEP: The International Student Exchange Program allows students the opportunity to study at any of 125 member universities worldwide. Students pay tuition and fees, room and board, and program fee at MSUM, and exchange these benefits at the host institution, thus making this one of the more affordable ways to study abroad. Semester and year-long placements are available. A 2.75 GPA plus strong faculty recommendations are required. For more information, contact the Office of International Programs.
**International Internships**: Students may have the opportunity to complete their internship requirements abroad with the permission of the academic department.

*For further information about these and other study abroad opportunities, contact individual program directors or the Office of International Programs in Flora Frick 151 at (218) 477-2956. A reference library with directories, brochures, maps, videos, scholarships and other materials for study and travel abroad is located in the office. Please check the web site at www.mnstate.edu/intl for additional information and resources.*

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**Residence Halls**

With six residence halls and one apartment facility offering a variety of living arrangements, there is capacity for 1,824 students to live on campus. Each hall floor houses 25-40 students under the supervision and direction of student resident assistants.

Room furnishings include draperies, desk lamps, and necessary furniture. Each room also furnishes local services for phone, expanded cable TV and DSL internet access. Students provide linens, blankets, towels, pillows, and personal or decorative items.

John Neumaier Hall provides 36 apartments for a maximum of 142 occupants. Each apartment has a full kitchen including dishwasher, two bedrooms, two full bathrooms, and is partially furnished with kitchen tables and chairs for four, plus a single bed, desk and desk chair per resident. Each apartment has its own electric furnace (for heat and air conditioning) and water heater, and is billed for its electricity usage.

Hall complex staff members and services are under the supervision of full-time Area Directors. Social, recreational, and cultural activities are planned and coordinated by undergraduate Complex Coordinators and Resident Assistants, and by the halls’ student government organizations as described in their various constitutions.

Following is a list of halls with dates of construction and student capacity:

<table>
<thead>
<tr>
<th>Hall Name</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballard Hall (1950)</td>
<td>165</td>
</tr>
<tr>
<td>Dahl Hall (1958)</td>
<td>293</td>
</tr>
<tr>
<td>Snarr Hall (1963-67)</td>
<td>453</td>
</tr>
<tr>
<td>Grantham Hall (1965)</td>
<td>200</td>
</tr>
<tr>
<td>Nelson Hall (1966)</td>
<td>373</td>
</tr>
<tr>
<td>Holmquist Hall (1969)</td>
<td>198</td>
</tr>
<tr>
<td>John Neumaier Hall (2002)</td>
<td>142</td>
</tr>
</tbody>
</table>

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**Dining Facilities**

The University offers a complete dining service in Kise Commons, which is scheduled for a complete remodel during the next two years. Meals are provided for all students living in campus residence halls, depending on the meal plan that they select. Off-campus students, faculty, visitors, and guests are also welcome to use the dining facilities. Several dining options are available, including 5, 10, 14 or 21 meals per week plans; an any 90 meals per semester plan; the Dragon Plan (a declining balance plan of Dragon Dollars), and single meal purchase. Direct questions about the meal plans to the dining service office in Kise Commons, (218) 477-2836, or the Housing Office in Ballard Hall, (218) 477-2118. Off-campus student meal contracts are available through the Housing Office in Ballard Hall. John Neumaier Hall residents may purchase meal plans (including Dragon Plans) at the on-campus contract rate if they choose. Their contracts do not include Dragon Dollars.

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**Campus Security**

The Campus Security Department is located at 1616 9th Avenue South. The Campus Security Department provides safety and security services for students, faculty, staff, and campus visitors as well as protection of property located on the campus. With the exception of the Director, two Campus Security Officers, and Office Manager, the remainder of the positions are filled with university students.

Student staff, after completing an interview process and background checks, must complete a 40 hour training program before being assigned to work.

The Campus Security Dispatch Center is staffed on a 24-hour basis (2449). Campus security staff patrol the university parking lots, academic buildings, residence halls, and the campus grounds 24 hours a day, 7 days a week. Parking patrol staff check the university parking lots from 7:00 a.m. to midnight except Saturdays and Sundays. Parking patrol staff are trained to respond to security calls if needed.

A major responsibility of the Campus Security Department is educating the university community to realize that protection of self and property is everyone’s concern. To this end, the Campus Security staff conduct various crime prevention programs covering such topics as personal safety, bike safety, and fire safety.

The Campus Security Department is responsible for completing the Annual Campus Crime Report which is required by Federal Mandate. Minnesota State University Moorhead’s Annual Campus Crime Report is available on the Internet at www.mnstate.edu/security.
This Report contains the statistics for the previous three years of reported crimes that occurred on campus; in buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to the campus and reported to the University and/or Clay County Sheriff’s Department or the Moorhead Police Department.

The Report also contains policies and procedures concerning safety and security on the campus of Minnesota State University Moorhead.

If you are unable to access this report and want a printed copy, or have other concerns about this Report, please contact the Director of Security, Minnesota State University Moorhead, 1616 9th Avenue South, Moorhead, MN 56563 or call (218) 477-5869.

Problems, questions, concerns and/or suggestions relating to Campus safety and security are always welcomed by the Director, (218) 477-5869, and/or the Vice President of Student Affairs, (218) 477-2171.

Minnesota State University Moorhead enjoys a close working relationship with the Moorhead Police Department and the Clay County Sheriff’s Department. City police officers frequently patrol the parking lots and will occasionally walk through campus buildings.

MSUM Campus Security shares the facility at 1616 9th Avenue South with the Moorhead Police Department. This facility serves as a Police Substation and houses report writing and interview rooms for Moorhead Police patrol officers as well as housing the Police Crime Prevention and Juvenile Services section.

**Comstock Memorial Union**

*Mission Statement: Comstock Memorial Union is an innovative, student-centered organization and facility. We deliver valued services and programs that enhance campus life and inspire University involvement and commitment.*

Comstock Memorial Union is the center of campus life. Funding for the Union is, in part, provided by the activity fees students pay each year. The Union is a service organization that is designed to meet the various needs of the campus, as well as providing a place for getting to know and understand one another through an informal association outside the classroom. In addition to the services that follow, the Union also provides meeting rooms, programming areas, TV lounges, and informal general lounges for meeting friends and studying. Scheduling of the facilities can be done in the Union main office through Event Services.

Services funded and administered by the Union are:

- Copies Plus
- Etcetera Shop (convenience store)
- Main Office Area Services
- Recreation and Outing Center
- The Compass (information)
- The Underground (Non-Alcoholic Nightclub)

Other services located in the Union:

- Affinity Plus Credit Union/ATM
- Campus and U.S. mail drop
- Hot Heads Hair & Tanning
- Notary Public
- Student Paycheck Disbursement
- Subs & Sweets (Bakery/Deli)
- Union City Café (including Burger King and Pizza Hut)

Student Organizations and Administrative Offices are also housed in the Union. They are:

- Activities Resource Center
- Activities Resource Center Alcove
- Advocate
- Campus Activities Board (CAB)
- Career Services
- Disability Services
- Homecoming
- Judicial Affairs
- KMSC Radio
- Multicultural Affairs
- New Student Orientation
- Office of Student Activities
- Student Senate
- Student Support Services
- Volunteer Visions

Building hours of operations are:

- 7 a.m. – midnight, Monday – Wednesday, Friday
- 7 a.m. – 1 a.m., Thursday
- 9 a.m. – midnight, Saturday
- 10 a.m. – midnight, Sunday

Hours are posted for holidays and breaks.
Livingston Lord Library
The Livingston Lord library is home to 550,000 volumes and a dedicated team of faculty and staff. This four-story facility serves approximately 1,500 students a day and includes a computer and instruction lab with 26 computers, an additional 28 computers in the building, and a comfortable Reading Area on the first floor. An online catalog provides access to library resources throughout the region. Resources include numerous electronic databases with an increasing number of full-text resources, access to the Tri-College University Library and statewide collections, and many services supporting student, faculty, staff, and community information needs.

Special collections include:
- Legal materials in cooperation with the Clay County Law Library
- A Curriculum Materials Center with a 28,000-volume children’s book collection
- Popular books, current magazines, and newspapers
- Maps and atlases
- Minnesota and U.S. government documents
- Media collection (videos, DVD’s, and compact discs)
- The Northwest Minnesota Historical Center and University Archives

Services of particular interest to students include:
- Extensive interlibrary loan service
- Many hours of reference help from professional librarians
- “Ask a Librarian” e-mail reference (e-mail: refdesk@mnstate.edu)
- Ability to access electronic resources on your home computer
- Quiet study rooms
- Wireless access points in the library

The Library has the following Student Learning Goals. During their course of study at MSUM, students will:
- Understand the importance of information to scholarly and practical pursuits.
- Identify and refine information needs.
- Understand the structure and variety of information formats.
- Demonstrate the skills necessary to retrieve information.
- Organize, apply, and evaluate information.

The mission of Livingston Lord Library is to support the academic and cultural experience of our students, faculty, and the citizens of this region and to encourage their active, life-long learning. The Library acquires and organizes resources and provides the services that sustain research, support curricula, teach critical thinking, advance information literacy skills, encourage reading, advocate intellectual freedom, and enhance, thoughtful, informed citizenship.

More information, including hours of service, is available on the Library web site www.mnstate.edu/library or by calling (218) 477-2922.

Science Facilities
Hagen Hall is the home for chemistry, physics and technology with complete laboratory, classroom, office, and research facilities. King Biology Hall features the most modern concepts for study and research, including greenhouses, animal rooms, culture room, herbarium, study-museum, and laboratories. A new science laboratory building, located next to Hagen Hall, opened the summer of 2004. This building contains advanced laboratory teaching and research facilities for biology and chemistry.

Planetarium
Located in Bridges Hall 167 and containing a Spitz 512 Projector, the Planetarium provides an environment for observing the appearance and motions of the sky at various seasons and from different locations. In addition to the primary star projector, auxiliary projectors and equipment are used to produce a variety of additional effects lending realism and atmosphere to the presentations.

The Planetarium is used extensively by astronomy classes. It also provides demonstrations for elementary and secondary school classes and for the general public.

Regional Science Center
The Center operates two sites: the Buffalo River Site is a 300-acre outdoor classroom that is part of a 5,000 acre tallgrass prairie field station, 16 miles east of Moorhead on Highway 10; the other site is the Planetarium in Bridges Hall 167 on the MSUM campus. The Center maintains its offices in the Centennial House at the corner of 7th Avenue South and 11th Street South on the MSUM campus.

University students are involved in the Center as Honors Apprentices, part-time employees, and volunteers. The Center has more than 135 volunteers, many of whom are students. Students have an opportunity to develop many skills working with the Center, including working on our natural history projects, teaching K-12 students in an outdoor setting, and/or in delivering planetarium programs.

Bookstore
The MSUM Bookstore is located in the east wing of MacLean Hall. Required textbooks for classes are located in the lower level. On the first floor of the Bookstore there is a large general trade book department that offers a wide selection of hardcovers and paperbacks for your reading enjoyment. Also on the first floor are school supplies, clothing, greeting cards, computers, computer software, and gift items. Directly next door to the Bookstore is the Dragon Stop, a convenience store. The convenience store offers a large variety of
items such as sandwiches, salads, bakery goods, fountain and bottled drinks, juices, coffee, soft serve, popcorn, candy, ice cream novelties, and snacks. Seating is available in the connecting link between MacLean and Flora Frick Halls.

**Roland Dille Center for the Arts**
The Departments of Art and Design, Music, and Communication Studies, Film Studies, and Theatre Arts occupy this building. It includes a 900-seat auditorium, The Delmar J. Hansen Theatre; a seven-story stage area; an 80-foot gallery; a 316-seat thrust stage theatre, The Gaede Stage; music recital hall; instrumental and choral rehearsal rooms; electronic music studio; synthesizer and keyboard labs; recording library and listening room; 22 individual practice rooms; two scene shops; drama rehearsal room; dressing rooms; costume shop; classrooms; offices and studios for painting, drawing, design, glass blowing, ceramics, sculpture, graphics, crafts, and heat processing. The Center for the Arts is the scene of year-round cultural activity, including the Performing Arts Series, musical performances and recitals, photographic and art exhibits, the Minnesota State University Moorhead Theatre, the Straw Hat Players summer theatre company, and the Opera Workshop.

**Alcohol/Drug Awareness Program**
The use or possession of alcoholic beverages or illegal drugs on the university campus, in the residence halls, or at university-sponsored events on campus is prohibited by Minnesota State Law. Students caught selling alcohol or illegal drugs on campus will be subject to disciplinary action as set forth in the Student Handbook section “Disciplinary Procedures”. Drug and alcohol violators may be referred to the campus Conduct Officer, Campus Security, and the Moorhead Police Department. The University has designated a Chemical Health Educator/Counselor to provide programming, assessment and counseling related to use/abuse of alcohol and other drugs. These services are accessed through Hendrix Health Center at (218) 477-2211 or Counseling at (218) 477-2227.

**Advising Support Center**
The Advising Support Center is located in Flora Frick 153. The Center has resources for all students and faculty who may have questions or concerns about majors, degree planning, advising, or available campus resources. For students who have not yet declared a major, the center serves as an undeclared department where those students may go to seek information and answers. It is also the home of the Peer Advisor program and the FYE (First Year Experience) program. For more information, call (218) 477-4318.

**Counseling and Personal Growth Center**
The Counseling and Personal Growth Center provides a setting where students may discuss personal or academic concerns. The Counseling Center staff assists students with their development in such areas as career and educational planning, personal and social adjustment, mental health issues, and study skills improvement. The Counseling and Personal Growth Center services include individual counseling, personal development classes, career testing, supplemental instruction, free peer tutoring, study skills programs, and a comprehensive career resource room containing current career and educational information and related computer software.

Questions or requests for services should be directed to the Counseling and Personal Growth Center, Bridges 260, (218) 477-2227.

**Write Site**
The Write Site, located in Lommen 95, is a writing resource center for Minnesota State University Moorhead students. Its mission is:

- To assist students in improving their writing proficiency and independence during the various stages of their writing assignments.
- To facilitate faculty in helping students learn to write and write to learn.
- To provide a supportive environment where writers and readers work efficiently one-to-one.
- To train writing tutors to become effective readers of and responders to texts from various disciplines.

**Instructional Media**
The Instructional Media Department is located in two areas on campus. In the lower level of Weld Hall is located Classroom Services & Equipment Checkout, where faculty and students can get assistance with classroom presentation needs, including the use of AV, video and audio equipment. Also located in Weld is the TV Center which produces a variety of audio and video production, electronic duplication, satellite downlink services, videoconferencing, and assistance with presentation of electronic media.

Located in the Livingston Lord Library are Graphics Production and Photography Services for production of slides, posters, presentations, signs, photographs and other printed media.

Co-located in the Library Instructional Media office is the Tri-College University Film Library, which provides films, videos and DVDs to faculty members at MSUM, Concordia College, and NDSU to enhance classroom instruction. The film library catalog can be found online at www.mnstate.edu/tcufilm.

**Disability Services**
Minnesota State University Moorhead has a commitment to ensure that all students with documented physical, sensory, psychological, or learning disabilities have equal access to programs and services.

The Office of Disability Services, located in the Comstock Memorial Union (CMU), attempts to address the needs of students with disabilities or other health impairments which may interfere with a successful college experience.

Possible services include, but are not limited, to:
- Alternative testing arrangements
- Note-taking
- Taped textbooks
- Assistive technology
- Interpreting
Applicants to the program must be enrolled at MSUM and must receive funding from the Alumni Foundation. The Alumni Foundation works closely with all university fundraising and alumni activities, always addressing its mission to “develop relationships and provide funding to advance academic excellence” at MSUM.
The Women’s Center
The mission of the Women’s Center is to provide an environment in which women and men can learn about gender issues that contribute to healthy living and open communication among people. Faculty and students are welcome to participate in learning, sharing, and striving for awareness and growth.

The Women’s Center sponsors programs, serves as a resource center where students may obtain information on community resources, and houses a library which holds a large volume of books and periodicals dealing with gender issues. The lounge is open for study, conversation, or group meetings.

The Women’s Center is located in MacLean Hall 171. For more information, call (218) 477-4973.

Wellness Center
Construction of a Health and Wellness facility has been approved by the student body at MSUM. This facility would be a full-service fitness/wellness facility for use primarily by students and secondarily by the faculty and staff of MSUM. Located adjacent to 14th Street, this facility would be easily accessible to the residence halls.

Students would have the ability to take advantage of a full service fitness facility, health clinic, food service, all of the services of the CMU (including computer labs) and the library in one complex.

Students would have personalized wellness assessments based on their health history and current habits such as smoking, alcohol consumption, stress, diet and exercise. The facility would also have state-of-the-art cardiovascular and strength equipment, an indoor track and a group exercise studio.

Construction on the facility is tentatively scheduled to begin during the 05/06 academic year with tentative completion by phases over the next three years. Until this facility is complete, students are able to use the Dragon Wellness Center, at the Higher Education Center, located a block and a half south of the campus on the corner of 14th Street and 12th Avenue. The center includes an exercise area and a fitness room with free weights, treadmills, elliptical trainers recumbent bikes, stair climbers, stretch trainer, a Smith machine, and a 19-station circuit training system. The facility also includes an open gym available for basketball, badminton or scheduled for a group activity.

Student Affairs
The Division of Student Affairs, through its programs and services, is designed to improve the quality of life for those who live, work and learn at MSUM. The division serves to assist students and promote learning in and out of the classroom. This mission is accomplished through the following departments and programs: Admissions, Bookstore, Comstock Memorial Union and Activities, Counseling Center, Career Services, Financial Aid and Scholarships, Food Services, Hendrix Health Center, Housing and Residential Life, International Programs, Campus Security, and Student Support Services (Multicultural Student Affairs Office, Orientation, Student Conduct, and Disability Services). Other programs within Student Affairs include: the Women’s Center, National Student Exchange, student organization and student government support.

Student Senate
The Student Senate is the MnSCU Board of Trustees recognized governance body of the students. Most activities, policies, tuition/fees proposals, and work within university committees are subject to Student Senate consultation and participation. The students of MSUM elect the Student Senate, officers and members.

Peer Advisor Program
The Peer Advisor program supplements the faculty advising program. Departments nominate approximately 40 upper-division students each year to assist with the registration of incoming freshmen. These students are trained to help all students get the most from the learning opportunities available at MSUM. Peer Advisors work with their academic departments and also staff the Peer Advisor Center located in the Advising Support Center in Flora Frick 153.

Student Activities and Organizations
In addition to numerous activities related to academic studies, campus organizations provide opportunities for extracurricular participation by students at Minnesota State University Moorhead. For a list of recognized student organizations on campus, contact the Office of Student Activities, CMU 229, (218) 477-2790 or visit our website at www.mnstate.edu/osa.

Athletics
Intramural Athletics (Men, Women, Coed)
Basketball Sandlot Volleyball
Broomball Softball
Flag Football Swimming
Golf Tennis
Ice Hockey Open Volleyball
Mini-Triathlon Water Polo
Racquetball Whiffleball
Women's Intercollegiate Athletics
Basketball  Swimming and Diving
Cross-Country  Tennis
Golf  Track (indoor and outdoor)
Soccer  Volleyball
Softball

Men's Intercollegiate Athletics
Basketball  Track (indoor and outdoor)
Cross-Country  Wrestling
Football

Speech-Theatre Activities
During the academic year, the Department of Communication Studies, Film Studies, and Theatre Arts sponsors a variety of student activities, including Forensics, Forum Debates, several Theatre productions (drama, comedy, musicals, children’s theatre, classic, and contemporary), as well as radio, television, and film production activities. These opportunities are open to all students on campus, regardless of major. During the summer, The Straw Hat Players company provides performing, technical, and publicity opportunities for students who must audition and be selected to participate. Contact the department at (218) 477-2126 for more information.

Music Performance Activities
- Concert Band
- Symphonic Wind Ensemble*
- Orchestra
- Jazz Bands I & II*
- Vocal Jazz*
- Commercial Music Ensembles* Chamber Singers*
- Percussion Ensemble
- Flute Choir
- Guitar Ensemble
- Trombone Choir

*Audition required.

The musical organizations are open to all students on campus regardless of major. Contact the Music Department at (218) 477-2101 for more information.

Roland Dille Center for the Arts
The Center for the Arts is the site for photographic and art exhibits, music recitals and programs, theatre productions, and an annual Performing Arts Series with nationally known artists.

Comstock Memorial Union
The Union provides many services: copying, faxing, binding, stamps, outdoor equipment rental, billiards, table tennis, video games, non-alcoholic night club, convenience store, meeting rooms, and food service. The Union hosts many programs, special events, dances, and vendors.

Other Fee-Funded Activities
- Advocate (student newspaper)
- Campus Activities Board
- Delta Pi Delta
- Dramatics
- Forensics
- Homecoming
- International Films
- International Students

- Intramurals
- Multicultural Activities
- Music Activities
- Performing Arts Series
- Recreational Swimming
- Student Senate
- Summer Theatre
- Volunteer Visions

Student Organizations
There are many student organizations on campus. Current listings and information about them can be found in the Office of Student Activities located in CMU 229, (218) 477-2790, or by visiting the web page at www.mnstate.edu/osa.

Culture and Language
- American Indian Student Association
- Asian American Association
- Black Student Alliance
- International Student Club
- Japan Club
- Model United Nations
- MSUM Chinese Club
MSUM Spanish Club
Organizacién Latina Americana
Support International

Academic
American Choral Directors Association (ACDA)
American Healthcare Executives Student Chapter
Association for Computing Machinery
Blackfriars
Chemistry Club
Construction Management Society
Criminal Justice Association
Dragon Society of Social Work
Economics Society
Education Minnesota Student Program
Financial Management Association
Graduate Student Organization
History Club
Math Club
MSUM Ad Club
Music Educators National Conference (MENC)
Paralegal Association
Music & Entertainment Industry Student Association (MEISA)
National Students’ Speech Language Hearing Association (NSSLHA)
Photo Guild
Pi Sigma Epsilon (PSE)
Pre-Med Club
Psi Chi/Psychology Club
Public & Human Services Administration
Public Relations Student Society of America (PRSSA)
Society of Physics Students
Society of Professional Journalists
Student Council for Exceptional Children (SCEC)
Students Human Resource Association

Greek Life
Delta Zeta Sorority
Gamma Phi Beta Sorority
Panhellenic Council
Phi Sigma Kappa Fraternity

Honorary
Alpha Lambda Delta
Pi Kappa Delta
Sigma Delta Pi
Sigma Tau Delta
Tri Beta

Publications
Advocate

Religious
Campus Crusade For Christ
Chi Alpha Christian Fellowship
Christian Bible Fellowship
Intervarsity Christian Fellowship
Latter-Day Saints Student Association
Lutheran Campus Ministry
St. Thomas Aquinas Newman Center

Residence Halls
Ballard Hall Council
Dahl Hall Council
John Neumaier Association
National Residence Hall Honorary
Nelson/Grantham/Holmquist Hall Council
Residence Hall Association
Service
- Habitat for Humanity
- Volunteer Visions

Special Interest
- Association for Communication Enrichment (ACE)
- Campus Activities Board
- Campus Feminist Organization
- Ceramics Guild
- Cinethusiasts
- Club Design
- Collegians for Life
- Digital Arts Club
- Environmental Action Network
- Gamers Club
- KMSC Radio
- Mac User Group
- MSUM Dragon Transfer Connection
- Music Educators National Conference
- Old Order of the Owls
- Sci-Fi Club
- Stop the Hate
- Dragon Disability Awareness Organization
- Students for Choice
- Ten Percent Society

Sports and Recreation
- Dragon Baseball Club
- Fencing Club
- Lacrosse Club
- Men's Rugby Club
- MSUM Cheer Team
- MSUM Dragon Dance Team
- MSUM Tae Kwon Do
- Nemzek Club
- Terra Firma Men’s Soccer
- Women’s Lacrosse Club
- Women’s Rugby Club

Student Government
- Student Senate

Parking and Traffic Regulations
All vehicles parked on MSUM’s campus must have a current parking permit or a guest parking permit. Permits are available in the Parking Office, 709 17th Street South, Moorhead (Maintenance Building).

All vehicles on campus grounds must be operated in compliance with the current regulations as printed in the Traffic and Parking Regulations manual. A copy of this manual is available at the Parking Office or on the parking website at www.mnstate.edu/parking.

Housing Policies
Housing application forms and contracts can be obtained online at the Housing website, www.mnstate.edu/housing, following students’ admission to the University. Hard copies may also be requested from the Housing Office, (218) 477-2118.

Off-campus students are requested to give notification of any change of address or telephone number to the Records Office.

Health Service
The Hendrix Health Center is an accredited, non-emergent outpatient clinic staffed by a full-time physician, nurse practitioners and registered nurses. Other services include: onsite pharmacy and medical laboratory, a Licensed Addiction Counselor, a Sexual Assault/Dating Violence Counselor, and a consulting psychiatrist. All registered students who have paid Student Fees are eligible for services, many at no charge. Pharmacy and laboratory charges are at a reduced rate. The pharmacy will collect co-pays and file your insurance claim electronically. The Health Center will provide insurance reimbursement forms for any other charges. Please bring insurance information to appointments.

Hendrix Health Center is located east of the Center for the Arts on 9th Avenue South. Contact Hendrix at (218) 477-2211 or www.mnstate.edu/hendrix.

Health Insurance
A Group Insurance plan for injury or sickness is offered through the University. Information is available during orientation and in the Business Office. It is strongly recommended that all students have insurance protection. If students are covered under the Student Insurance Policy and receive care at Hendrix Health Center, Hendrix staff will file insurance claims for them.
Immunization Requirements
Minnesota Law (M.S. 135A.14) requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain exemptions. All students are requested to complete the Immunization and Health Insurance Record form, which is filed in Hendrix Health Center and available for review by the Minnesota Department of Health and the local community health board. NOTE: Those graduating from a Minnesota high school after the spring of 1997 will no longer be required to provide immunization records. However, students who transfer may need to verify their graduation from a Minnesota High School in order to satisfy the immunization requirements.

Senior Citizens
Residents of Minnesota, North Dakota, South Dakota and Wisconsin age 62 or over may either (a) attend class free without credit or (b) receive credit by payment of an administrative fee of $20.00 per credit if space is available after all tuition paying students are enrolled. Contact the Records Office for additional information.

Office of Admissions
102 Owens Hall
Minnesota State University Moorhead
1104 7th Avenue South
Moorhead, MN 56563
Website: go.mnstate.edu
e-mail address: dragoni@mnstate.edu
Telephone: Local: (218) 477-2161
Toll Free: 1-800-593-7246
For TTY communication, contact Minnesota Relay Service at 1-800-627-3529.

The Office of Admissions welcomes inquiries about the University. Prospective students may obtain applications for admission by writing, calling or online at the addresses listed above. Campus tours may be scheduled for Monday through Friday when classes are in session at 10:00 a.m. and 2:00 p.m. Tours are also offered on selected Saturdays throughout the school year.

MSUM encourages early planning for college. Applicants’ past academic achievement, college entrance examination scores, and recommendations are all considered in the admissions decision. MSUM is not an open enrollment institution. Minimum admission requirements have been established to emphasize the need for preparation prior to admission.

Application deadlines
Fall Semester August 1
Spring Semester December 1
Summer Session May 1

Freshman Admission
Students who have graduated from high school or completed the GED and who have not attended a post-secondary institution since completing their high school education are classified as freshmen in the admission process. Students who may have attended post-secondary institutions while still in high school are also classified as freshmen in the admission process. International/non-immigrants: see International Students/Non-immigrant Admission section of this Bulletin.

Freshman Application Procedures
Applying for admission and financial aid are two separate procedures. Prospective students MUST complete the appropriate applications for each office. Freshman applicants are required to submit the following to the Office of Admissions:
• Application for Admission
• $20 non-refundable Application Fee
• Official High School Transcript or Official GED Scores
• ACT or SAT scores

Applicants should request that their high school send an official transcript to the Admissions Office at the time of application. Students must also have a final transcript sent after graduation. FAX (facsimile) copies are not considered official. If transcripts are not in the same name as the application (due to a legal name change), it is the responsibility of the applicant to have the name corrected on the transcripts so that the application and transcripts can be matched. Students wishing to begin classes in the fall are encouraged to apply for admission as early as the previous fall. Once the application is complete, notification of the decision will be mailed within two weeks.

Freshman Admission Requirements
High school graduation or the GED and the following qualifications are necessary for admission to MSUM. Applicants not meeting these criteria are reviewed on an individual basis.
cumulative 2.0 GPA will be automatically admitted as a transfer student. Students who have completed less than 24 academic semester hour credits or 36 ACADEMIC quarter hour credits from a regionally accredited college or university must submit the following documents to be considered for admission:

- High school rank in the upper one-half of the graduating class with a minimum of 17 on the ACT or 830 on the SAT OR
- Achieve the following score(s) on any one of the standardized college admissions tests (ACT is preferred):
  - ACT Composite Score of 21 or above (The ACT writing will not be required)
  - SAT Verbal and Math Combined Re-centered Score of 1000 or above, AND
- Complete Preparation Standards as described below. New entering freshmen who have met preparation standards for university admission in their respective preparation standards.
  - 4 years of English (including composition and literature)
  - 3 years of Mathematics (two years of algebra, of which one is intermediate or advanced algebra, and one year of geometry)
  - 3 years of Science (at least one year of a biological science and at least one course including significant laboratory experiences)
  - 3 years of Social Studies (including American history and at least one course that includes significant emphasis on geography)
  - 2 years of world language
  - 1 year of world culture or the arts.

**Admission to the Corrick Center for General Education**
Freshmen who do not meet the automatic admission requirements for class rank or test score, but who demonstrate the potential to succeed, may be considered for admission to the Corrick Center for General Education. (See the Curricula section of this Bulletin on Multidisciplinary Studies). Applications will be considered when the admission file is complete.

The Admissions Office will review all materials and determine admission to the Corrick Center. A variety of criteria are considered, including student talent, accomplishments, interests, and level of motivation. Enrollment in the Corrick Center is open to both traditional and non-traditional students, but is limited numerically. Admission to the Corrick Center is available beginning fall or spring semester, but is not available during the summer session.

Students who have completed a GED (General Educational Development) must have their test scores and a copy of their certificate forwarded to the Admissions Office by the test center. An ACT or SAT is required for students enrolling within four years of GED completion.

For more information, contact the Corrick Center for General Education, (218) 477-2954, or the Admissions Office, (218) 477-2161.

**Non-Traditional Students**
MSUM defines a non-traditional student as someone who has been out of high school and/or post-secondary education four or more years. All non-traditional applicants are reviewed individually to determine admission based on past academic achievement and the potential to be successful in a university learning environment.

Students will be referred to appropriate services and programs, such as the Corrick Center, Continuing Studies, Counseling Center, and the Non-Traditional Student Association. For more information, contact the Admissions Office, (218) 477-2161.

**Transfer Admission**

**Transfer Application deadlines**
- Fall Semester: August 1
- Spring Semester: December 1

**Transfer Application Requirements**
Students who have graduated from high school, or completed the GED and who have subsequently attended a post-secondary institution are classified as transfers in the admission process.

Transfer students must submit the following documents to be considered for admission:

- **MSUM Application for Admission**
- **$20 non-refundable Application Fee**
- **Official transcript(s) of ALL previously attended post-secondary institutions. Official transcripts must be sent directly from the previous college Registrar’s (facsimile), student, or unofficial copies are not considered official transcripts. Failure to declare ALL previous post-secondary attendance is regarded as a serious offense and may result in dismissal from completed.**
- **Official High School Transcript or GED scores.**

Please allow 2-3 weeks processing time for admission to the University.

(If transcripts are under a different name, due to a legal name change, it is your responsibility to have the name corrected so that the application and transcripts can be matched. Please remember to submit a final transcript if you are currently enrolled).

**Transfer Admission Requirements**
High school graduation, or the GED, is required for admission. Transfer students who have completed a minimum of 24 ACADEMIC semester hour credits or 36 ACADEMIC quarter hour credits from a regionally accredited college or university with a minimum cumulative 2.0 GPA will be automatically admitted as a transfer student. Students who have completed less than 24 academic
semester credit hours will be required to provide both their college and high school records to determine admission eligibility.

International/non-immigrants: see International Students/Non-immigrant Admissions section of this Bulletin.

NOTE: All grades of “F”, “NC” (no credit) or “I” (incomplete) will be treated as “F’s” in computing GPA.

Students with a GPA of less than 2.0 will be automatically denied admission. A transfer appeal form will be sent to each student which may be used to appeal their admission denial. A high school transcript, and other supporting material, will also be required for academic transfer appeals. MSUM recognizes and upholds academic suspensions from other post-secondary institutions. Prospective students under suspension from another institution will not be considered for admission until two academic terms have passed since the suspension. Summer session does not count as a term.

Planning to Transfer?
Minnesota’s public colleges and universities are working to make transferring easier. Transfer students can help by planning ahead, asking questions, and using pathways created by transfer agreements.

Preparing for Transfer
Students who are currently enrolled in a college or university should:

• Discuss plans with the campus transfer specialist.
• Call or visit the intended transfer institution and obtain the following materials and information: bulletin or catalog; transfer brochure; information on admission criteria and materials required for admission, and requirements such as a higher GPA; and talk with an advisor/counselor in the intended course transfer and admission criteria.
• Review the materials and make an appointment to transfer institution or program. Be sure to ask about A clear, understandable state

Students who are not currently enrolled in a college or university might begin by meeting with a transfer specialist or an admission officer at the intended transfer institution to plan the steps necessary for transfer.

How Transfer of Credit Works
The receiving college or university decides what credits transfer and whether those credits meet its programs like those they offer. They look for degree requirements. The accreditation of both the sending and receiving institution can affect the similarity in course goals, content, and level.

Institutions accept credits from courses and graduation. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and credits fulfill requirements of the degree or program. The key question is: Will the student’s chosen?

If a student’s career goal or major changes, the student might not be able to complete all degree requirements within the minimum number of graduation credits required.

Applying for Transfer Admission
Application for admission is always the first step in transferring. Fill out the application as early as possible prior to the deadline. Enclose the application fee.

Request official transcripts from every institution that might be required as well.

Re-check to be certain the college or university has been supplied with all of the necessary paperwork. Most colleges make no decisions until all required documents are in the student’s file.

If nothing is heard from the intended college of transfer after one month, call to check on the status of the application.

After the college notifies the student of acceptance for admission, transcripts will be evaluated for which courses transfer and which do not. How the registration or chooses a major.

Questions about the evaluation should be directed to a credit evaluator in the Office of Admissions. Many concerns can be cleared up if the student understands why decisions were made. If not satisfied, the student can appeal.

Students’ Rights as a Transfer Student
Students are entitled to:

• A clear, understandable statement of an institution’s transfer policy. A fair credit review and an explanation of why credits were or were not accepted.
• A copy of the formal appeals process. The usual appeals steps are: information the student provides to reviewers such as a syllabus, course description, or reading list can help.
• Academic Appeals Committee will review.
• Student receives, in writing, the outcome of the appeal.
• At the student’s request, a review of eligibility for financial aid or scholarships.

For help with transfer questions or problems, see a campus transfer specialist, (218) 477-2563.

**International Student/Non-immigrant Admission**

**Freshman International Students**

International students who wish to be considered for admission to MSUM should obtain an international student admission packet from the International Programs Office. This packet should be returned with a $20 application fee. All international student applicants must meet (a) academic, (b) English proficiency, and (c) financial support requirements.

**Academic Standards**

International student applicants should submit official or certified copies of all appropriate transcripts, marks sheets, and/or certificates of completion indicating successful completion of an appropriate secondary school program.

**English Proficiency**

International students are required to provide evidence that their English proficiency is sufficient to enable them to be academically successful at MSUM. Evidence of English proficiency is provided by submitting a score report from a TOEFL examination taken less than two years prior to the date of application. TOEFL exam scores of 500 (173 computer-based) or higher are acceptable for admission for undergraduate students. Graduate students require a TOEFL score of 550 or better (213 computer-based), and graduate students admitted to the Master of Liberal Arts program require a TOEFL score of 570 or higher (230 computer-based). The IELTS score of 109 or higher will also be accepted.

**Financial Support**

International students are not eligible for U.S. federal or state need-based financial assistance. Therefore, they are required to provide evidence that they have sufficient financial support to meet their educational expenses during their period of enrollment at MSUM. International student applicants should complete the International Student Financial Statement form and submit it with a recent bank statement revealing a current account balance.

**Transfer International Students**

International students who have completed post-secondary course work should follow the admissions procedures described for freshman international applicants. In addition, official or certified copies of all appropriate transcripts, marks sheets, and/or certificates of completion for post-secondary course work should be submitted. International students must attend at least one term at the institution that provided their initial post-secondary I-20.

Applicants who have completed post-secondary course work in the United States should arrange to have a transcript sent directly from all institutions previously attended to the Records Office. Academic admissions requirements will be the same as those for U.S. residents (described in the Transfer Admission Requirements section).

Post-secondary course work completed outside of the United States will be evaluated and transfer credit will be awarded, if appropriate.

**International Student Tuition**

Minnesota State University Moorhead will grant in-state tuition to international students who have demonstrated academic potential. The number of international students who can receive in-state tuition waivers is strictly limited to no more than 3% of the MSUM Fall semester FTE enrollment. In order to continue to receive the in-state tuition waiver beyond the first year, students must maintain academic good standing (2.50 GPA for undergraduate students and 3.00 GPA for graduate students), keep in status with the I.N.S., and demonstrate satisfactory progress toward a degree. This policy is subject to change or suspension without advance notice by action of either Minnesota State University Moorhead or the MnSCU Board of Trustees.

**Mandatory Health Insurance**

All international students and their accompanying dependents are required to carry health insurance through our designated carrier.

**Mandatory International Student Fee**

In addition to tuition and fees, all international students are assessed $100.00 per semester to support additional programming and advising in the International Student program.

**Post-Secondary Enrollment Option (PSEO)**

The Post-Secondary Enrollment Options Program (PSEO) was initially authorized by the 1985 Minnesota Legislature. Students in public, non-public, home school, and tribal schools in Minnesota may enroll in this program, and receive both college credit and credit toward high school graduation requirements. Tuition, fees (except for private music lessons and some other additional fees), and required books are provided to each student.

It is recommended that students carefully consider their participation in this program before applying for admission. Students should discuss participation in the PSEO program with their parents and high school counselor/principal.

Admission eligibility to PSEO is established by MSUM and is based on high school class rank. High school seniors must be in the upper half of their class to take one course. High school juniors must be in the upper third of their class to take one course. Both seniors and juniors must be in the upper quarter of their class to register for more than one course. Home school students should contact the Director of Academic Support Programs (Owens 206) for information on admission requirements.
Permanent residents and refugees are entitled to have their transcripts sent to the Records Office.

Special students who wish to change their status to degree seeking must notify the Records Office of this change and request to have official transcripts sent to the Records Office. Students will return to their original status and major unless they request a change. Students who were granted admissions as U.S. citizens in the admission process are eligible to apply for financial aid.

Early Enrollment Option

Juniors and seniors in high schools outside of Minnesota who show exceptional academic ability may apply to participate in the early enrollment option.

Admission through this option is based on high school class rank. Seniors must be in the upper half of their high school class and high school juniors must be in the top third of their high school class to be admitted.

To apply for this option, students must submit:

- A completed application for freshman admission (please write “Early Enrollment” at the top of the application);
- The $20 application fee;
- High school transcript and courses in progress;
- Statement from the high school principal or counselor granting permission to participate in early enrollment.

Any credits earned at MSUM must be in addition to those courses required by the student’s high school for graduation. Official credit granted by the University is deferred until after high school graduation. Early enrollment students are not given registration priority nor are they eligible to participate in the Tri-College University. Students will be billed for tuition and fees after course registration takes place; early enrollment students are not eligible for financial aid.

Admission through this option does not guarantee that students will be automatically admitted to MSUM as freshmen after earning their high school diplomas. Should admission to a degree program be desired at a later date, students must then submit official academic transcripts from high school and any other post-secondary institutions attended.

Undergraduate Special Students

Students who have completed a high school diploma or GED and who are not seeking a degree at MSUM but who wish to take courses for enrichment should enroll as special students. Students who have been denied admission may not be considered for special student admission.

Students who are interested in this option should be aware of the following:

- Special students do not qualify for federal financial aid, are not assigned to a faculty advisor and are not eligible to participate in the Tri-College University.
- Special students are not eligible for graduation. Students who are enrolling in 12 or more semester credits during a term should apply as degree seeking students.

To apply, students must submit:

- A completed application for admission (Undergraduate Special Student);
- Application Type, please check “Seeking No Degree”;
- The $20 application fee.

Should admission to a degree program be desired at a later date, the student must then submit an official academic transcript from high school or GED scores and transcripts from any previous post-secondary institutions attended. No readmission fee is charged. Students will be evaluated for admission using the criteria described under Transfer Admission.

Readmission

Students who leave MSUM for one or more semesters need to apply for readmission. Former students of MSUM, including those who have enrolled in off-campus courses, should complete a readmission form. Official transcripts of all post-secondary study since the last date of attendance at MSUM must be submitted before the readmission process is complete. Transfer credits not reported before readmission may be disallowed, and academic suspension at another institution, if unreported, is cause for cancellation of enrollment. Readmission is not automatic. Returning students must be in good standing or have approved clearance. For more information, contact the Records Office, (218) 477-2582.

All students who began their study in 1965 or later must pay the application fee if they haven’t already done so. If transcripts are not in the same name as the application (due to a legal name change), it is the responsibility of the applicant to have the name corrected on the transcripts so that the application and transcripts can be matched.

Students will be readmitted to their original status and major unless they request a change. Students who were originally admitted as special students who wish to change their status to degree seeking must notify the Records Office of this change and request all official transcripts to be sent to the Records Office.

Resident

Permanent residents and refugees are treated as U.S. citizens in the admission process and are eligible to apply for financial aid.
University Expenses
Minnesota taxpayers provide a share of the support for the education costs at Minnesota State University Moorhead, students are able to complete their studies with less expense than at many other colleges and universities.

Basic costs include tuition, fees, and books, housing and meals, and incidental or personal expenses. So students living on campus can expect estimated total annual expenses at MSUM to range from $8,428 to $10,800 including personal expenses.

The following is a table of estimated costs for the 2004-2005 academic year, based on a normal undergraduate load of 30 credits per year. These rates are subject to change.

**Tuition (including mandatory comprehensive fee):** $4,894.00

**Housing (Double) and Meals (21 per week):** $4,530.00

**Total:** $9,424.00

Incidental and personal expenses - books and supplies, clothing, laundry, recreation, transportation, etc. - may range from $2,900 to $3,600, depending upon individual needs.

**Tuition Rates**
Charges for tuition are based upon the semester credit unit, varying according to student residency status and the type of course offered. These rates are subject to change.

**Resident Status (MN, ND, and Manitoba)**
- Undergraduate: $139.06
- Graduate: $214.16

**South Dakota Reciprocity Status**
- Undergraduate: $139.06
- Graduate: $214.16

**Wisconsin Reciprocity Status**
- Undergraduate: $169.83 per credit (1-11 credits); $2,038.00 per semester (12-18 credits)
- Graduate: $228.90

**Non-Resident Status**
- Undergraduate: $278.12 Non-resident, non-reciprocity students pay MN rates
- Graduate: $428.32 Non-resident, non-reciprocity students pay MN rates

**NOTE:** The non-resident tuition rate is double the Minnesota resident rate.

**Comprehensive Student Fee**
All students enrolled for regular instruction are assessed a mandatory comprehensive fee based on the number of enrolled credits not to exceed $720.00 per year (based on 12 credits per term, Fall/Spring).

Fee assessments are required by MnSCU Board Policy 5.11 to defray costs of maintaining such essential university services as student union operation and debt retirement, health services, co-curricular programs or activities, computer usage, and event fees.

Comprehensive fees are required for all campus-based courses, including student teaching, internships, and other instructions that may not be located on the MSUM campus. The comprehensive student fee is the only fee all students pay. In some cases, laboratory, studio, and music courses require supply fees or lesson fees.

**New Student Fee**
New students are assessed a one-time fee of $50.00 to cover registration, advising, and orientation programs and activities.

**Resident and Non-Resident Tuition Status**
Out-of-state students from non-reciprocity states have been approved to pay in-state tuition. Students shall also be eligible to pay in-state tuition if they meet the criteria of Minnesota State Statute 135A.031, subdivision 2. This statute creates the following categories of eligibility for resident tuition:

- Students who resided in the state for at least one dependent students whose parent or legal guardian calendar year prior to applying for admission or resides in Minnesota at the time the student applies; were temporarily absent from the state without
- Minnesota residents who can demonstrate that they attending a Minnesota institution under a tuition establishing residency elsewhere;
- Residents of other states or provinces who are reciprocity agreement; and farm workers, as defined in the Code of Federal
- Students who have been in Minnesota as migrant Regulations, title 20, section 633.104, over a period of at least two years immediately before admission secondary institution, or students who are
  or readmission to a Minnesota public post-dependsents of such migrant farm workers.

MnSCU policy provides access to resident tuition for individuals in the following categories:

- Graduate students appointed to graduate assistant positions;
- Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university;
• Colleges and universities may adopt a policy to exempt high ability students who are in the top 15% of their high school class or who score above standardized achievement test and who reside in Minnesota;
• Students who qualify under a college or university approved by the Chancellor or designee;
• Students who are recognized as refugees by the Department of Health and Human Services;
• Colleges and universities may adopt a policy to classify under 8., U.S.C. 1101 (a) (15) (B), (C), (D), (F), (H), (J), and (M); and
• U.S. military personnel serving on active duty dependent children.

There are other factors which may be weighed in considering the question of residency and/or resident tuition for an individual student. Any questions regarding residency and resident tuition should be directed to the MSUM Registrar, (218) 477-2575.

Reciprocal Tuition Agreements
Residents of North Dakota, South Dakota, or Wisconsin may qualify for reduced or resident tuition rates at Minnesota State University Moorhead by complying with procedures of the reciprocal agreements between those states and the State of Minnesota.

ND/SD/WI students attending Minnesota State University Moorhead are now able to access the reciprocity application forms on the web. Students may print the reciprocity application for their state of residence, complete the form, and mail it to their home state’s reciprocity office.

Log on to the Minnesota Higher Education Services Office at www.mheso.state.mn.us
1. In the Search box enter “reciprocity” and click on “Go”
2. Click on the “How to Apply for Reciprocity” link
3. Scroll down to the section heading “Where Can I Get a Reciprocity Application?”
4. Within that paragraph click on print or download a paper application
5. Click on the applicable reciprocity application
   - Wisconsin student attending a Minnesota college or university (pdf)
   - OR
   - North Dakota student attending a Minnesota college or university (pdf)
   - OR
   - South Dakota student attending a Minnesota college or university (pdf)

North Dakota application may be submitted online, South Dakota and Wisconsin is not available to apply online. The application must be printed and after completion mailed to the state office.

North Dakota, South Dakota, and Wisconsin students will be charged at reciprocity tuition rates only if MSUM has been notified of their approval for reciprocity status by the appropriate higher education authority prior to regular billing dates. Residents of these three states are required to apply for reciprocity. If they do not file for reciprocity they will be charged non-resident tuition rates which are double the resident rates.

Students who attend MSUM within 12 months of graduation from a North Dakota or South Dakota High School do not need to file an application. However, if they do not attend MSUM within 12 months of their graduation, they must file a reciprocity application. Students who transfer must file new reciprocity applications so the various state agencies know the current institution of attendance.

Students will retain their reciprocal status if they earn credit each academic year. If credit is not earned each year, whether through non-attendance, withdrawal, incompletes, in-progress, or failing grades, the student must reapply for reciprocity.

Qualified students who are billed for non-resident tuition may pay reciprocity rates or receive refunds by providing evidence of their official approval within two weeks after the first class day. Copies of letters from their home state approving agencies will be satisfactory for this purpose. Payment deadlines may not be deferred to await approval.

Applications should NOT be submitted to MSUM but should be mailed directly to home state approving agencies.

Previous Minnesota residents and students who qualify for resident tuition under special Minnesota regulations shall be required to apply for reciprocity if they are residents of North Dakota, South Dakota, or Wisconsin.

Minnesota-Manitoba Reciprocity
The state of Minnesota and the Canadian province of Manitoba participate in a reciprocal tuition agreement. Students who are residents of Manitoba are now eligible for resident tuition at Minnesota State University Moorhead. Please address any questions about Minnesota-Manitoba reciprocity to the MSUM Registrar.

Payment of Tuition and Fees
All tuition and fees are payable in full each semester on or before payment deadlines designated in the academic calendar and the term schedules. A late fee will be assessed on payments received after the established payment deadline. (See Late Fee Waiver/Payment Plan below.)
The University has established a five (5) day free drop/add period at the start of each semester. During this period, students may drop any or all classes without obligation. Students are obligated to pay for all classes remaining after this free drop/add period.

**Late Fee Waivers, Payment Plans and Short-Term University Loans:**
Students may apply for a late fee waiver if delay of their financial aid is caused by the institution or if a private, state, or federal organization (billed third party, i.e., PSEO, DVR, CEP, etc.) has provided written agreement to pay for the amount owed by the student. This waiver will prevent the late fee and accumulation of interest. If the government or third party fails to pay the debt, the student will be responsible for the payment and may not register for subsequent semesters until the debt is satisfied. Personal or family financial difficulties or the late application for financial aid are not valid grounds for a waiver of late fee charges.

Students who have entered a room/board contract with the University may request a payment plan to fulfill this part of their term bill. Application for such special payment arrangements should be made with the Housing Office prior to the payment deadline date each term. Students who are not current with their housing payment schedule will have their meal contracts invalidated and will be notified to vacate the resident halls.

Minnesota State University Moorhead will place a hold on diplomas, official transcripts, and term grades until (a) all tuition, course related fees and student fees have been paid and (b) all other financial obligation (including Financial Aid repayments) owed the University have been settled.

Students who have registered for courses at MSUM but decide not to continue attendance should (a) contact the Records Office if this decision is made on or prior to the fifth class day of the term or (b) contact the Counseling Center after the fifth class day of the term. Notification to the University of non-attendance may reduce charges and/or create a refund. Failure to provide such notification may result in full tuition/fee charges plus additional late/interest costs.

**Refund of Tuition/ Fee Payments Due to Withdrawal**
MSUM will process a proportional refund of tuition and fees to the student and/or the student’s financial aid funding sources when the student totally withdraws from the University.

**NOTE:** Refunds of tuition and fees due to individual dropped courses will be granted only for drops occurring in the first five (5) days of the semester.

Students who withdraw or discontinue enrollment during the Fall or Spring Semesters should begin the process at the Counseling Center, Bridges Hall 260. Those students who wish to withdraw during the Summer Sessions should report to the Records Office, Owens Hall 104.

Refunds of tuition and fees for total withdrawals from the University are based on the following schedules as established by the MnSCU Board, the University, or the Federal Statutory Refund policies for students receiving Title IV aid:

**I. Students who have not received Federal Title IV aid:**

- **Fall and Spring Semesters**
  - On or before the 5th class day. .............. 100%
  - 6th through 10th class day. ................... 75%
  - 11th through 15th class day. .................. 50%
  - 16th through 20th class day ................... 25%
  - After 20th class day .............................. None

- **Summer Session**
  - On or before 5th class day ..................... 100%
  - 6th through 10th class day .................... 50%
  - After 10th class day ............................. None

**NOTE:** Refunds for students who have received State aid funding will be used first to repay those aid sources, up to the initial award amount received, before any funds are disbursed to the student.

**II. Students who have received Federal Title IV aid**

- Direct Subsidized, Unsubsidized, Plus, and Federal regulations require repayment of aid funding for the term: (Title IV funds include Perkins Loans, Pell and SEOG Grants): ‘unearned’ aid for students who discontinue attending class anytime prior to the 60th percentile of the term.

The calculation used to determine how much aid attended divided by total calendar days in the term equals percentage earned. The amount to be repaid is the remaining percentage or ‘unearned’.

Examples:
- If the student withdraws from the University one-quarter (25%) way through the term, 75% of the Federal aid received must be repaid. The 75% is considered unused or unearned.

Using the above example, if the student withdraws/discontinues attending class on the 29th calendar day of the term, the percentages of aid earned and unearned would be calculated as:

<table>
<thead>
<tr>
<th>Class Day</th>
<th>Percentage Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before 5th class day</td>
<td>100%</td>
</tr>
<tr>
<td>6th through 10th class day</td>
<td>75%</td>
</tr>
<tr>
<td>11th through 15th class day</td>
<td>50%</td>
</tr>
<tr>
<td>16th through 20th class day</td>
<td>25%</td>
</tr>
<tr>
<td>After 20th class day</td>
<td>None</td>
</tr>
<tr>
<td>On or before 5th class day</td>
<td>100%</td>
</tr>
<tr>
<td>6th through 10th class day</td>
<td>50%</td>
</tr>
<tr>
<td>After 10th class day</td>
<td>None</td>
</tr>
</tbody>
</table>
Days attended (29) = 25% earned aid

Total days in term (116)

100%

- 25% earned aid

= 75% ‘unearned’ aid, required to be repaid to the federal aid funding sources

Repayment of the ‘unearned’ portion of aid received is a shared responsibility of the University and the student, based on two main assumptions:

- Federal aid is first used to pay University charges.
- The school’s share of the unearned aid is to be repaid first.

The University’s obligation is the lesser of the total institutional charges for the term OR the ‘unearned’ percentage of aid multiplied by the ‘unearned’ percentage times the total amount of Title IV aid disbursed. The student will be required to pay the ‘unearned’ aid funding not repaid by the University.

Exceptions: Loan dollars are excluded from immediate student repayment on the assumption that the student will follow loan repayment according to the terms of the promissory note(s). Further, student repayment of grant funds will be reduced by 50%, after the ‘unearned’ calculation is determined and after the University’s repayment amount is subtracted. Finally, the regulations stipulate the student’s repayment choices:

- Repay, to the University, the ‘unearned’ aid amount in full within 45 days of the school’s notification of a repayment requirement.
- Make payment arrangements with the Department of Education via NSLDS (National Student Loan Data System) (800-621-3115).

Failure to repay using one of these two methods will result in denial of any future federal aid plus the usual hold on official transcripts, diplomas, and future registration.

Students who wish to appeal refund policies and/or percentages used for determining the refund amounts may file a “Tuition Refund Appeal”. Forms are available at the Business Office, Records Office, and the Counseling Center.

Resident Hall Refunds are based on the number of days remaining in the term. A $50.00 Administrative Charge will be deducted from the Housing refund.

As with refunds of tuition and fees, Housing refunds for students who received Federal or State aid will first be repaid to those aid funding sources in the order directed by the Department of Education. Any remaining refund dollars will be disbursed to the student. No refunds will be granted for less than $1.00.

Tuition Refund Appeals

Students who wish to appeal for tuition/fee refunds based on individually dropped courses occurring after the free drop/add period or for larger refund percentages used in the case of a total withdrawal from the University, may file a Tuition Refund Appeal. Forms are available on the Web or at the Business Office, Records Office, and the Counseling Center.

Students who discontinue class attendance based on extenuating circumstances or some situation out of their control are eligible to file an appeal. The completed form should be turned in to the Business Office, Owens 106, along with supportive documentation such as a statement from a doctor, counselor, clergy, university advisor/instructor(s), or job supervisor.

The appeal committee meets once a month or as demand dictates. Strict and confidential privacy regulations apply to all submitted appeals.

NOTE: Approved appeals relating to individually dropped classes may have an impact on financial aid eligibility. Students who are concerned with the effect of an approved refundable drop on their aid eligibility may contact the Business Office to discuss the situation prior to submitting the appeal. Financial aid programs limit the allowable time to return Federal and State funds. Refund appeals must be submitted within 90 days of the end of the term for which a refund appeal is submitted but not later than September 25 of the next academic year.

Housing and Dining Contracts

If you intend to live in a university residence hall, you must sign a contract. The complete contract may be obtained online at www.mnstate.edu/housing or will be mailed to you upon request. It should be carefully read for provisions affecting your plans and financial implications. If you have questions about residence hall life, housing, or would like a housing contract, call the MSUM Housing Office at (218) 477-2118.

Room and board rates (including local telephone service, cable TV and DSL internet access service for each semester of the year) are available by calling the MSUM Business Office, (218) 477-2221.

Financial Aid

Students seeking help in financing their education should apply to all possible sources, including the University. Financial aid is
Enrollment Requirement

Federal Pell Grant, Minnesota Grant, Federal SEOG and Federal Perkins loans are paid based on the number of enrolled credits at payment. To receive a full-time payment for Federal Pell, Federal SEOG or Federal Perkins, students must be enrolled in 12 or more credits per term. Pell payments are based on the enrollment status on the last free drop/add day. Increases in enrollment after the seventh class day will NOT increase Pell payments. Federal Pell grants, Federal Perkins, and Federal SEOG prorate for less than 12 credits. Minnesota Grant payments are computed on average tuition and fee charges for three to fifteen credits. Scholarships are generally paid only to student enrolled full-time (12 or more credits per term).

The Work Study and non-Work Study employment earnings are paid at regular two-week intervals based on hours actually worked. Signed time sheets are required for all student employees.

Students with special circumstances or students whose circumstances change after applying for aid should contact the Office of Scholarship and Financial Aid for information on the appeal process. All special circumstances require written documentation.

Summer Financial Aid

A separate summer application is required for financial aid. Summer financial aid is considered a part of the preceding academic year and a complete aid application for that year must be on file. Students who did not receive their full Pell or Minnesota Grant during the academic year may be eligible for the remainder during summer term. In order to borrow, students must have remaining loan eligibility from the preceding year. Full time enrollment for undergraduate financial aid is 12 credits during summer term (15 credits for Minnesota Grant).
Types of Financial Aid

Federal Pell Grant
Eligible undergraduates may receive up to $4,050 per year from the Federal Pell Grant program (2005-2006). Determination of eligibility is not made by the University but through the FAFSA application.

Minnesota State Grant
Minnesota residents who enroll at MSUM may qualify for aid through the Minnesota State Grant Program with eligibility for up to four years of full-time equivalent enrollment. Awards are prorated when enrollment is less than 15 credits per term. Students must apply annually.

Post-Secondary Childcare Grant Program
The Post-Secondary Childcare Grant Program provides childcare funding for Minnesota residents who are enrolled in a minimum of six credits per term. Applicants must not concurrently receive MFIP benefits from the state. Applications are available at the MSUM Office of Scholarship and Financial Aid.

Scholarships
MSUM awards scholarships to freshmen, transfer students and upper-class students with outstanding abilities, qualifications and promise. All external scholarships must be reported to the Office of Scholarship and Financial Aid. Scholarships are part of the financial aid package and may cause adjustments if scholarship information is received after other aid has been awarded.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal SEOG grant is available for undergraduates with financial need and who are eligible for Federal Pell Grant. Annual awards are determined by MSUM. This grant is renewable on a “first-applied, first-awarded” basis to students who meet the February 15 priority date. This grant is limited to students who have not received a baccalaureate degree and who continue to demonstrate exceptional financial need.

College Work Study (Federal and Minnesota)
Students have the opportunity to earn money toward their educational expenses through part-time work. Employment is usually in campus offices, departments, or off-campus non-profit agencies. Working an average of 10-15 hours per week, students can earn from $300 to $1,400 each semester. The actual amount varies with work schedule, pay rate, and students’ demonstrated financial need. Priority is given to early applicants and students with previous successful employment on campus.

Federal Perkins Loan
Undergraduates may borrow up to $4,000 annually and up to a total of $20,000 during four years. Students must demonstrate exceptional financial need. This loan is to be repaid at 5% interest on the unpaid balance starting nine months after the student leaves the University. It has a maximum repayment period of 10 years and a minimum monthly payment of $40. A portion of the principal and interest may be cancelled for certain types of public service employment after graduation. Priority is given to early applicants.

Federal Direct Student Loans
Undergraduate students may borrow from $2,625 to $5,500 annually, based on grade level and need, at low interest from the Federal government. For Direct Subsidized loans, students must demonstrate financial need and the interest is paid by the Federal government while students are in school. Students pay the interest while in school on Unsubsidized Direct loans and are not required to demonstrate financial need. Independent students have expanded Unsubsidized Direct loan eligibility up to an additional $5,000. Under the standard repayment plan, principle and interest begin six months after leaving school with a minimum payment of $50 per month based on the total amount borrowed. Maximum borrowing limits are based on the combined borrowing through Subsidized and Unsubsidized programs. Students pay origination fees on each loan disbursement.

Minnesota Student Educational Loan Fund (SELF)
This loan is available to graduate and undergraduate students who need additional aid beyond the Federal Loan amount offered. Students must be enrolled in a degree program or seeking an additional major or minor. Eligibility is not based on financial need, nor is it limited by family income levels. It requires a credit-worthy co-signer.

Freshmen and sophomores may borrow up to $4,500 per year and juniors and seniors up to $6,000 per year. The interest rate is variable and the borrower is responsible for payment of interest while in school.

Parent Loans for Undergraduate Students (PLUS)
These loans are available through the Department of Education for students and parents who do not demonstrate financial need, or who need more assistance than is available in the Federal Direct Loan. Federal PLUS can be used to replace the contribution that is expected from students and families. The interest rate is variable and set annually. Before applying for a Federal PLUS, students should apply for all other types of financial aid.

Alternative Educational Loans
Intended for students who have a gap between their cost and financial aid. These bank loans generally require a co-signer. Other sources should be utilized first.

Campus Employment
Part-time job opportunities, which are not dependent on financial need, are available in the residence halls, dining service, campus security, and other campus departments. Job information is available at the Job Shop (located in the Office of Scholarship and Financial Aid) or online at: www.mnstate.edu/dragonjobs.
Short-Term Loans
Emergency Loans assist in unforeseen family, medical or personal circumstances. Loan amounts range from $50 to $300 maximum. Loan periods range from 10 to 90 days. Due dates are normally set no later than the end of the current semester. Loan costs are an interest rate of 9% per annum with a minimum charge of $5.00. Applicants must be currently enrolled students. Loan approval is based on fund availability, credit history of prior loan repayments, student enrolled/paid status, and GPA status. Any Federal loan funds, scholarships, or grants subsequently received by the student must be applied to outstanding short-term loan obligations regardless of the due date of the short term loan.

International Student Assistance
Non-U.S. residents planning to attend Minnesota State University Moorhead must plan to provide their own finances. International students in the United States on student visas are not eligible for Federal Perkins, Federal SEOG, Work Study, Minnesota State Grants, Federal Pell Grant, or the Federal Direct Student Loan Program. International students may qualify for an Alternative Educational Loan (such as SELF) if a United States credit-worthy co-signer is available. Students with refugee status may be eligible for the various federal student aid programs. Contact the International Student Advisor for financial planning information.

Loan Counseling
All students, including transfer students, who are scheduled to receive a Federal Direct Loan (both Subsidized and Unsubsidized) or SELF Loan, must complete Entrance Loan Counseling before loan proceeds are disbursed. Online counseling can be completed at www.dl.ed.gov. A successfully completed quiz meets the counseling requirement. In-person sessions are available upon request. Before graduating or leaving school, loan recipients are encouraged to complete Exit Loan Counseling at www.dl.ed.gov. Federal Perkins loan borrowers are mailed entrance counseling materials with their awards and are required to do exit counseling before leaving school.

Policy Standards for Financial Aid
Satisfactory Academic Progress
(Effective Fall Semester 2005)
Federal and state regulations require all students make satisfactory academic progress toward completion of degree, certificate or licensure requirements to receive student financial aid. All terms of attempted enrollment are considered in determining satisfactory academic progress regardless of whether aid was awarded for the term.

Failure to meet satisfactory progress standards results in ineligibility for state and federal aid programs (including all grants, loans, campus Work Study, Vocational Rehabilitation, Post-Secondary Childcare, Indian Scholarships, and University Scholarships). Standards are published yearly. MSUM reserves the right to withdraw aid at any time if it becomes readily apparent that a student has not maintained satisfactory academic progress.

Qualitative Standard: Grade Point Average
Undergraduate: Attempted credits include all courses on student records after the seventh class day, including withdrawals, incompletes, repeats, non-credit and remedial courses. MSUM’s academic policy requires all undergraduate students to achieve the following cumulative grade point average at the points indicated:

- 1 - 39 credits: 1.60
- 40 – 71 credits: 1.90
- 72 or more attempted credits: 2.00

Graduate: Beginning with the first attempted credit, graduate students must maintain a minimum 3.0 GPA.

Quantitative Standard: Completion Percentage
Financial aid standards require students to satisfactorily complete a minimum of 67% of their total cumulative attempted MSUM credits with a minimum grade of “D” (or “P” or “S” if enrolled on a pass/fail or satisfactory/unsatisfactory basis).

Quantitative Standard: Maximum Credits Attempted
Credits attempted to complete a degree and receive financial aid cannot exceed 150% of the credits required to complete the degree program.

A. Undergraduate students become ineligible to receive funding after they have attempted 180 accepted transfer credits. Grades of Failed (F), Unsatisfactory (U), Incomplete (I), No Credit (Z) for courses taken at MSUM count as attempted but not completed.
B. Students who are enrolled in an undergraduate teacher certification or licensure are limited to a second bachelor's degree, 60 attempted semester credits in an approved degree plan.
C. Graduate students are limited to 52 attempted semester credits.
D. Students seeking a specialist degree are limited to 53 attempted semester credits beyond their first graduate degree. Students who have completed only a bachelor’s degree are limited to 105 attempted graduate semester credits if seeking a specialist degree.

Programs that require longer than these limits must have individual approval from the Office of Scholarship and Financial Aid through an appeal process. Students must submit for review an academic plan approved and signed by their advisor indicating the semesters remaining for degree completion, a course plan for each remaining semester, and projected graduation date. Appeals for credits in excess of 150% solely to improve GPA are not approved, unless the course is part of an approved academic plan. Submission of an appeal does not indicate automatic approval of the academic plan. Each appeal is reviewed on a case-by-case basis.
Evaluation Period
Monitoring satisfactory academic progress begins with the first credit attempted and is done at the end of every semester (fall, spring and summer).

Failure to Meet Standards
If at the end of a semester a student fails to meet MSUM Satisfactory Academic Progress qualitative or quantitative standards, MSUM will allow that student to retain his or her financial aid eligibility on a probationary status for one semester.

A. If at the end of the probationary semester a student meets MSUM’s cumulative qualitative and quantitative standards, MSUM will reinstate the student’s eligibility for financial aid.

B. If at the end of the probationary semester a student fails to complete 67% cumulative credits, they are placed on financial aid suspension.

C. In addition to the financial aid suspension, if at the end of the academic probation semester a student does not meet MSUM’s cumulative GPA requirements from class enrollment. The first suspension for GPA below the minimum GPA is for one calendar year; a second suspension for insufficient GPA is for one calendar year; a third suspension for insufficient GPA is for two calendar years.

D. Continued Probation
1. If at the end of a probationary semester a student who has been on probation meets MSUM’s (minimum 2.0 GPA for the semester) and quantitative standards, has not met MSUM’s cumulative standards, financial aid eligibility under a “continued probation” status. Probation status continues to be monitored each semester until the student meets MSUM’s cumulative qualitative student’s financial aid eligibility “good standing” status will be reinstated. and quantitative standards, at which time the student’s financial aid eligibility “good standing” status will be reinstated.

2. If a student on “continued probation status” fails to meet MSUM’s qualitative or quantitative cumulative standards or the semester, MSUM will suspend the student from financial aid eligibility immediately.

E. If MSUM determines it is not possible for the student to raise his or her GPA or course completion percentage to meet MSUM’s cumulative standards before the student would reach the end of the program for which he or she is receiving financial aid, MSUM will suspend the student upon completion of the evaluation.

Notification
Students who fail to meet the minimum standards will be notified by letter when they are placed on probation or suspension. It is possible for students to be placed on financial aid suspension for failure to meet more than one type of Satisfactory Academic Progress standard. Students who have not received financial aid in the past are immediately subject to standards when they apply for financial aid.

Appeals
A. Financial aid suspension status may be appealed to the Office of Scholarship and Financial Aid. Appeals are made on the basis of extraordinary or mitigating circumstances (major illness, death in the family, serious accident, etc.), or the successful reviewed individually. Financial aid eligibility financial aid eligibility contingent upon the student’s financial aid eligibility contingent upon the student’s the Office of Scholarship and Financial Aid. The the Office of Scholarship and Financial Aid. The students in writing within seven business days of the students in writing within seven business days of was submitted by the student.

B. If a student is not satisfied with an adverse decision, subsequent appeals are submitted to the

Financial Aid & Suspension Appeals Committee.

C. Academic Suspension status for insufficient GPA may be appealed to the Financial Aid and Suspension Appeals Committee through the Office of Academic Affairs.

Re-establishing Eligibility for Financial Aid after Suspension
Students whose financial aid eligibility has been suspended may regain eligibility only through MSUM’s appeal process or when they meet the institution’s satisfactory academic progress qualitative and quantitative standards. If Incomplete (I) credits are a factor in failure to maintain satisfactory progress, subsequent successful completion of these credits may be used to re-establish eligibility for aid. Paying for classes out of pocket or sitting out a period of time in and of itself is not sufficient to re-establish a student’s financial aid eligibility.

Additional Elements
Treatment of Grades
A. Credits attempted: the number of credit hours for the free drop/add period each semester. Credits credits attempted.

B. Credits earned: grades designated as A, B, C, D grades of F, I, W, IP, NC and Z do not count as (including pluses and minuses), or S. Credits with credits earned.
C. Percentage completion is calculated by dividing the number of earned credits by the number of attempted credits:

\[
\frac{\text{Earned credits}}{\text{Attempted credits}} = \text{percentage completion}
\]

D. GPA calculation: includes grades of A, B, C, D, F, and pluses and minuses associated with a letter grade.

**Academic Forgiveness**

Credits for courses previously taken, for which academic forgiveness is granted, count in calculating percentage completion, maximum credits attempted and cumulative GPA for financial aid satisfactory academic progress.

**Audit Courses**

Courses taken for audit are not funded by financial aid, are not used in calculating Satisfactory Academic Progress and do not count as credits attempted or earned for purposes of financial aid.

**Tri-College, Study Abroad, State University Common Market, ISEP, NSE, Consortium Agreements and other travel programs**

Credits attempted and earned while participating in these programs are included in calculating satisfactory academic progress.

**Remedial/Developmental Credits**

Identifies credits attempted for courses numbered less than 100, including New Center courses. By MnSCU policy, up to 30 remedial credits are excluded in calculating maximum credits attempted but included in grade point average and completion percentage calculations.

**Repeated Courses**

Students who repeat a course may receive financial assistance more than once for enrollment in the same course. MSUM’s academic policy states when a course is repeated, each enrollment is included in calculating the percentage of successfully completed credits at the end of the academic year, and the total number of attempted credits is used to determine length of eligibility. For example, a student enrolls in a three credit course, fails it and the following semester re-enrolls in the same course and earns a C. That student would have enrolled in six credits, but successfully completed only three credits. Repeating a course more than once results in removal of only one previous grade from the GPA calculation. Once a student receives a C+, C or C- grade, the course may not be retaken again for a higher grade.

**Transfer credits**

Transfer credits accepted by and applied by MSUM toward a student’s general education, program or degree requirements apply toward the maximum credits attempted calculation. They do not count as credits attempted for calculation of cumulative completion percentage, and grades associated with these credits are not used in calculating MSUM cumulative GPA.

**Withdrawals**

If a student withdraws from MSUM before financial aid is available for distribution, the student forfeits financial aid eligibility, as defined by Federal and State program regulations. If a student withdraws from all enrolled courses for any reason during the semester after student aid has been distributed, the University refund policy will be followed as administered by the MSUM Business Office.

**Academic year**

the period from August to May (Fall and Spring Semesters). Summer is a semester trailing the academic year

**Calendar year**

the period from January through December.

**Scholarship Funds**

**Minnesota State University Moorhead Scholarship Program**

Through the MSUM Alumni Foundation and the Charles and Ellora Alliss Foundation, MSUM awards more than 500 scholarships annually to incoming freshmen, transfer students, and upperclassmen. Students must meet university admission standards and deadlines. Any scholarship dollars awarded become part of the financial aid package. Scholarship awards apply first to tuition and fee charges.

**Honors Apprentice Scholarship**

Offered to incoming freshmen, this scholarship for $3,500 includes the unique opportunity to apprentice in an academic or administrative department for five hours each week, acquiring hands-on training and skills. This award is renewable for three years if academic requirements are met. Applicants must be in the top 5% of their high school class and have a composite ACT score of 28 or higher. The application form is mailed to qualifying students. February 1 deadline.

**Access Scholarship**

A need-based scholarship for students from culturally diverse backgrounds. Open to freshman and transfer students, provides tuition (maximum 15 credits per semester) for four years or until student receives the Bachelor’s Degree, whichever is first. April 1 deadline.

**Academic Excellence Award**

Students who are National Merit Finalists are awarded $3,500 per year, renewable for three years, if academic requirements are met. The National Merit certificate must be provided to the Office of Scholarship and Financial Aid. June 30 deadline.

**President’s Honors ($1,500), Valedictorian ($1,000), Dragon ($1,000), Achievement ($750) and University ($500) Scholarships**

are automatic awards made on a first-admitted, first-awarded basis to new freshmen. These scholarships are awarded until funds are fully committed. No separate application is required.
Talent Scholarships
Available to students who demonstrate exceptional talent in areas of visual or performing arts (art, music, speech, theatre arts). Recipients and award amounts are determined by department faculty. Apply directly to the department.

Transfer Scholarship
Awarded to undergraduate transfer students pursuing their first Bachelors degree with successful college coursework completion (minimum 24 credits and 3.5 GPA). Awards range from $300 to $1,000. June 30 deadline.

Upperclass Honors Apprentice Scholarship
Current MSUM and transfer students may apply for a two-year apprenticeship with faculty endorsement. Minimum GPA of 3.5. $3,500 per year. April 1 deadline.

Upperclass Academic Scholarships
Undergraduate students pursuing their first Bachelors degree with a minimum cumulative GPA of 3.25 and completion of at least 12 MSUM credits may apply. The award recognizes outstanding academic achievement, leadership and contributions to campus and community organizations. Awards are between $300 and $750. Applications are accepted from November of each year until the February 1 deadline.

Athletic Scholarships
Applicants should apply directly to the men’s or women’s athletic departments. Athletes must meet conference and NCAA requirements for participation.

ROTC Scholarships
Both Army and Air Force ROTC offer scholarship opportunities to students who take part in an ROTC program. Scholarships pay for full tuition and fees, a book allowance, and monthly stipend. Apply to the Department of Military Science or Aerospace Studies in the Bentson/Bunker Fieldhouse at North Dakota State University.

Academic Change of Requirements
Within practicable limits, academic policies and requirements at Minnesota State University Moorhead are not retroactive, and students entering a degree program can expect to complete that program under the requirements specified at the time they actively enroll in the program, unless enrollment is interrupted for more than one year. When a required course for a previous program is no longer offered, students may substitute another course or courses with the approval of the faculty dean.

Individual exceptions to major and minor requirements listed in the university catalog, including the waiver or substitution of courses, are subject to the approval of the department chairperson by written notice to the Registrar at the time such approval is granted. Records of approved changes will be retained in student files by the Registrar until graduation.

Academic Year
The academic year at Minnesota State University Moorhead is arranged into Fall and Spring semesters of approximately 16 weeks each and a Summer semester comprised of two five-week sessions and short-term workshop sessions. Students may enter the University at the beginning of any term although the academic year begins officially with the Fall semester.

Units of Credit
The unit of credit at Minnesota State University Moorhead is the semester hour. One semester credit is equivalent to 50 minutes of class time for each week of the semester term. The semester term at MSUM is normally 16 weeks long, including final examination periods.

For transfer students, one-quarter hour of credit is equivalent to .667 semester hour credits. One course unit from schools using the 4-1-4 plan is considered equivalent to four semester hour credits, except where the school issuing such credit assigns a different value.

Graduation Requirements
(Bachelor’s Degree)
• At least 120 credits are required in many degrees, four-year bachelor’s degree and at least 40 level) are required to earn any baccalaureate but some require a minimum of 128 credits for a semester hours in upper division courses (300/400 result in a degree. Credits must be earned as part of degree.
• Accumulation of 120 or 128 credits alone does not the Minnesota State Colleges and Universities. course work fulfills requirements for a major in a baccalaureate program approved by the Board of credits applied to the degree program and for all Students are responsible for making certain their their designated degree.
• Candidates must have a GPA of at least 2.0 for all courses attempted at Minnesota State University Moorhead. Students should check with the major
department to find out specific graduation GPA

- Candidates must complete the Liberal Studies GPA of at least 2.0 for all courses applied to Liberal Studies requirements website for specific music performance courses may be applied requirements. One credit of music performance The degree program must include at least one major may specify a higher GPA.

- All students who graduate from MSUM must

- No minor is required, but a GPA of at least 2.0 graduation.

- Candidates must be enrolled as a resident student semesters, (b) for at least 30 of the last 60 credits, the degree, and (d) at least six credits must be the major.

- No more than ten correspondence credits may be

- An application for graduation must be submitted to candidates expect to complete graduation each major and minor advisor and department Candidates for graduation must have official institutions on file in the Records Office. No special or non-degree status.

- Candidates for graduation with a teaching major under Teacher Education in this Bulletin.

Multiple Majors and Multiple Degrees

Students completing two or more majors with different degree designations will be awarded the more appropriate degree, except that the B.S. degree shall be given if one major is in a field of professional teaching.

Students who seek more than one baccalaureate degree (different designation, i.e. B.A. and B.S.) will be required to complete at least 30 credits beyond the minimum of 120 or 128 credits applied to the first degree.

Students who hold a previous baccalaureate degree from Minnesota State University Moorhead or from another institution whose degree is recognized by MSUM may earn an additional bachelor’s degree (degree name must be different than the initial degree, i.e. B.A. and B.S.) by:

- Completing at least 30 resident credits at MSUM;
- Meeting all MSUM course requirements for the the MSUM department awarding the degree and requirements for any teaching major; and
- Maintaining at least a “C” average in all studies at MSUM.

Students with a previous Minnesota State University Moorhead degree may add another major or minor by completing any additional requirements as certified to the Registrar by the department offering the major or minor and by the education department in the case of any teaching major.

Students completing two majors must meet departmental requirements for each major.

Four-Year Graduation Guarantee

Minnesota State University Moorhead guarantees that all undergraduate students wishing to graduate in four years will be provided necessary courses as required by the University in the student’s selected major field of study. Any required courses needed beyond four years will be provided to the student tuition-free.

The graduation guarantee is offered by the following programs:

Accounting
American Studies
Anthropology
Art and Design (B.A. and B.S.)
Biology (B.A. in Biology)
Business Administration
Chemistry
Communication Studies (B.A.)
Computer Science and Information Systems
Criminal Justice
Economics
Elementary & Early Childhood Education
English (B.A.)
Finance
Gerontology
Graphic Communications
History
Health
Industrial Technology
International Business
Management
Marketing
Mass Communications
Mathematics
Music (B.A. and B.S. in Performance)
Paralegal
Philosophy
Physical Education
Physics
Political Science
Psychology
Secondary Education/Foundations (Except Life Science and Music)
Social Work
Sociology
Special Education
Speech/Language/Hearing Sciences
Theatre Arts (B.A.)

Conditions:
The Graduation Guarantee is only effective if the following conditions are met:

- All Fall Semester freshmen wishing to participate in the graduation guarantee program must complete the guarantee application form and officially declare a major before the drop deadline (seventh day) of Fall Semester.
- All participating students must be qualified to begin without remedial courses as determined by the department and the University.
- All participating students must pre-register for classes each semester and have their class schedules approved by their official departmental advisor.
- All participating students must meet any program GPA or grade requirements as stipulated in the Bulletin or schedule of classes.
- All participating students must successfully complete an average course load of 16 credits, or 15 credits for B.A., each semester (32 credits, or 30 credits for B.A./year).
- Participating students selecting a major requiring a minor must choose the minor no later than the end of their first year.
- Any courses failed or repeated will void the guarantee.
- Any change in major, options, or minor will void the guarantee.
- Required internships and research projects are beyond the scope of the guarantee (except for chemistry research).

Liberal Studies
The Minnesota State University Moorhead Liberal Studies program is designed to provide a broad base of knowledge and cultural themes derived from the diversity and universality of human experience. Through this requirement, students gain exposure to basic thought and interpretations provided by various disciplines so as to enhance the quality of their participation in and understanding of the world around them. Liberal Studies courses involve more than a knowledge base alone by seeking integration and synthesis of knowledge and ideas. Courses which focus on the application of knowledge to career development should be reserved for the major, minor, and/or elective programs. Finally, the Liberal Studies Program should provide a basis for lifelong learning.

All university baccalaureate degree programs require the completion of 45 semester hours in Liberal Studies. Certain programs have degree requirements that include specific Liberal Studies courses. Check with the specific section of the Bulletin for the degree program.

NOTE: A review of the MSUM Liberal Studies program is underway in 2005. Changes may be in effect in 2006. Please check with your advisor.

Purposes of the Liberal Studies Program
Minnesota State University Moorhead’s Liberal Studies requirement seeks to introduce the perspectives, contributions, limitations, and inter-relationships that diverse disciplines bring to the world of ideas and knowledge. It seeks to instill the joy of learning through courses prepared for this purpose while seeking to achieve the following objectives.

Students should understand:

- their work, society, and self in an objective and critical manner;
- the past, so as to more intelligently cope with the present and future;
- the scientific method;
- the development and diversity of American civilization and culture;
A complete list of all currently approved courses and the areas to which they apply is available from the Office of Academic Affairs.

Students should develop:

- a positive attitude toward lifelong learning and various modes of inquiry;
- the ability to learn independently; and contribute as citizens of a changing society;
- the abilities needed to adapt to diverse situations social worlds and an appreciation for their interdependence;
- a respect for the complexity of the natural and cultures different from their own; and
- a respect for the rights and values of others and for works.

The Liberal Studies divisions are as follows:

**Division A:** English Composition and Literature - Effective reading and writing lie at the heart of a university’s mission. In English 101 and 102 students develop their ability to read and write with skill and honesty; to advance and defend their assertions; to make responsible use of library and other research sources; and to test their ideas in discussion. Through their encounters with exemplary works of literature they are encouraged to deepen their understanding of people and cultures and come to better understand what they believe.

**Division B:** Natural Sciences and Their Processes - Courses in the natural sciences prepare students to make connections between concrete observations and scientific interpretations and to use appropriate methods of inquiry and analysis to solve complex problems. Through this process, students can become more aware of the experience of the world around them and more appreciative of the important part science and scientific reasoning play in everyday life.

**Division C:** Behavioral and Social Sciences - Courses in the behavioral and social sciences will expose students to various approaches and methodologies used in the study of human behavior and human interactions. Through the various social science disciplines, students will examine the influence of societal, geographic, economic, and/or political systems, as well as historical and individual forces that motivate and shape human interactions.

**Division D:** Western Tradition: Humanities and Fine Arts - In humanities and fine arts courses, students learn to integrate the major artistic, literary and intellectual movements that have shaped Western culture. They are challenged to enhance their own skills for analyzing creative works and to think and write critically about great humanistic questions. A significant goal is to place humanistic learning in cultural, intellectual, and historical context.

**Division E:** Communicative and Symbolic Processes - Courses in communicative and symbolic processes involve a study of language in two areas: (a) in written and oral languages for communication; and (b) in symbolic and Mathematical languages for problem solving. Students will expand their development of skills in their use of written, oral, and symbolic languages to communicate ideas, to analyze and to solve problems, to apply inductive and/or deductive reasoning, and to understand other people.

**Division F:** Multicultural and Global Studies - Courses in global and multicultural studies illustrate the maxim that one cannot understand one’s own culture except through the lens of another. Global studies courses are designed to help students explore the origins, contributions, and growing interdependence of diverse peoples of the world and to examine the inter-relationships among environment, social organization and ideology in various regions. Multicultural studies courses help students realize that diverse ethnic groups in the U.S. contribute distinctive cultural features and patterns which are authentic parts of our cultural mosaic. The courses also increase students’ awareness of the origins and results of inter-group prejudice.

**Requirements**

**Division A:** English Composition and Literature – English 101 and 102 - at least six credits required.

**Division B:** Natural Sciences and Their Processes – at least six credits required and must include one course designated B1 (natural sciences courses with an observational/experimental component). Designated courses are from anthropology, astronomy, biology, chemistry, geoscience, and physics.

**Division C:** Behavioral and Social Sciences – at least six credits required. Designated courses are from anthropology, art, economics, geoscience, history, political science, psychology, and sociology.

**Division D:** Western Tradition: Humanities and Fine Arts – at least six credits required and must include one course designated D1 (those courses in western tradition that are substantially historical in perspective). Designated courses are from American studies, art, English, courses in foreign language literature, humanities, music, philosophy, communication studies, and Women’s Studies.

**Division E:** Communicative and Symbolic Processes – at least six credits required and must include one course designated E, (designated courses are from English and foreign languages, philosophy, and communication studies) and one course designated E1 (courses which are college-level Mathematics).

**Division F:** Multicultural and Global Studies – at least six credits required and must include one course in Division F (designated courses are from anthropology, art, foreign languages, economics, English, geoscience, humanities, music, philosophy, sociology and communication studies) and one course in Division F1 (designated courses are from American Studies, anthropology, economics, English, history, geoscience, American multicultural studies, philosophy, sociology and communication studies).

A complete list of all currently approved courses and the areas to which they apply is available from the Office of Academic Affairs.
Only one course in a student’s major discipline may be applied to the Liberal Studies requirement. This limitation applies to one major only; courses in a second major, a minor, or in “related requirements” specified by a major may be applied to the Liberal Studies requirement.

MDS courses may not be applied to Liberal Studies except by students officially admitted to the Corrick Center for General Education.

**Two and only two credits** of music performance courses may be applied towards Division D of the Liberal Studies requirements. One credit of music performance will not count.

Students admitted Fall 2001 and later must complete courses in F and F1. Students admitted prior to that time can use two F1 courses.

Courses taken for Pass/No Credit grades may not be applied to Liberal Studies. An exception to this policy is grades for MDS courses taken by MDS students. Such courses are only graded Pass/No Credit.

In addition to the graduation requirement of a GPA of 2.0 in all MSUM courses, a 2.0 GPA is required in all MSUM courses applied to the Liberal Studies requirement. Certain degree programs require higher Liberal Studies GPAs. Check with the department for more information.

Students enrolled before Fall 1992 may apply completed courses from the general education program in effect at the time of their initial enrollment at MSUM. Students who entered under earlier programs (Liberal Arts or General Studies) may use any courses lettered A-E to satisfy divisional areas of the same letter to complete remaining requirements.

Only courses currently approved for Liberal Studies credit may be counted toward completion of the 45 credits required. Approved courses are marked by the Liberal Studies division to which they belong (A, B, B1, C, D, D1, E, E1, F, or F1) in each semester’s class schedule. A complete list of all currently approved courses is available from the Office of Academic Affairs, or online at: [www.mnstate.edu/acadaff/liberalstudiesbrochures/archive.htm](http://www.mnstate.edu/acadaff/liberalstudiesbrochures/archive.htm).

**Minnesota Transfer Curriculum**

The Minnesota Transfer Curriculum was created by mutual agreement of the University of Minnesota, the Minnesota State Universities, the Minnesota Community Colleges, and the Minnesota Technical Colleges. Students completing the specified transfer curriculum at one Minnesota institution, upon transfer to another Minnesota institution, will be deemed to have satisfied the general education requirements of the latter institution.

In order to complete the MSUM transfer curriculum, a student must complete the following requirements, based upon ten areas of emphasis. **Please note:** completing the Minnesota Transfer Curriculum does not guarantee requirements for the major have been met. Check the [Bulletin](http://www.mnstate.edu/acadaff/) for that major.

- **Communications - two courses (6-8 credits).**
  - in Liberal Studies Divisions A and E, except (see Global Perspective).
- **Critical Thinking – one course (3-4 credits).**
  - throughout the curriculum.
- **Natural Science – two courses (6-10 credits).**
  - in Liberal Studies Division B. At least one course
- **Mathematics/Logical Reasoning – one course (3-4 credits).**
  - Courses meeting this requirement are
- **History and Social/Behavioral Sciences – two courses (6-8 credits).**
  - meeting these requirements may be found in
- **Humanities and Fine Arts, two courses from two requirements may be found in Liberal Studies.**
- **Human Diversity, one course (3-4 credits).**
  - Liberal Studies Division F1.
- **Global Perspective, one course (3-4 credits).**
  - Liberal Studies Division F, as well as foreign Liberal Studies Division E.
- **Ethical and Civic Responsibility, one course (3-4 credits).**
  - found in offerings of the departments of political
- **People and the Environment, one course (3-4 credits).**
  - found in offerings of the departments of anthropology,

Courses meeting these requirements may be found foreign language courses count in the Global area

Courses meeting these requirements may be found

Courses meeting these requirements may be found must be a B1 course.

Courses meeting these requirements may be found in Liberal Studies Division E1.

Courses from two areas (6-8 credits).

Courses meeting these areas (6-8 credits).

Courses meeting these requirements may be found in Liberal Studies Division D, including D1 courses.

Courses meeting this requirement may be found in language courses above the beginning level from

Courses meeting this requirement may be found in science and philosophy.

Courses meeting this requirement may be biology, chemistry, geology, and sociology.

A minimum of 45 semester credits must be completed in the above ten areas. Courses may be applied in more than one goal area of the Transfer Curriculum; however, the credits for any course may count only once towards the total requirement.

Listed below are all currently approved courses and the areas to which they apply.

**Minnesota Transfer Curriculum areas of Competency:**

1. **Communications, 2 courses 6-8 semester credits**
   - CMST 100 Speech Communication (3)
   - CMST 105 Beginning Oral Interpretation (3)
CMST 210  Introduction to Communication Theory (3)
CMST 211  Argumentation and Debate (3)
CMST 308  Small Group Communication (3)
CMST 310  Rhetorical Theory and Criticism (3)
CMST 311  Principles of Persuasion (3)
ENGL 101  Composition and Literature I (4)
ENGL 102  Composition and Literature II (4)
ENGL 111  Composition and Literature I (for non-native speakers) (4)
ENGL 112  Composition and Literature II (for non-native speakers) (4)
ENGL 285  Scriptwriting (4)
ENGL 286  Practical Writing (3)
ENGL 288  Introduction to Creative Writing (3)
ENGL 387  Technical Report Writing (4)
ENGL 463  History of the English Language (3)
MDS 110  Expressive Writing (3)
MDS 111  Expository Writing (4)*
MDS 115  Interpersonal Communication (3)*
THTR 230  Principles of Acting (3)

2. Critical Thinking, 1 course 3-4 semester credits
ART  320  Philosophy of the Arts (3)
BIOL 236  Introduction to Microbiology (3)
CHEM 150  General Chemistry I (3)
CHEM 160  General Chemistry II (3)
CMST 211  Argumentation and Debate (3)
CMST 310  Rhetorical Theory and Criticism (3)
CMST 311  Principles of Persuasion (3)
CSIS 151  Introduction to Computers and Programming (4)
CSIS 220  Digital Logic and Lab (4)
CSIS 250  File Design, Organization and Processing with COBOL (4)
CSIS 251  Assembly Language Programming (3)
CSIS 255  Introduction to C/UNIX (3)
ECON 100  The American Economy (3)
ECON 202  Principles of Economics I: Micro (3)
ECON 204  Principles of Economics II: Macro (3)
FILM 280  History of Film (3)
FILM 281  Film Appreciation (3)
GEOS 102  Geology in the National Parks (3)
GEOS 170  Earth Science Today (3)
MATH 105  Contemporary Mathematics (3)
MATH 110  Introduction to Mathematics (3)
MATH 127  College Algebra (3)
MATH 142  Pre-Calculus (4)
MATH 143  Trigonometry (3)
MATH 229  Fundamentals of Applied Mathematics (3)
MATH 234  Introduction to Probability and Statistics (4)
MATH 236  Applied Statistics (4)
MATH 238  Statistical Methods (2)
MATH 261  Calculus I (4)
MATH 262  Calculus II (4)
MATH 303  Foundations of Number Systems (3)
MATH 304  Informal Geometry (3)
MATH 323  Calculus III (4)
PHIL 101  Introduction to Western Philosophy (3)
PHIL 105  Philosophical Thinking (4)
PHIL 110  Practical Reasoning (3)
PHIL 115  Contemporary Moral Issues (3)
PHIL 120  World Religions (3)
PHIL 220  Philosophy of Education (3)
PHIL 235  Philosophy of Sex and Love (3)
PHIL 265  Philosophy of Science (3)
PHIL 300  History of Ethics (4)
PHIL 301  Philosophy of Religion (3)
PHIL 303  Classical Philosophy (4)
PHIL 311  Morals and Medicine (3)
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<td>PHIL</td>
<td>Philosophy of the Arts (3)</td>
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<td>PHIL</td>
<td>Symbolic Logic (3)</td>
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<td>PHIL</td>
<td>Existentialism (3)</td>
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<td>SOC</td>
<td>Introduction to Sociology (3)</td>
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<td>SOC</td>
<td>Social Problems (2)</td>
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<td>SOC</td>
<td>Social Deviance (2)</td>
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<tr>
<td>SOC</td>
<td>Social Psychology (3)</td>
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<td>SOC</td>
<td>Social Theory (3)</td>
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<td>SOC</td>
<td>Population (3)</td>
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<td><strong>3. Natural Science, 2 courses 6-10 semester credits</strong></td>
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<tr>
<td>ANTH</td>
<td>Introduction to Physical Anthropology (3)</td>
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<td>ANTH</td>
<td>Human Biological Variation (3)</td>
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<td>Solar System Astronomy (3)</td>
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<td>Stellar Astronomy (3)</td>
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<td>Cosmology (3)</td>
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<td>Planetary Science (3)</td>
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<td>BIOL</td>
<td>Matter and Life (3)</td>
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<td>Humanity and the Ecosystem (3)</td>
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<td>Exploring Biology (3)</td>
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<td>Field Biology: Plants (3)</td>
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<td>Intro Microbiology (3)</td>
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<td>Principles of Human Genetics (3)</td>
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<td>Biology of Women (3)</td>
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<td>BIOL</td>
<td>General Zoology (4)</td>
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<td>General Botany (4)</td>
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<td>CHEM</td>
<td>Survey of Basic Principles of Chemistry (3)</td>
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<td>CHEM</td>
<td>Environmental Chemistry (3)</td>
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<td>Fundamentals of Chemistry (4)</td>
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<td>General Chemistry I (3)</td>
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<td>General Chemistry Lab I (1)</td>
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<td>CHEM</td>
<td>General Chemistry Lab II (1)</td>
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<td>CHEM</td>
<td>Intro Organic/Biochemistry (4)</td>
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<td>Organic/Biochemistry Lab (1)</td>
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<td>Geology in the National Parks (3)</td>
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<td>Water, Land, People (3)</td>
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<td>GEOS</td>
<td>Earth Science Today (3)</td>
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<td>GEOS</td>
<td>Oceanography (3)</td>
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<td>Elementary Meteorology (3)</td>
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<td>Planetary Science (0)</td>
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<td>HON</td>
<td>Nature of Physical Reality (3)</td>
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<td>HON</td>
<td>Science and Time (3)</td>
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<td>HON</td>
<td>Issues of the Nuclear Age (3)</td>
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<td>MDS</td>
<td>Human Sexuality (1)*</td>
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<tr>
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<td>MDS</td>
<td>Ethnobotany: Plants, People and Culture (3)*</td>
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<td>MDS</td>
<td>Humans and Their Environment (3)*</td>
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<td>MDS</td>
<td>Science of the Human Body (4)*</td>
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<td>MDS</td>
<td>Astronomy (3)*</td>
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<td>MDS</td>
<td>Natural Phenomena (3)*</td>
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<td>MDS</td>
<td>Science of Energy Technologies (3)*</td>
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<td>Physics of Music (3)</td>
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<td>PHYS</td>
<td>College Physics I (4)</td>
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<td>College Physics II (4)</td>
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<td>SCI</td>
<td>Sci-Tech and Soc (3)</td>
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4. **Mathematics/Logical Reasoning**, 1 course 3-4 semester credits

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<th>Course Title</th>
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<tr>
<td>MATH</td>
<td>Contemporary Mathematics (3)</td>
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<td>MATH</td>
<td>Introduction to Mathematics (3)</td>
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<td>MATH</td>
<td>College Algebra (3)</td>
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<td>MATH</td>
<td>Pre-Calculus (4)</td>
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<td>MATH</td>
<td>Trigonometry (3)</td>
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<td>MATH</td>
<td>Fundamentals of Applied Mathematics (3)</td>
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<tr>
<td>MATH</td>
<td>Introduction to Probability and Statistics (4)</td>
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<td>MATH</td>
<td>Applied Statistics (4)</td>
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<td>Statistical Methods (2)</td>
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<td>MATH</td>
<td>Foundation of Number System (3)</td>
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<td>MATH</td>
<td>Informal Geometry (3)</td>
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<td>MATH</td>
<td>Multi-Variable &amp; Vector Calculus (4)</td>
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<tr>
<td>MDS</td>
<td>Contemporary Mathematics (3)*</td>
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<td>MDS</td>
<td>Mathematical Ideas (3)*</td>
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<td>MDS</td>
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<tr>
<td>MDS</td>
<td>Group Dynamics/Interpersonal Communication (4)*</td>
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5. **History and Social/Behavioral Sciences**, 2 courses from 2 areas, 6-8 semester credits

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<td>ANTH</td>
<td>Introduction to Archaeology (3)</td>
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<tr>
<td>ANTH</td>
<td>The Paleolithic Age (3)</td>
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<td>ANTH</td>
<td>The Rise of Civilization (3)</td>
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<tr>
<td>ANTH</td>
<td>Archeology and the Bible (3)</td>
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<td>ANTH</td>
<td>Ideas of Culture (3)</td>
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<tr>
<td>ART</td>
<td>Psychology of the Arts (3)</td>
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<tr>
<td>ECON</td>
<td>The American Economy (3)</td>
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<td>ECON</td>
<td>Principles of Economics I: Micro (3)</td>
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<td>GEOS</td>
<td>Introductory Physical Geography (3)</td>
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<td>GEOS</td>
<td>Cultural Geography (3)</td>
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<td>GEOS</td>
<td>Geography of Minnesota and North Dakota (2)</td>
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<td>GEOS</td>
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<td>HON</td>
<td>Human Nature in the Western Tradition (3)</td>
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<td>MDS</td>
<td>Values, Choices, and Behavior (4)*</td>
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<td>MDS</td>
<td>Human Development/Growth in the Modern World (3)*</td>
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<td>Exploring Marriage and Family (4)*</td>
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<td>Human Sexuality (3)*</td>
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<td>Group Dynamics/Theory (4)*</td>
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<td>Athletics in the U.S. (3)*</td>
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<td>MDS</td>
<td>Corporations: History, Structure, Influence (3)*</td>
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<td>The Automobile in America (3)*</td>
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<td>Perspectives on 1980 (3)*</td>
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<td>Women’s Roles and Socialization in the 19th &amp; 20th Century America (2)*</td>
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<td>American National Government and Politics (3)</td>
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PSY 120 Social Behavior (3)
PSY 202 Developmental Psychology (3)
PSY 261 Personality (3)
PSY 265 Health Psychology (3)
PSY 310 Psychology of Women (3)
PSY 324 Environmental Psychology (3)
PSY 455 Psychology of the Arts (3)
SOC 110 Introduction to Sociology (3)
SOC 210 Social Problems (2)
SOC 220 Social Deviance (2)
SOC 230 Social Psychology (3)
SOC 302 Social Theory (3)
SOC 315 Population (3)
SOC 320 Sociology of the Family (3)
SOC 322 Urban Sociology (3)
SOC 325 Social Movements (3)
SOC 330 Sociology of Religion (3)
SOC 333 Sociology of Gender (3)
SOC 375 Health/Medicine (3)
SOC 412 Sociology of Complex Organizations (3)

6. Humanities and Fine Arts, 2 courses from 2 areas, 6-8 semester credits

AMST 217 Introduction to the American Culture (3)
AMST 221 20th Century I (4)
AMST 222 20th Century II (4)
AMST 317 The Midwest (3)
AMST 350 American Popular Culture (3)
ART 100 Elements of Art (2)
ART 170 Art Appreciation: Content and Form (3)
ART 233 History of Art I: Prehistory through the Middle Ages (4)
ART 234 History of Art II: Renaissance through Modern (4)
ART 320 Philosophy of the Arts (3)
ENGL 211 Major British Writers I (4)
ENGL 212 Major British Writers II (4)
ENGL 214 Introduction to Shakespeare (3)
ENGL 234 Mythology (3)
ENGL 240 Masterworks (3)
ENGL 241 Modern American Literature (3)
ENGL 246 Women in Literature (3)
ENGL 281 World Literature (3)
ENGL 301 Medieval British Literature (3)
ENGL 302 16th Century British Literature (3)
ENGL 303 17th Century British Literature (3)
ENGL 305 The Romantic Movement (3)
ENGL 306 The Victorian Period (3)
ENGL 307 20th Century British Literature (3)
ENGL 309 Studies in American Literature (3)
ENGL 314 Topics in Shakespeare (3)
ENGL 321 Early American Literature (3)
ENGL 322 19th Century American Literature (3)
ENGL 323 20th Century American Literature (3)
ENGL 343 Development of Drama I (3)
ENGL 344 Development of Drama II (3)
ENGL 371 Survey of American Literature I (4)
ENGL 372 Survey of American Literature II (4)
ENGL 410 Studies in British Literature (3)
ENGL 411 Chaucer (3)
ENGL 412 Spenser (3)
ENGL 416 Milton (3)
FILM 280 History of Film (3)
FILM 281 Film Appreciation (3)
FILM 385 International Cinema (3)
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<td>Masterpieces of Literature</td>
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<td>HON 305</td>
<td>Good and Evil in Literature</td>
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<td>HON 307</td>
<td>Trans Roman World</td>
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<td>HON 308</td>
<td>Aesthetics of Music</td>
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<td>HON 312</td>
<td>Journeys in Literature: Classical and Medieval Masterpieces</td>
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<td>HUM 201</td>
<td>Humanities Through the Arts</td>
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<td>HUM 211</td>
<td>Perspective on Society</td>
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<td>HUM 212</td>
<td>Perspectives on Ultimate Reality</td>
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<td>Perspectives on the Self</td>
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<td>HUM 214</td>
<td>Classical and Medieval Worlds</td>
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<td>HUM 215</td>
<td>Renaissance Through the Modern</td>
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<td>HUM 219</td>
<td>Scandinavian Humanities</td>
<td>(3)</td>
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<td>Russian Humanities</td>
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<td>Canadian Humanities</td>
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<td>HUM 314</td>
<td>Advanced Classical and Medieval Humanities</td>
<td>(3)</td>
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<td>HUM 315</td>
<td>Advanced Renaissance Enlightenment Humanities</td>
<td>(3)</td>
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<td>HUM 316</td>
<td>Advanced Romantic/Modernist/Contemporary Humanities</td>
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<td>HUM 333</td>
<td>Love in the West</td>
<td>(3)</td>
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<td>MDS 162</td>
<td>Introduction to Dramatic Art</td>
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<td>MDS 171</td>
<td>Comedy: Society’s Mirror</td>
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<td>MDS 172</td>
<td>Contemporary Values through Science Fiction</td>
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<td>MDS 173</td>
<td>Life Stages and Literature</td>
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<td>MDS 174</td>
<td>Writings from Where We Are</td>
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<td>MDS 175</td>
<td>The Fabulous 50s</td>
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<td>MDS 176</td>
<td>Voyage of the Hero</td>
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<td>Women’s Roles and Socialization in the 19th and 20th Century America</td>
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<td>MUS 110</td>
<td>Musicianship for Non-majors</td>
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<td>The Art of Listening</td>
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<td>Concert Band</td>
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<td>Festival Mixed Choir</td>
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<td>Festival Women’s Choir</td>
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<td>MUS 210</td>
<td>Survey of Western Music</td>
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<td>MUS 215</td>
<td>History of Jazz</td>
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<td>MUS 217</td>
<td>Pop/Rock Music for Non-Majors</td>
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<td>MUS 218</td>
<td>Electronica: Influence of Music &amp; Technology</td>
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<td>MUS 220</td>
<td>Symphonic Wind Ensemble</td>
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<td>MUS 221</td>
<td>Jazz Ensemble</td>
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<td>Concert Choir</td>
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<td>Chamber Singers</td>
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<td>MUS 224</td>
<td>Vocal Jazz Ensemble</td>
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<td>Orchestra</td>
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<td>Collegium Musicum</td>
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<td>MUS 227</td>
<td>Opera Workshop</td>
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<td>Tri-College Percussion Ensemble</td>
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<td>MUS 240</td>
<td>American Music</td>
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<td>Theory &amp; Ear Training IV</td>
<td>(3)</td>
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<td>PHIL 101</td>
<td>Introduction to Western Philosophy</td>
<td>(3)</td>
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<td>PHIL 105</td>
<td>Philosophical Thinking</td>
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<td>Contemporary Moral Issues</td>
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<td>PHIL 220</td>
<td>Philosophy of Education</td>
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<td>Philosophy of Sex and Love</td>
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<td>Philosophy of Science</td>
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<td>PHIL 300</td>
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<td>Philosophy of Religion</td>
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<td>Classical Philosophy</td>
<td>(4)</td>
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<td>PHIL 311</td>
<td>Morals/Medicine</td>
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<td>PHIL 314</td>
<td>Introduction to Feminist Theory</td>
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<td>PHIL 320</td>
<td>Philosophy of the Arts</td>
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<td>PHIL 355</td>
<td>Existentialism</td>
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<td>SPAN 311</td>
<td>Introduction to Spanish Literature</td>
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<td>Survey of Iberian Literature</td>
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<td>THTR 220</td>
<td>Introduction to Theatre</td>
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THTR 321 Theater in America (3)
THTR 322 Development of Drama I (3)
THTR 323 Development of Drama II (3)
WS 247 Women's Studies (3)
WS 312 Women and the Humanities (3)

7. Human Diversity, 1 course, 3-4 semester credits
AMCS 102 Contemporary American Indians (3)
AMCS 103 The Contemporary Chicanos (3)
AMCS 203 Chicano Culture (3)
AMCS 210 African American Humanities: Roots (4)
AMCS 211 Contemporary African Americans (3)
AMCS 225 Ojibwe Culture (3)
AMCS 233 Educational and Multicultural America (3)
AMCS 301 African American Music (3)
AMCS 311 African American Art (2)
AMCS 312 Origins of Multicultural America (4)
AMCS 313 Modern Multicultural America (3)
AMCS 319 Plains Indian Cultures (3)
AMCS 320 American Indian Belief Systems (3)
AMCS 325 African American Theatre (3)
AMCS 332 Indians of the Southwest (3)
AMCS 372 Dynamics of Prejudice and Oppression (4)
ANTH 202 American Indian Culture (3)
ANTH 210 Midwest/Plains Prehistoric (3)
ANTH 315 North American Archaeology (3)
ANTH 319 Plains Indian Cultures (3)
ANTH 320 American Indian Belief Systems (3)
ANTH 332 Indians of the Southwest (3)
ECON 305 The Economics of Poverty, Discrimination, and Inequality (3)
ENGL 248 Introduction to American Ethnic Literature (3)
HIST 220 Asian-American Culture (2)
HIST 377 African-American in U.S. History (3)
MDS 178 Reading Multicultural Literature (3)*
PHIL 372 Dynamics of Prejudice and Oppression (4)
SOC 310 Dominant-Subordinate Group Relations (3)
THTR 325 African American Theatre (3)

8. Global Perspective, 1 course, 2-4 semester credits
ANTH 110 Introduction to Cultural Anthropology (3)
ANTH 220 People and Cultures of Africa (3)
ANTH 302 Cultural Aspects of Aging (3)
ANTH 303 Cross Cultural Gender (3)
ANTH 316 Magic, Witchcraft and Religion (3)
ANTH 380 Traditional Cultures (3)
ART 338 Non-Western Art (3)
CHIN 102 Beginning Chinese II (4)
CHIN 132 Introduction to Chinese Culture (3)
CHIN 201 Intermediate Chinese I (4)
CHIN 202 Intermediate Chinese II (4)
CMST 300 Intercultural Communication (3)
ECON 300 Global Economic Issues (3)
ENGL 280 World Literature: East and West (3)
FREN 102 Beginning French II (4)
FREN 201 Intermediate French I (4)
FREN 202 Intermediate French II (4)
FREN 301 French Conversation and Composition I (4)
FREN 302 French Conversation and Composition II (4)
FREN 311 Intro to French Literature (4)
FREN 312 19th & 20th Century French Literature (4)
GEOS 111 World Regional Geography (3)
HIST 104 World History I (4)
HIST 105 World History II (4)
HIST 301 East Asian History I (3)
HIST 302 East Asian History II (3)
HIST 303 History of Africa I (3)
HIST 304 History of Africa II (3)
HIST 333 History of Latin America I (3)
HIST 334 History of Latin America II (4)
HUM 132 Introduction to Chinese Culture (3)
HUM 142 Introduction to Japanese Culture (3)
HUM 217 Latin American Humanities (3)
HUM 220 Introduction to East-West Humanities (3)
JAPN 102 Beginning Japanese II (4)
JAPN 142 Introduction to Japanese Culture (3)
JAPN 201 Intermediate Japanese I (4)
JAPN 202 Intermediate Japanese II (4)
LAT 102 Beginning Latin II (4)
MUS 216 World Music Survey (3)
PHIL 120 World Religions (3)
POL 265 International Protection of Human Rights (3)
POL 266 International Terrorism (3)
SOC 360 Latin American Issues (3)
SPAN 102 Beginning Spanish II (4)
SPAN 201 Intermediate Spanish I (4)
SPAN 202 Intermediate Spanish II (4)
SPAN 251 Intermediate Spanish Conversation I (3)
SPAN 252 Intermediate Spanish Conversation II (3)
SPAN 301 Advanced Spanish Grammar (4)
SPAN 302 Spanish Conversation and Composition (4)
SPAN 351 Advanced Spanish Conversation (2-3)
SPAN 412 Survey of Latin American Literature (4)

9. Ethnic and Civic Responsibility, 1 course, 3-4 semester credits
HON 318 Issues of the Nuclear Age (3)
PHIL 115 Contemporary Moral Issues (3)
PHIL 300 History of Ethics (4)
PHIL 311 Morals and Medicine (3)
POL 105 Sense of Politics (3)
POL 120 American National Government and Politics (3)

10. People and the Environment, 1 course, 3-4 semester credits
BIOL 103 Humanity and the Ecosystem (3)
BIOL 170 Exploring Biology (3)
BIOL 305 General Botany (4)
CHEM 104 Environmental Chemistry (3)
GEOS 117 Water, Land, and People (3) and
GEOS 117L Water, Land, and People Lab (0)
GEOS 170 Earth Science Today (3)
GEOS 305 Oceanography (3)
GEOS 330 Elementary Meteorology (3)

*Only for students admitted to the Corrick Center for General Education.

Freshman Year Requirements
No specific courses are required during the freshman year at MSUM, except that freshmen will normally complete the English 101-102 sequence. (See the English Department for information about the diagnostic examination in English by which students may either earn exemption or substitute advanced courses.)

Freshmen will normally enroll in courses at the 100-level or certain 200-level courses with approval of their advisors, who will assist them in making course selections.

First Year Experience (FYE)
First Year Experience (FYE 101) is a one credit, graded course designed specifically to assist first year students with the transition to
college in general, and to Minnesota State University Moorhead, in particular. It is a highly interactive course, with instructors chosen from a wide variety of Academic and Student Affairs departments.

Students who take advantage of what FYE offers usually:
- Are better prepared for the college experience
- Develop a stronger sense of belonging
- Integrate more easily into the university community
- Obtain higher grade point averages

In addition, all FYE students participate in an adventure learning program called the Challenge Course. This program, sponsored by the Minnesota State University Moorhead Regional Science Center, includes activities and experiences that teach trust, team-building, and problem-solving skills.

For more information contact the FYE Coordinator, Advising Support Center, Flora Frick Hall 153, (218) 477-4318 or visit the FYE web site at www.mnstate.edu/fye.

Advising
Academic advising is designed to assist each student in the development of a meaningful educational plan that is compatible with the student’s interests, abilities, and life goals. Academic advising is an ongoing and collaborative process and requires that the student and advisor meet at least once each semester. An Academic Planning Worksheet is included in this Bulletin for use by students and their advisors.

Students may expect that their advisors:
- Have knowledge of the university curriculum requirements and are able to provide accurate information;
- Are informed about university policies, procedures, support services, and resources;
- Are reasonably available for consultation by having posted office hours and/or appointment times;
- Have knowledge of career opportunities and appropriate graduate programs in their fields; and
- Will refer the student to specialized institutional and community resources when necessary.

Advisors may expect that the student:
- Will make and keep appointments;
- Will prepare for advisor appointments by bringing a transcript (can be unofficial copy from the web) and giving thoughtful consideration to life/career goals, fields of study, and personal interests;
- Will keep his or her advisor informed when there are changes in objectives, course selection, academic plans, or progress;
- Will maintain up-to-date personal records of academic progress and will resolve discrepancies documents; and
- Recognizes that he or she bears the ultimate responsibility for the development and implementation of his or her academic plan of study, including meeting graduation requirements.

Advisor Assignment and Changes
Students are assigned to a faculty advisor after the time of first registration. Students can find the name of their advisors on the web. Any change of advisor may be made with the approval of the chairperson of the department in which the student plans to seek a major and must be reported on a Major/Advisor Change Form available from the Records Office and Advising Support Center.

Individulized and University Studies Majors
Students may develop a multidisciplinary individualized major composed of courses from several related disciplines selected in consultation with a faculty advisor. The forms used to petition for these majors are available from the Continuing Studies office. See Individualized Major and University Studies Major under the Academic Programs section of this Bulletin. For more information call (218) 477-2394.

Minors Through Tri-College University Exchange
The Tri-College University commissioners have agreed that students completing minors on one of the other campuses should be given recognition for this accomplishment on their graduation transcripts. Thus, a MSUM student could complete a minor in, for example, agronomy or horticulture at one of the other TCU schools and, upon graduation, that student’s transcript would so indicate.

Procedures for implementation of this policy are as follows:
- Students should complete the TCU minor approval form and secure signatures from the university/college granting the minor.
- The form is available in the Records Office or online at www.mnstate.edu/regsoff.
- Submit the form with the Graduation Application to the Records Office.

Teaching Majors and Minors
Requirements for the major programs in elementary education and special education are listed under the respective departments in this catalog. Teacher licensure requirements are listed under Teacher Education.

Associate Degree
Minnesota State University Moorhead offers the Associate in Arts degree in Liberal Arts. The degree requires:
Transfer of Credits
Transfer credit from institutions accredited by regional associations (North Central, Middle States, etc.) will normally be accepted by Minnesota State University Moorhead subject to limitations in this catalog. Transfer students will receive evaluations indicating the extent and distribution of credits which are accepted by Minnesota State University Moorhead toward the Liberal Studies requirement as well as all other courses accepted for transfer. Courses similar to those allowed for the Liberal Studies requirement at Minnesota State University Moorhead will usually be considered equivalent for the purpose of meeting course requirements. However, the student must complete a total of at least 45 credits in Liberal Studies courses and meet all distribution requirements. A maximum of six credits will be granted for courses from religion departments of regionally accredited public and private institutions. No courses in applied religion studies will be accepted. 

Minnesota State Universities do not offer correspondence courses. Up to ten semester hour credits of correspondence study from another accredited institution may be applied to an undergraduate degree program. Credit is NOT awarded for departmental examinations or waivers of credit from other institutions. Transfer credits will not be entered on students’ permanent records at MSUM unless they are applicable to students’ degree programs. No transfer credit will be granted to students who have attended institutions which do not themselves have a teaching faculty, but which recommend credit based upon instruction received elsewhere. All credit evaluation will be based upon original transcripts from the original credit issuing institution.

Minnesota Transfer Curriculum
Two-Year Colleges
Transfer students who have completed an Associate in Arts program in liberal arts at a regionally accredited college or have completed the Minnesota Transfer Curriculum as prescribed by that institution, will be deemed to have met the Liberal Studies requirement at MSUM.

Transfer credits may not be applied to meet an area requirement at Minnesota State University Moorhead (Liberal Studies, major, or minor) unless they also meet the corresponding GPA requirement for the academic area. All baccalaureate degrees require at least 40 credits of the graduation credits to be at the upper division (300-400) level.

Minnesota State University Moorhead will accept in transfer, for full credit, college-parallel general education courses offered by institutions with regional accreditation to provide transfer-level general education courses leading to the following degrees: associate degrees in arts, sciences, applied sciences, and the baccalaureate degree. 

Minnesota State University Moorhead will accept for transfer, as lower-division electives, a maximum of 16 semester credits of vocational or technical courses offered by technical colleges. Specific requirements in a student’s major or minor field of study at Minnesota State University Moorhead may be waived upon evaluation of vocational or technical courses judged by MSUM faculty to be comparable or equivalent to courses offered by MSUM.

Any credit granted upon review will be in addition to the total of 16 credits of lower division electives.
Program Collaboration and Articulation Agreements

Minnesota State University Moorhead has a number of collaborative agreements to serve students who need to transfer with minimal loss of time and credits.

Agreements at the graduate level include programs with the Tri-College University, the University of Minnesota, and the University of North Dakota.

A number of articulated agreements to enable students to transfer into MSUM’s baccalaureate programs with ease have been established. Programs exist with a number of institutions, including Alexandria Technical College, Anoka-Hennepin Technical College, Anoka Ramsey Community College, Central Lakes College, Century College, Dakota County Technical College, Hennepin Technical College, Lake Superior College, Minneapolis Community and Technical College, Minnesota West Community and Technical College, Northland Community College, Minnesota State Community and Technical College (Bemidji, Detroit Lakes, East Grand Forks, Moorhead, and Wadena campuses), Minnesota Riverland Technical College, South Central Technical College, St. Cloud Technical College, and St. Paul Technical College in Minnesota; Bismarck State College, and North Dakota State College of Science in North Dakota; and Lake Area Technical Institute in South Dakota.

Advanced Placement

Minnesota State University Moorhead will award credit for successful completion of an approved Advanced Placement study program under the auspices of the College Entrance Examination Board. Such programs are available to promising students in participating high schools.

To receive Advanced Placement credit, students must:

- Have the approval of the high school;
- Complete the program successfully (with a score of three or higher); and
- Enroll at Minnesota State University Moorhead following high school graduation.

All records must be forwarded from the College Entrance Examination Board, and the University reserves the right to evaluate such records and determine the credit to be assigned, normally three (3) semester credits per examination. Credit shall be given for a specific college course if the AP exam covers substantially similar material, and AP exams will be granted the same number of credits as the course they replace. Three (3) or four (4) semester credits will be awarded for successful performance on each AP exam depending on the credit assigned to the MSUM course the AP exam replaces. If the test material does not match an existing course, students shall be given elective credit for the course.

Credit earned through AP examination is not resident credit and may not be used to satisfy resident credit requirements for graduation. AP credit may be used toward the Liberal Studies requirement.

Credit by Departmental Examination

Students who are in degree status may challenge a course at Minnesota State University Moorhead through an examination for credit if:

- The course can be properly evaluated on the basis of such examination,
- The appropriate department chairperson gives approval for the examination, and
- The examination fee has been paid in advance.

Students must verify current enrollment in order to challenge course credit by examination.

Credit may not be granted by examination if students have previously or currently registered for an equivalent course. Credit earned through Departmental Examination is not resident credit.

An examination for credit may be announced by the department chairperson, or students may secure written permission for such an examination from the department chairperson. Following such announcement or written permission, students must secure an “Examination for Credit” form at the Office of Academic Affairs, Owens 206. Current enrollment must be verified by the Records Office. The completed form must be presented at the Business Office, where the form will be stamped and a receipt issued upon payment of an examination fee of $7.50 per credit. The stamped form will be collected as an admission slip at the time of the examination at the department.

A grade of Pass or Fail (“P” or “F”) and the appropriate number of credits will be marked on the form, which will then be signed by the department chairperson and forwarded to the Office of Academic Affairs for approval. The approved form will be submitted to the Registrar. If students receive a Pass grade, the credit will be placed on the permanent record. If the examination has been failed, the form will be placed in a student’s file but not entered on the transcript.

No student may repeat any examination for credit.

International Baccalaureate

Minnesota State University Moorhead will award credit for International Baccalaureate Diplomas and for individual higher level examinations. Students who complete an IB diploma with a score of 30 or higher shall be granted eight semester credits for each of three higher level examinations, plus two semester credits for each of the subsidiary exams, for a total of 30 semester credits. No credit shall be given for subsidiary level exams other than those included as part of the IB diploma as described earlier. Students may receive credits, as described above, for any higher level exams with a score of five or higher.

IB credit may be used toward the Liberal Studies requirement. AP, IB, and/or CLEP credit will not be granted in the same academic discipline.

Credit earned through IB examination is not resident credit and may not be used to satisfy resident credit requirements for graduation.
Credit by CLEP Examination

The Records Office at Minnesota State University Moorhead will provide information about the College Level Examination Program (CLEP).

Three or four semester credits will be awarded for successful performance on each CLEP Subject Examination depending on the credit assigned to the MSUM course the CLEP exam replaces. Credit is not given for the CLEP General Examinations. Credit will be awarded only if students achieve standard scores recommended by the Council on College-Level Examinations. However, credit will not be given to students who have previously or currently enrolled in courses in the same subject.

Following are the approved Subject Examinations and the Liberal Studies categories they will fulfill:

- American Government (C)
- American History I and II (C)
- American Literature (D)
- Analyzing and Interpreting Literature (D1)
- Calculus (E1)
- College Algebra (E1)
- College Algebra-Trigonometry (E1)
- College French (E)
- College German (E)
- College Spanish (E)
- Computers and Data Processing
- Educational Psychology
- English Literature (D1)
- Fortran Programming
- Freshman College Composition (A)
- General Biology (B)
- General Chemistry (B)
- General Psychology (C)
- History of the United States (C)
- Human Growth and Development
- Introductory Business Law
- Introductory Sociology (C)
- Principles of Management
- Principles of Marketing
- Principles of Microeconomics (C)
- Principles of Macroeconomics (C)
- Trigonometry (E1)
- Western Civilization I and II (C)

Credit earned by CLEP examination may be applied to Liberal Studies requirements but may not be applied to a major curriculum except with departmental approval. The CLEP Subject Examinations are recommended only for students with advanced knowledge in subject fields not usually acquired in typical high school curricula. Credit earned through CLEP examination is not resident credit and may not be used to satisfy resident credit requirements for graduation. AP, IB, and/or CLEP credit will not be granted in the same academic discipline.

Credit will also be awarded for equivalent performance on CLEP Subject Examinations taken at other test centers, including the military services (DANTES Exams). Because CLEP credit is introductory level course credit, students who wish to earn credit through the CLEP examination process after matriculating at MSUM must take the examination(s) during their first semester of attendance. A grade of “P” will be recorded for any exam successfully completed. Students are limited to a maximum of 12 credits through the CLEP process.

Credit for Prior Learning

MSUM recognizes that some students have learned college material prior to admission. This type of learning may occur as a result of job or volunteer experiences. MSUM provides an opportunity for its students to obtain college credit for these learning experiences. The evaluation of this type of learning is done by faculty who teach the subject matter on campus; thus credits cannot be evaluated in areas that MSUM does not have faculty expertise. Credit acquired in this manner is generally not transferable to other institutions of higher education. Credit for prior learning is not granted for graduate credits.

Any student who has been admitted to a degree program at MSUM and completed a minimum of 16 credits with a GPA of 2.0 or better is eligible to apply for credit for prior learning. Application includes the presentation of a portfolio of information that validates what has been learned. For more information, contact Continuing Studies at (218) 477-5862.

Pass-No Credit Grades

- Students with sophomore, junior, or senior standing may take courses for Pass-No Credit grades in areas outside the major or minor discipline.
- No course with Pass-No Credit grades may be applied to Liberal Studies.
- Students may take no more than one course per semester for Pass-No Credit grades. Students may
apply up to 16 credits under the Pass-No Credit option to a baccalaureate degree program. 

- No course which students have previously failed may be repeated under the Pass-No Credit option.
- A grade of “P” will be recorded for any course successfully completed under the Pass-No Credit course is failed.
- A Pass-No Credit agreement form, available from the Records Office, must be signed by the student on or before the tenth class day of the semester.

Pass-Fail Courses

Certain courses which offer insufficient opportunity for graded evaluation may be offered with only the grading options of Pass “P” or Fail “F”. Student teaching and internships are always graded on a pass-fail basis.

The Vice President for Academic Affairs may grant permission for other courses to be graded pass-fail. All students in an approved course shall be graded on the pass-fail basis.

Auditing Courses

Students who wish to audit a course without seeking credit must be admitted to the University, register for the course, and pay full tuition and fees. Classes taken for audit are not eligible for financial aid. Students may be billed for financial aid if classes taken for credit are later changed to audit status.

To audit a course, students shall attend class sessions but are not required to complete assignments or projects, participate in discussions, take examinations, or meet other requirements.

Students may declare the intent to audit a course by submitting a Course Audit form signed by the instructor by the tenth class day of a semester (fifth class day of a summer session), or by notifying the instructor at the time of registration in an evening class, workshop, or off-campus course.

Students may not receive credit for auditing a course except by re-enrollment for credit and successful completion of the course in a subsequent semester.

An entry of “AU” (Audit) is made on a student’s permanent academic record when a course is audited.

Grades and Grade Points

All study for university credit is recorded with the following grade designations:

- A+ 4.00 Grade points per credit
- A  4.00 Grade points per credit
- A- 3.67 Grade points per credit
- B+ 3.33 Grade points per credit
- B  3.00 Grade points per credit
- B- 2.67 Grade points per credit
- C+ 2.33 Grade points per credit
- C  2.00 Grade points per credit
- C- 1.67 Grade points per credit
- D+ 1.33 Grade points per credit
- D  1.00 Grade point per credit
- D- 0.67 Grade points per credit
- F  0.00 Grade points per credit
- I  Incomplete
- P  Pass
- IP In Progress
- AU Audit
- W Withdrawal
- EX Exchange – used to document registration. This grade does not affect GPA or Satisfactory Progress.

Grade Point Average

The grade point average (GPA) is computed by dividing the number of grade points earned in a given course or courses by the number of credits attempted. The GPA is based on MSUM grades only. Transfer courses are not used in computing the GPA.

Credits with grades of “P”, “I”, “IP”, “AU”, “W”, or “EX” are not included in computing the GPA.

Incomplete Credits

The mark of “I” (Incomplete) is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester.

It is the responsibility of students to develop a contract to meet the instructor’s requirements for making up an Incomplete. Ordinarily, the Incomplete must be made up during the next semester. (Students receiving financial aid may have specific requirements. See the Financial Aid section.)

The grade of “I” is reserved for students who are unable to complete course requirements within the allotted time for reasons satisfactory to the instructor and who have made arrangements for subsequent completion of coursework. If an incomplete requires substantial class attendance in a subsequent term, the student must register to repeat the course and pay tuition and fees.
When requirements have been met, the instructor will notify the Registrar of the replacement grade. Incompletes which have not been completed by the end of the next semester will become “F” grades.

Repeating Courses
When a course is repeated, only the higher grade will be used to compute the GPA. However, repeating a course more than once will result in the removal of only one previous grade from the GPA computation.

To assure that the GPA is corrected, students must submit a “Repeated Course” form at the Records Office. All course attempts will remain on permanent academic records.

Students may not repeat a course to improve a previous grade of “C” (includes the full range of C+, C, and C-) or better in that course. Such registration will be treated as an audit or if circumstances warrant, as a “W” grade.

Academic Standing
The cumulative GPA for all courses attempted at Minnesota State University Moorhead is the basis for determining academic standing. Students with a GPA of 2.0 or better are considered to be in satisfactory academic standing.

Academic Forgiveness Policy
The Academic Forgiveness Policy at MSUM gives an undergraduate student, who has been away from MSUM at least five years, a one-time opportunity to establish a new grade point average (GPA). Students who seek redress under the Academic Forgiveness Policy must meet the following conditions:

- The student must not have been enrolled at MSUM for a minimum of five consecutive years prior to the “point of academic forgiveness.”
- Upon readmission, the student must demonstrate adequate academic ability by completing 12 undergraduate credits at MSUM with a minimum GPA of 2.0 (grade of “C” or higher in each class).

Academic forgiveness cannot be granted if a student has earned a post-secondary degree following his/her initial MSUM attendance and applied MSUM credits toward that degree.

Students who meet the two conditions cited above should contact the Office of Academic Affairs (Owens 206) for the application form. After the Academic Forgiveness application has been approved, the Registrar will make the following adjustments to the student’s transcript:

- The transcript will be separated into two sections indicating the point of academic forgiveness.
- Academic forgiveness will be indicated on the transcript.
- No credits will be granted for any course completed at MSUM prior to the point of academic forgiveness. However, the course titles and grades from these courses will remain on the transcript.
- Calculation of the student’s grade point average will not include grades received prior to the point of academic forgiveness.

Academic Honesty
The University expects all students to represent themselves in an honest fashion. In academic work, students are expected to present original ideas and give credit for the ideas of others. The value of a college degree depends on the integrity of the work completed by the student.

When an instructor has convincing evidence of cheating or plagiarism, the following actions may be taken: assign a failing grade to the assignment in question, or assign a failing grade for the course in which the student cheated. The Student Conduct Committee may also take disciplinary action if the student is found responsible. (See the Student Conduct Code and the Student Handbook for details.)

Academic Probation and Suspension

Policy
Students at MSUM are required to make and maintain satisfactory academic progress. This means there are minimum cumulative GPA thresholds that students must achieve each semester. Students are responsible for determining whether or not they are achieving satisfactory academic progress by comparing their own cumulative GPA to the following minimum standards required by MSUM.

- At 1 to 39 total attempted credits, students must have a cumulative GPA of 1.6 or higher.
- At 40-71 total attempted credits, students must have a cumulative GPA of 1.9 or higher.
- At 72 or more total attempted credits, students must have a cumulative GPA of 2.0 or higher.

(Attempted credits include all courses on student records after the seventh class day, including withdrawals, incompletes, repeats, non-credit and remedial courses. Transfer credits are included in the attempted credit number, but only MSUM courses are computed in the student’s GPA.)

Each semester that a student’s cumulative GPA is below the required level, the student is placed on probation. Students on probation cannot pre-register for next semester classes. Students on probation must either raise their cumulative GPA to the appropriate minimum listed above by the end of the semester, or earn a 2.0 for the current semester in order to remain at the University. Students on probation who do not fulfill either of these requirements will be suspended. Students suspended for the first time may not return to MSUM for one semester (not including summer term). Second suspensions last one calendar year. Third and subsequent suspensions
last for two calendar years. Students who are suspended may appeal their status to the Financial Aid and Suspension Appeals Committee. Forms, information, and deadlines for the suspension appeal process are available in the Office of Academic Affairs, Owens 206.

Students who are placed on academic probation and suspension are notified by letter from the Office of Academic Affairs. Students are responsible for notifying the Records Office of address changes.

*Because Multidisciplinary Studies (MDS) courses yield credits but no grade points, Corrick Center students are not placed on academic probation under this policy until after they have completed 12 graded (non-Corrick Center) credits. Prior to completing these 12 graded credits, Corrick Center students are required to complete 67% of their non-graded credits, and have a 2.0 in graded courses. Corrick Center students who fail to meet this standard will be placed on probation through the Office of Academic Affairs and will be notified of their status by letter. A complete explanation of satisfactory academic progress rules for Corrick Center students is available below.

**Academic Probation and Suspension Information for Corrick Center Students (who have earned fewer than 12 credits outside of the Corrick Center)**

**Policy**
Corrick Center students at MSUM are required to make and maintain satisfactory academic progress. This means that there are cumulative GPA and percent of credits completed thresholds that students must achieve each semester. Students are responsible for determining whether or not they are achieving satisfactory academic progress by comparing their own cumulative GPA and percent of credits completed to the following minimum standards required by MSUM. For Corrick Center students who have completed 11 or fewer graded credits in departments outside of the Corrick Center:

- these Corrick Center students must earn 67% of all credits attempted, and
- maintain a 2.0 GPA for all credits earned in other departments.

(Attempted credits include all courses on students’ records, including courses currently in progress, withdrawals, repeated courses, and grades of incomplete.)

Each semester that a student’s cumulative GPA or percent completed is below the required level, the student is placed on probation. Students on probation cannot pre-register for next semester classes. Students on probation must either raise their cumulative GPA/percent completed to the appropriate minimum listed above by the end of the semester, or earn 67% of their credits and a 2.0 GPA for the current semester in order to remain at the University. Students on probation who do not fulfill either of these requirements will be suspended. Students suspended for the first time may not return to MSUM for one semester (not including summer term). Second suspensions last one calendar year. Third and subsequent suspensions last for two calendar years. Students who are suspended may appeal their status to the Financial Aid and Suspension Appeals Committee. Forms, information, and deadlines for the suspension appeal process are available in the Office of Academic Affairs, Owens 206.

Students who are placed on academic probation and suspension are notified by letter from the Office of Academic Affairs. Students are responsible for notifying the Records Office of address changes.

Upon completion of 12 or more graded credits (non Corrick Center credits), students must meet the conditions of the campus-wide probation and suspension policies, available in the Bulletin and online at: www.mnstate.edu/acadaff/AcadSupport/ProbationSuspension.htm

**Procedure**
Corrick Center students are put on probation each semester that their cumulative GPA/percent completed remains or falls below the required standards. Probation holds are placed at the beginning of the semester after the drop/add period closes.

Being on probation prevents students from registering for future semesters. This is because probation is a warning status- when students are on academic probation, they must meet the requirements listed above, or they will be suspended and not permitted to attend the University for a specific period of time.

At the end of each semester, when final grades are recorded, students who do not fulfill the requirements are suspended, and probation holds are released for students who do fulfill the requirements.

Students can be placed on probation more than once because it often requires more than one semester to raise the cumulative GPA to the necessary level.

**Academic Honors**
Three levels of honor students are recognized annually at the Spring semester Honors Convocation:

- Honors for those with a GPA between 3.6 and 3.79;
- Special Honors for those with a GPA between 3.8 and 4.00.

To be eligible, a student:

- Must be registered for classes Spring semester, AND;
- Must have completed at least 15 graded credits at MSUM during the Fall semester of the current year, OR
- Must have:
  a. Completed at least 60 post-secondary semester credits at MSUM, AND
b. Completed at least 12 graded semester credits at MSUM in the Fall semester of the current year.

Dean’s List
The Dean’s list, published at the close of the Fall and Spring semesters, includes all students who maintained a GPA of at least 3.25 for that semester while completing a minimum of 12 graded credits.

Graduation Honors
Students who complete at least 60 credits at Minnesota State University Moorhead as candidates for baccalaureate degrees may graduate with the following honors:
• Cum Laude, representing a cumulative GPA of 3.4 or better;
• Magna Cum Laude, 3.6 or better; and
• Summa Cum Laude, 3.8 or better.

Such honors are computed only from the cumulative GPA at Minnesota State University Moorhead. Examination credits, AP, IB, and/or CLEP credits may not be counted toward the 60 credit total.

Such honors will only be granted with the initial MSUM baccalaureate degree. Subsequent completion of additional majors or degrees will not result in the granting of additional honors citations.

Transfer students from Concordia College or North Dakota State University who have enrolled for MSUM courses under the Tri-College University course exchange program may apply such MSUM courses to fulfill requirements for graduation with honors. Such students should mark their request for this option on the application for graduation in order to qualify for honors.

Some departments of study may award departmental honors to students who meet the requirements established by the departments.

Classification of Students
 Students at Minnesota State University Moorhead are divided into classes as follows:
- Freshman................................. 0-29 credits
- Sophomore............................... 30-59 credits
- Junior........................................ 60-89 credits
- Senior......................................... 90 or more credits

Special students are admitted on an individual basis and classified separately since they are not participating in degree programs.

Internship Policies

• Students will not be required to return to campus after completing an Internship. Students should, however, be encouraged to return to campus to share their experiences.
• Before the starting date of the Internship, the Internship Supervisor, the Site Evaluator, and the Student Intern shall sign an Internship Agreement which outlines mutual responsibilities and expectations for the internship and contains statements clearly articulating liability assumption.
• The central location for filing and routing Internship opportunities and information to the departments is the MSUM Career Services Office.
• Minimum Standards
  a) A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be granted for Internships.
  b) A maximum of twelve (12) semester credits may be counted toward a degree.
  c) An Internship will be graded only on a satisfactory/fail basis.
  d) An Internship may be taken only by a student majoring in the department.
  e) Any Intern must have at least junior standing.
  f) Internship credits will be awarded on the basis of fieldwork.
  g) Each Internship must have a written agreement outlining the mutual expectations and responsibilities of MSUM, the Site, the Department, and the Student Intern.
  h) The Internship Agreement will be kept on file in the department office for six years.
  i) Every Internship will be evaluated by the Internship Supervisor.

• Departmental Expectations - all departments offering Internships must have a current Internship program and Academic Affairs, and in the Office of the statements of the:
  a) Objectives of the Internship program
  b) Responsibilities of the Student Intern, the Internship Coordinator or the
  c) Departmental procedures for approving Departmental practice on faculty workload, if
  d) Means of reporting results or accomplishments.
  e) Method(s) of assessment.
  f) Expectations and procedures of monitoring Internship achievements.
  g) Departmental practice on faculty workload, if
h) Departmental policy on Internship compensation.
  i) Name of a designated departmental Internship Coordinator.

Also, see Internship in this Bulletin.

Background Checks
Minnesota law requires that any person who provides direct contact services to people receiving services from facilities and agencies licensed by the Minnesota Department of Human Services (DHS) and/or the Minnesota Department of Health (MDH) have a background study conducted by the state. Direct contact is defined as providing face-to-face care, training, supervision, consultation, or medication assistance to people receiving services from the agency or facility. Any individual who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a DHS or MDH licensed facility or agency. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Students whose programs may involve DHS or MDH licensed facilities or agencies should contact the chairperson of their major program. Forms may be obtained from the program chair. The Affirmative Action Officer, Owens 214B, (218) 477-2229 (Voice) has been designated as MSUM’s responsible official.

Student Liability
Students are clearly liable for their actions and may be sued (along with others) for damages due to negligence. Minnesota State University Moorhead has a Student Professional Liability Policy which covers students engaged in internships. The coverage is for $1,000,000 per occurrence and $3,000,000 in aggregate.

If the student or his/her academic department or clinical practicum site does not have a formal internship agreement, and therefore does not have a formally acknowledged internship (i.e. no credit hours, etc.), the student is NOT covered by the University Student Professional Liability Policy.

Students completing their practicum work in area schools can receive liability insurance through the Education Minnesota Student Program provided they are members. For more information, check out their website at www.mnstate.edu/emsp/.

Registration Procedures
Prior to registration, students will plan a program with an advisor and receive their registration access code. Registration must be completed and all tuition and fees must be paid to the Business Office according to published deadlines in order to avoid assessment of late payment fees.

Class schedules and descriptions of the registration procedures for any semester may be secured from the Peer Advisor Office one week prior to pre-registration for that semester.

Opportunities for advance registration for returning students, transfer students, or beginning freshmen may be made available according to schedules and procedures specified by the Registrar.

Evening Course Registration
Evening classes on campus are considered as resident courses and are open to both part-time and full-time students.

Students who register only for evening courses may do so at the first class meeting or in advance via web registration. Registration for evening courses is closed after the seventh day of the term.

Off-Campus Registration
Minnesota State University Moorhead offers off-campus weekend and evening courses in several communities within an approximate radius of 100 miles. Off-campus courses are listed in the printed course schedule and online. Inquiries about off-campus courses should be directed to Continuing Studies at (218) 477-5862.

Late Payment
Tuition and fee payments that are made after the last scheduled payment day are late and subject to a surcharge of $30.00. This late fee charge will be assessed on all payments made after the fee payment deadline established for each term.

Tri-College University Registration
Students who are enrolled at Minnesota State University Moorhead, North Dakota State University, or Concordia College may complete a portion of their coursework at either of the other two institutions through the Tri-College University.

To register for regular daytime classes, students must report to the registration clerk at the home college to clear arrangements for a class at another college.

Tuition and fees for a Tri-College course will be the same as for equivalent credit at the home college, and students must arrange for payment of such charges at the home college.

If limited enrollment in a course is exceeded, priority will be given to students who are already admitted to degree programs at the college offering the course.

Credits earned in Tri-College courses at another college are considered as resident credits at Minnesota State University Moorhead if the credits are registered and paid for at MSUM.

Courses taken at MSUM by Concordia or NDSU students will count in the MSUM GPA if those students subsequently transfer to MSUM.
Registration for evening courses under the Tri-College agreement may take place at the first class session, and no advance permission from the home college is required. Later registration for evening courses must be completed through the Registrar of the home college by the seventh day of the term.

Students must observe all registration and academic policies of their home colleges, including arrangements for withdrawals, pass/no credit, and incompletes.

**Excess Credit**

To register for more than 18 credits during any semester (nine credits during a summer session) students with fewer than 60 earned credits must fill out an Excess Credit form. This form must be signed by both the student’s advisor and the faculty dean. No student may register for more than 20 credits without an Excess Credit Permit.

**Change of Program - Adding or Dropping Courses**

Program changes include adding courses or withdrawing from courses after students have made class reservations. A class may be added within the following time limits only:

- **Fall-Spring:** through the seventh class day of the semester, except for courses which begin later in the semester, or in special circumstances approved by the Registrar.
- **Fall-Spring evening and off-campus classes:** through the seventh class day of the term.
- **Summer Sessions:** through the fifth class day of the session.

Students may withdraw from a class only within the following limits:

- **Fall-Spring:** by the end of the eleventh week (55th class day).
- **Summer Sessions:** by the end of the third week (15th class day).

No entry will be made in a student’s record if a class is dropped within the first seven class days of a semester (or equivalent for summer), unless such entry is required by the MSUM Business Office to satisfy state and federal audit procedures.

A class dropped after the first seven days (or equivalent for summer) will appear on the student’s record as a withdrawal (“W”). Tuition from a withdrawn course may not be applied to subsequent course additions.

Each change of program requires the following procedures:

- Complete a Drop/Add form, available from the Records Office.
- Secure the instructor’s signature for each class dropped after the fifth day of a term.
- Secure the instructor’s signature for each class added after the fifth day of a term.
- Present the form for processing at the Records Office.

The date of a program change will be the day when the final step of the process above is completed.

To withdraw from an evening class, either on-campus or off-campus, students must notify both the instructor and the Registrar in writing by the withdrawal deadline of the semester. If a change of program results in an increase in the number of credits, the corresponding additional tuition must be paid before the change will be fully implemented.

Tuition and fees, for both day and on-campus evening classes, will not be reduced or refunded for dropped courses except during the first seven days of the fall or spring semester, or the first five days of a summer course. If the course begins in the second half of the semester, the tuition and fees are fully refundable for seven days (five days in summer) after the class begins.

**Withdrawal from Enrollment**

To withdraw officially from all enrolled courses, students must complete the Student Withdrawal form which is available from the Counseling Center.

Students who withdraw without following this procedure will receive a grade of “F” in each course and are considered “unofficially withdrawn”. Financial Aid recipients who unofficially withdraw may incur repayment obligations.

“W” grades cannot be granted if the complete withdrawal takes place later than the normal withdrawal deadline of the semester. Under special circumstances, students may pursue “retroactive withdrawal” after this deadline by filing an Academic Appeal with the Office of Academic Affairs, Owens 206.

Any refund of tuition or fees will be according to the schedule given under “Refund of Payments.”

**Military Withdrawal**

A student who withdraws from the University because he/she has been called into active duty must bring the Registrar a copy of his/her military orders, including notification of the date of departure. Such a student will receive a full refund of tuition and fees without credit or grades being posted if less than 75% of the term has elapsed. In the event that 75% or more of the term has elapsed, the student will receive full credit with grades earned at the time of withdrawal. If a course relies on a final project and/or examination to determine satisfactory performance, no credit will be granted if the student withdraws prior to completion of such required work. A full refund of tuition and fees will be made for those courses in which credit is not granted. Normally, the provisions of this policy do not apply to 14 day annual active duty training requirements.

**Family Educational Rights and Privacy Act**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Students should submit to the Registrar, Dean, or their appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Upon request, the University discloses educational records without consent to officials of another school in which a student is enrolled or seeks to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minnesota State University Moorhead to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

MSUM may disclose directory information of local and permanent (hometown) address, e-mail address, telephone number, major and minor fields of study, class level, dates of enrollment, full-time/part-time status, awards, honors (including Dean’s List), degree(s) conferred (including dates), attended, photographs taken and maintained by the University for various purposes, past and present sports, and height and weight of athletes.

You may refuse to permit the disclosure of directory information if you notify MSUM’s Registrar in writing that you do not want such information disclosed. This written refusal to be made within 45 days of the date you begin taking classes at MSUM. Students should act from being published in the Fall term campus directory.

Students may review or obtain a copy of MSUM’s vice President for Academic Affairs, and Vice President for Student Affairs.

**Appeal of Academic Policies**

Academic Appeals can be filed to seek waiver of a graduation or Liberal Studies requirement, retroactively withdraw from a course (after the withdrawal deadline has passed), and other similar situations. Appeals to retroactively withdraw cannot be accepted if five years have passed since the course in question was taken. Students can inquire in the Office of Academic Affairs (Owens 206) whether an appeal is appropriate in their situation.
Students complete the appeal form and return it to the Office of Academic Affairs, along with appropriate supporting documentation. The Academic Appeals Committee reviews student appeals and approves or denies them. Students whose appeals are denied by the Committee may appeal to the Associate Vice President for Academic Affairs, whose decision is final.