University Mission

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population. The university will provide accessible, high quality liberal arts, professional, and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color. Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals. The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship and services designed to support an urban mission.

College Mission

Normandale Community College advances individuals' intellectual, career, and personal development by providing outstanding teaching and support.

MetroConnect

MetroConnect is an alliance between Minneapolis Community and Technical College and Metropolitan State University, committed to meeting the higher education needs of the Twin Cities and great metropolitan population. This partnership is designed to ensure seamless enrollment from an associate degree program at Minneapolis Community and Technical College to a bachelor’s degree program at Metropolitan State University. The focus will be to provide an accessible, high-quality liberal arts, and professional education to the citizens and communities of your community with continued emphasis on underserved groups, including adults and communities of color.
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The purpose of the Dual Admission program is to provide a smooth and successful transition for the student from Normandale Community College to Metropolitan State University (MSU). Students who participate in the program are considered fully admitted to Normandale Community College Dental Hygiene Program and to MSU Bachelors of Science in Dental Hygiene program.

Although MSU has had an articulation agreement in place with NCC, this program expands the educational opportunities for students while meeting the MnSCU system goal of increasing the number of bachelor’s degree awarded within the state of Minnesota.

The Dual Admission program stresses the importance of students receiving early academic advising, coordinated between NCC and MSU, to assure advising and academic planning that will result in meeting student’s educational and professional goals. It also significantly expands the services that students receive by making MSU student services available from the time of dual admission.

NCC and MSU are committed to transfer and admission arrangements that will maximize the ease with which students may progress from an associate’s to a bachelor’s degree. Thus appropriate program faculty and administrators will meet at least once a year to review the results of operations and to plan for program improvements.
APPLICATION PROCESS

Students must apply to the NCC Dental Hygiene Program and complete the intention to complete a BSDH at MSU. MSU has the same admission requirements as NCC. Applicants who would like to participate in the Dual Admission Program must submit a dual admissions application (appendix A) and the dual admissions program declaration of intent (appendix b).

Once all materials are received by NCC and transmitted to MSU, a written acknowledgement of participation in the Dual Admissions Program (PLEASE REFER TO APPENDIX C) and an Admit Packet (PLEASE REFER TO APPENDIX C) will be sent to the student to guide the student through the steps needed to complete dual enrollment at Metropolitan State University.

Only NCC and MSU credits completed during enrollment in the Dual Admissions Program for Dental Hygiene will be accepted in completion of the MSU BSDH unless there is mutual agreement by NCC and MSU dental hygiene faculty that credits from another regionally accredited institution will be accepted as equivalent to a course included in this program.

Students will not be able to register for MSU courses until they have completed MSU’s New Student Orientation (NSO) and their DARS report has been processed. Both the NSO and registration holds will be removed as soon as both steps are complete. MSU will also assign cohort codes to track students within ISRS.

Students who have been admitted to NCC and MSU must maintain a cumulative GPA of 2.0 to remain eligible for the program. The academic standing and sufficient academic progress requirements of NCC will apply to AS/AAS students until the completion of the AS/AAS degree (PLEASE REFER TO APPENDIX I). Concurrently, students applying for financial aid through Metropolitan State University will be held to the published satisfactory academic progress standards for financial aid. Subsequently, MSU’s policies on academic standing and Satisfactory Academic Progress Policy for Financial aid will apply (PLEASE REFER TO APPENDIX J).

If a student withdraws from NCC’s Dental Hygiene program s/he also withdraws from the Dual Admissions Program and must reapply and meet the admission requirements of MSU if the student wishes to enroll in a degree program offered by MSU. The University reserves the right to deny admission to any applicant. (Please Refer to University Policy #2000 contained in APPENDIX H).

Additional Materials: Students participating in the Dual Admissions program must supply official transcripts for all post-secondary institutions at which the student previously enrolled.
(even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military, CLEP, and advanced placement). A secure mode for sharing documents has been identified by both institutions (i.e. MnSCU safe transfer). All transcripts sent from NCC will be retrieved by MSU via e-Transcripts. If there are NCC holds on a student’s records those holds must first be resolved before MSU can retrieve the transcripts.

*Students with credits completed at another college are not eligible for the dual admissions program in dental hygiene, but may apply to NCC’s AS/AAS program and MSU’s BSDH program separately and seek evaluation of equivalency of credits taken at other institutions. (Exceptions: college credit courses taken while still enrolled in high school or while in the military will be accepted).

FINANCIAL AID PROCESS

Students must apply for Financial Aid prior to registering for any credit hours at Metropolitan State University.

Metropolitan State University will identify a staff member to be the liaison for dual admission/enrollment students specific to financial aid. Students will also be able to contact the Normandale Community College Financial Aid Office campus to assist with various aspects of Dual Admissions financial aid processes.

Purchasing Books: Normandale Community College will offer bookstore credit to dual enrollment students with at least the same terms as Metropolitan State University. Metropolitan State will not be able to extend credit outside of the Metropolitan State University Bookstore. Due to a students need for books upfront, Normandale Community College will extend credit to these students, payable by the student when the aid is applied.

Enrollment Verification: Metropolitan State University requires that all faculty members take an enrollment census after the second class meeting to verify that students have begun attendance in their courses for purposes of financial aid. Normandale Community College will need to send verification of attendance to the Metropolitan State University Financial Aid Office on the tenth day of the semester so aid can apply.

Higher One: Metropolitan State University has partnered with Higher One, a financial services company to disburse financial aid refunds. Students will need to activate their Metropolitan State University Higher One card and select how they wish to receive their financial aid or student payroll disbursement. Students will receive additional information about Metropolitan State University’s Higher One card in their written acknowledgement of participation in the Dual Admissions Transfer Program and Admit Packet.

Loans and Scholarships: Students must apply for loans and scholarships at their home institution. For Dental Hygiene Dual Admission once a student enrolls in a Metropolitan
State course, Metro becomes the home institution until end of program (regardless of where the student enrolls). Students must follow guidelines set by scholarship application, when applying funds towards tuition. Funds may only be applied to approved consortium credits at host campus or home institution credits.

Consortium Agreement: Dually admitted students receiving financial aid from MSU (the home institution) for credits offered by NCC (the host school) must make payment arrangements for NCC credits as required by NCC. MSU will credit all financial aid to the student’s MSU account after the 16th day of the semester. Any financial aid that exceeds the charges for MSU tuition and fees will be available to pay for other educational expenses, including tuition and fees for courses taken at NCC, the host institution. It is the student’s responsibility to clear any tuition and fee charges with NCC, which is the host institution for the Dual Admissions Program. If the student is also attending a non-MnSCU institution she/he must submit an official transcript to MSU at the end of the semester for which financial aid was used for tuition and fees. (Please see APPENDIX E for instructions on how to complete a consortium agreement).

To receive financial aid for a course or courses to be taken at NCC, students need to contact the Dual Enrollment Financial Counselor for assistance in completing the following steps:

- Download the NCC Consortium Agreement form from the Financial Aid web site http://www.metrostate.edu/msweb/pathway/aid/current_forms.html;
- Register for courses at NCC;
- Fill out the student section of the Consortium Agreement completely including signature and date. Be sure to include the name of the course instructor and his/her contact information. Processing of the agreement will be delayed or financial aid eligibility for the host school course(s) will be denied if course instructor information is missing;

The student must notify the Metropolitan State Financial Aid Office if s/he does not complete the course by the end of the term due to receipt of an incomplete or a course drop or withdrawal.

Policies: Students are obligated to be aware of any policies regarding financial aid eligibility, loans, and refunds at both participating institutions. (More information can be found on additional Metropolitan State University policies at http://www.metrostate.edu/msweb/pathway/aid/policies/index.html). Applicable NCC policies can be found online at:
**TUITION & FEES**

*Tuition:* Tuition charges are based on the per credit amount of the institution offering the course; NCC courses will be charged at the NCC tuition rate and MSU courses will be charged at the MSU tuition rate. Students are responsible for paying or arranging for a payment plan at both institutions, as the dual enrollment program includes credits at both NCC and MSU until the AS/AAS degree is earned. Subsequent to completion of the AS/AAS in Dental Hygiene the student will be dealing only with MSU while completing the BSDH.

Students receiving financial aid through MSU must make payment arrangements for NCC courses with NCC. **Tuition and fee charges at NCC will not be paid by Metropolitan State directly.** MSU will credit all financial aid to the student’s MSU account after the 16th day of the semester. Any financial aid disbursement exceeding MSU’s tuition and fee charges will be available to pay for other educational expenses, including tuition and fees for courses taken from NCC. **It is the student’s responsibility to clear any tuition and fee charges with NCC and if s/he is attending a non-MnSCU institution must submit an official transcript to MSU at the end of the semester for which financial aid was used for payment of tuition and fees.** (For additional information please refer to Tuition and fees links for participating institutions. (Metro State: http://www.metrostate.edu/msweb/pathway/fees.html)

*Fees:* Dually admitted students are responsible for paying all assessed MSU fees. The MSU application fee is waived for students participating in the Dual Admission Program. Students will have access to student support services, IT services, library, and student activities at both NCC and MSU. Students will not be eligible to become a member of the NCC Student Senate but may participate in the MSU Student Senate. Students will receive communication through their Admit Packet as well as Metropolitan State University email informing them about how to participate and access student resources. Please refer to **APPENDIX D** for student resources (For additional information please refer to Tuition and fees links for participating institutions, Metro State http://www.metrostate.edu/msweb/pathway/fees.html)

*Billing:* Dually admitted students must arrange for payment plans at both NCC and MSU. Payment options differ from institution to institution. (For additional information please refer to “How to Pay” links for participating institutions, NCC: and Metropolitan State http://www.metrostate.edu/msweb/pathway/fees/payment_options/index.html)

*Billing:* Students must arrange for payment plan at home institution as well as host
REGISTRATION PROCESS

All dually admitted students are required to meet with the designated Dual Enrollment Advising Counselor (Betty Blazer, for NCC during the period of dual enrollment) prior to registering for classes. Once the student has completed the AS/AAS degree, s/he must meet with the designated BSDH advisor before registering for MSU courses. The MSU BSDH advisor will be available on the NCC campus to meet with the dually admitted student at least twice a month and will be available by phone or e-mail at any time.

Program Planning Guides: A program planning guide has been created for the Dental Hygiene Dual Enrollment program which provides detailed information about completing both the AS/AAS and BSDH degrees. Because the student is dually admitted to both programs, the degree requirements are fixed as long as the student remains enrolled in the program.

Degree Audit System Report (DARS): At the end each fall and spring semester, NCC will forward an official transcript for each dually admitted student to MSU for generation of a DARS report. The DARS report will be sent directly to the student with copies to his/her academic advisors at NCC and MSU. This degree audit report informs the student and his/her advisor of his/her progress in completing the requirements of the MSU BSDH.

CAMPUS RESOURCES AND SUPPORT SERVICES

Student Resources: Students will have access to the resources listed below on both campuses, please see APPENDIX D.

Technology Support: Students, faculty, and staff involved in the Dual Admissions Program will have the following technological support at NCC:

- Access to open computer labs;
- Account login information (i.e. D2L, email, E-services, Portal, Printing);
- IT support on both campuses;
- Library resources.

Information Access: NCC and MSU will share course catalog information and update course equivalencies, transfer guides and transfer admissions information by March 1 each year to be used the subsequent academic year. Each institution will maintain a resource page on its website offering information, application, and additional resources for the Dual Admissions Program accessible to students, counselors and advisors of both academic institutions.
APPENDIX A

Dental Hygiene Application

Great News for Dental Hygiene Applicants: We now have a Baccalaureate degree completion pathway through a new “dual enrollment” opportunity with Metropolitan State University. Partnering with Metropolitan State, we now offer the AS/BSDH dual admission program with simultaneous admission to Normandale Community College’s Associate Degree (AS) program and Metropolitan State University’s Bachelor of Science in Dental Hygiene (BSDH) program. This unique partnership offers students the opportunity to take specific bachelor’s level degree completion courses along with associate program coursework on Normandale’s campus. This opportunity provides dental hygiene students flexibility in their educational and career planning. For those who are anxious to obtain a BSDH degree this may be accomplished within one semester after completion of the Associate Degree Program. Completing this application automatically enrolls you at both institutions (cost saving application fees) and provides you with a new career laddering option.

Application deadline is December 31st each year.

| Last name: ____________________________ | First name: ____________________________ | MI: ______ |
| Previous names used: __________________ | SS #: ____________________________ |
| Normandale Community College Student ID # (required): ____________ |
| Street address: __________________ City: __________________ State: ______ Zip: ________ |
| Normandale’s e-mail address or other preferred email: ____________________ |
| Home Ph # ( _______ ) | Cell Ph # ( _______ ) | Work Ph # ( _______ ) |

For your application to be processed, the six items listed below must be completed by December 31st.

1. Completion of Math 700 or higher or equivalent, with a grade of C or above. Yes ___ No___
   Grade
   If no you must take Normandale's Course Readiness Exam, call the Admissions office at 952-358-8201. Math Score: __________ Date taken: __________
   (Exam results must show your placement into Math 1000 college level algebra meaning you have met the Math 0700 Intermediate Algebra skills.)

2. ENGC 1101 Freshman Composition or equivalent with a grade of C or above. Grade

3. Normandale's Chemistry-1050 3 credits (inorganic, organic and bio-chemistry) or equivalent with a grade of C or above. Grade
   Or CHEM 1061 grade _______ & CHEM 1062 grade _______ or equivalent.

4. BIOL 1141 Human Anatomy/lab or equivalent completed by the end of fall semester with a grade of C or above. Grade

5. BIOL 1142 Human Physiology/lab or equivalent completed with a grade of C or above. Grade
   Are you registered for Physiology for Spring semester? Yes_____ No_____
   If not your application will not be processed. Your official fall transcripts are due 1/15 after the December 31 application deadline; these same transcripts must show that you are registered for BIOL 1142 Human Physiology or equivalent the coming spring semester.

6. GPA: Overall cumulative grade point average of 2.75 (includes all transfer credits) on 1000 level courses and above. GPA
   BS/BA calculation on your last 30 college semester credits, (45 quarter credits), and all credits at the 1000+ level. The Normandale DAR cumulative GPA does not include transfer credits or under 1000 level courses.

Completion of BIOL 2204 Microbiology including a lab with a grade of C or higher is strongly encouraged prior to application but is not an official application requirement.
Please fill in data below in detail

High School: ____________________ Year of HS graduation ____________ GED date: __________
Home School Students, your graduation standards must be completed and appropriate papers on file at Normandale.

CLEP College-Level Examination Program exams to be used? Yes ____ No ____
If yes, Official CLEP examination scores must be submitted to Normandale's Records Office.

Have you filed a Normandale Community College Academic Petition form? Yes ____ No ____
If yes, you must attach the signed copy (approved or disapproved) to this application.

Deadline for Normandale Academic Petitions is January 15 of the current application year.

Education: applicants must supply official transcripts for all post-secondary institutions at which the student previously enrolled (even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military, CLEP, and advanced placement). Official transcripts must be sent to Normandale with fall grades posted and your current spring registration Attn: Betty Blazer. International college credits must be evaluated by World Education Services (www.wes.org) or other international evaluator ECE Educational Credential Evaluators. A copy of the unofficial transcripts must be sent in conjunction with evaluation. Credits earned must be from an Accredited institution(s) Normandale Community College and Metropolitan State University are accredited by North Central Accreditation.

Have you earned credits at Normandale? Yes ____ No ____
If yes, Normandale will provide transcripts.

Have you earned credits at Metropolitan State University? Yes ____ No ____
If yes, Metropolitan State University will provide transcripts.

List names of colleges and/or universities you previously attended.

1. 4.
2. 5.
3. 6.

If you have never sent transfer transcripts and have attended a MnSCU college or university, ask our Admissions office to pull an E transcript. You must send official copies of all other non-MnSCU institutions transcripts if you have not already done so. Official copies of non-MnSCU transcripts can be sent to Betty Blazer who will then forward them to the records office. All transcripts are due within 2 weeks after the application deadline.

If you are an International Student did you apply for a World Education Services or ECE Educational Credential Evaluators transcript evaluation? Yes ____ No ____
For more information go to www.wes.org. Or contact our Admissions Office 952-358-8201.

Bachelor’s degree: Yes ____ No ____
From which college was your degree awarded? ____________________________________________
Bachelor of Science or Bachelor of Arts (circle one)

Misrepresentation of application information is grounds for canceling application. I certify the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge.
Initial ________

SEND COMPLETED APPLICATIONS TO:
ATTN: Betty Blazer
Normandale Community College
9700 France Avenue South A-2540
Bloomington MN 55431.

SIGNATURE REQUIRED: __________________________________________ Date: _____________________
You are encouraged to make a copy of this application. Application questions can be directed to Betty Blazer 952-358-8417
Betty.Blazer@normandale.edu

I choose NOT to pursue dual admissions with Metropolitan State University at this time. I understand this may delay the dual enrollment process if I choose to apply for the program later and there will be an additional application fee for Metropolitan State University. Even if you have a bachelor degree we strongly encourage dual enrollment, especially if you are applying for financial aid. If you have questions, see Betty Blazer (952-358-8417). Initial ________

Application requirements are subject to change.
APPENDIX B

Application for Dual Admissions at Metropolitan State University

This form is your application to Metropolitan State University ("MSU") for the Dual Admissions Program. No application fee is required. Completing this form is not required by law and does not obligate you to enroll at MSU or the Dual Admissions Program. The form authorizes your current or previously-attended college(s) to forward your education records to school officials at MSU to evaluate your eligibility for the Dual Admissions Program and facilitate your possible enrollment at MSU. The records forwarded will include copies of any transcripts from past schools that are maintained by your current school. If you complete this form, MSU will also verify your current and past enrollment status by submitting your name and date of birth to the National Student Clearinghouse. If you have suppressed your directory data, please contact the Registrar’s Office at each applicable college to ensure MSU’s ability to verify enrollment. Information from this form will also be used by college and university officials for Dual Admissions Program planning.

You may request to review or obtain a copy of any of your records at any time by contacting the Registrar at your current or previously-attended college.

Name ____________________________________________
Last ___________________ First ___________________ Previous Name

Star ID ___________________ Tech ID ___________________ Birthdate ____________

Email ___________________ Phone ___________________
Home ____________ Cell

Address
Number & Street ___________________ City ____________ State ____________ Zip Code

Are you an International student? ___________________ Type of Visa:
If yes, please contact International Admissions at: InternationalStudentServices@metrostate.edu

Have you served in the U.S. military? Y/N

Current Program at Normandale Community College (NCC): _______________________

Please indicate when you intend to enroll at Metropolitan State University _______________________

Please read the following, check each box, as applicable, and sign below stating that you understand and agree to the terms of the Dual Admissions Program.

☐ I understand that by completing this form I am signaling my intent to enroll in the Dual Admissions Program at MSU, and I authorize NCC to transfer any/all of my college/university transcripts and any other records maintained by college NCC to MSU for purposes related to my intended transfer or enrollment.

☐ I understand that I must be in good academic standing (at least a cumulative 2.0 GPA and 67% completion rate), and have at least 45 transferable credits to continue on in the Dual Admissions Program. (Does not apply to MANE or Dental Hygiene students, your requirement has been met based on your academic program application).

☐ I understand that MSU requires a copy of all previous college/university transcripts to evaluate my application for admission. I understand that it is my responsibility to obtain and send MSU an official transcript from any previously attended college/university that my current college does not maintain.

☐ I understand that I am guaranteed admission to MSU Dual Admissions Program as long as I have met the above terms (2.0 cumulative GPA and 67% completion rate), but I am not obligated to enroll if I change my mind.

Student Signature ___________________ Date ____________
Dual Admitted Student Checklist

1. Register for and complete MSU’s online New Student Orientation
   orientation.metrostate.edu
   □ Choose your required orientation. We encourage you to complete the orientation at your earliest convenience.

2. Log in
   www.metrostate.edu www.normandale.edu
   □ Log in to the student Portal to access your email account. (Both links are available at the top right-hand side of the www.metrostate.edu webpage.)

3. Review your Interactive Degree Audit / DARS report
   www.metrostate.edu
   □ You may access this report through eServices. Review how your previous courses have been evaluated for applicability to the Bachelor’s degree requirements including General Education and Liberal Studies (GELS) requirements. (Please click on the “eServices” link available at the top right-hand side of the www.metrostate.edu webpage).

4. Apply for Financial Aid
   www.fafsa.ed.gov
   □ Complete the Free Application for Federal Student Aid (FAFSA) online. As a dual admissions student you should use the Metropolitan State federal school code of 010374.

5. Find advising resources
   □ You have been assigned an advisor; his/her name will be listed on your student resources checklist.

6. Register for courses
   □ Meet with designated/assigned Dual Enrollment Advising Counselor prior to registering for classes.

7. Get to know your campuses
   www.metrostate.edu   www.normandale.edu
   □ Check which campus offers your courses by clicking on the Class Schedule link on the right-hand side of the homepage under FIND IT FAST. See the link for Maps and Parking on the upper left of the www.metrostate.edu page to arrange for transportation and parking. (IS THIS GOING TO HAVE NORMANDALE MAPS OR DO WE NEED TO PROVIDE INFO FOR LINKS FOR BOTH

8. Complete a Consortium Agreement (aid applicants only)
   www.metrostate.edu/aid   www.normandale.edu/faforms
   □ Dually admitted students receiving financial aid from MSU (the home institution) for credits offered by NCC (the host school) must make payment arrangements for NCC credits as required by NCC. MSU will credit all financial aid to the student’s MSU account after the 16th day of the semester. Any financial aid that exceeds the charges for MSU tuition and fees will be available to pay for other educational expenses, including tuition and fees for courses taken at NCC, the host institution. It is the student’s responsibility to clear any tuition and fee charges with NCC, which is the host institution for the Dual Admissions Program. Please note that Normandale cannot approve consortium credits for upper division courses. (Dental Hygiene students must use Metropolitan State as their home school).

9. Arrange for payment
   www.metrostate.edu   www.normandale.edu/fapolicies
   □ Dually admitted students are responsible for paying or arranging a payment plan at both Normandale and Metropolitan State. Financial Aid applicants are eligible for tuition deferment* at both schools if the FAFSA results are received at your home school prior to the tuition payment deadline for the term. (Dental Hygiene students must use Metropolitan State as the home school).

10. Buy books and other course materials
    □ Books and other course materials will need to be purchased from the institution in which the course is offered (AREN’T ALL COURSES BEING OFFERED AT NORMANDALE??). Students who are on Normandale’s payment plan or receiving their financial aid through Metro State but purchasing books from Normandale, must complete the Nelnet Payment Plan Book Charging Application online at www.normandale.edu/departments/finance-and-operations/business-office/book-purchasing-and-charging.html. (Dental Hygiene students who are financial aid recipients must also complete this form)

11. Like us!
    facebook.com/choosemetростate
    www.normandale.edu/facebook
    □ Stay up-to-date on campus information, get and send announcements, reminders and messages.

* Financial Aid recipients must make tuition payment to the host school once financial aid has been disbursed by the home school, per the Consortium Agreement. The aid disbursed by the home school

This information is available in alternative formats for people with disabilities. For more information, call Disabilities Services at 651.793.1549 (voice) and TTY: 651.772.7687.
Dear <FIRST NAME>,

Congratulations! You have been accepted into the Metropolitan State University and Normandale Community College Dual Admissions Program for the Fall Semester 2013.

Your next step is to carefully review the enclosed materials and complete the Dually Admitted Student Checklist to ensure a successful transition to Metropolitan State University.

This program enables you to take advantage of the unique benefits that dual admission offers. As a qualified student in the Dual Admission program, you are able to simultaneously enroll in Metropolitan State University’s Bachelor of Science in Dental Hygiene (BSDH) program while you earn your associate’s degree from Normandale Community College. This program offers a seamless enrollment in both educational institutions at the same time allowing dual admissions students to potentially complete a baccalaureate degree a semester or two following successful completion of their associate degree.

Dual admission to both Normandale Community College and Metropolitan State University is an important step toward achieving your educational and career goals. Our faculty and staff look forward to working in partnership with the faculty and staff at Normandale CC to assist you throughout your academic journey and welcome you to Metropolitan State, where life and learning meet.

Once again, congratulations and welcome!

Sincerely,

Julio Vargas-Essex
Interim Undergraduate Admissions Director

Enclosures
Dental Hygiene AS to Dental Hygiene BSDH
Normandale Community College

Minnesota Transfer Curriculum—MnTC
☐ Goal 1 ENGC 1101 Freshman Composition ........................................... 4
☐ Goal 1 COMM 1110 Interpersonal Communication ............................ 3
☐ Goal 3 BIOL 2041 Human Anatomy .................................................. 4
☐ Goal 3 BIOL 2042 Human Physiology ............................................... 4
☐ Goal 3 CHEM 1050 Foundations of Organic and Biochemistry ........... 3
☐ Goal 4 MATH 1080 Introduction to Statistics ..................................... 4
☐ Goal 5 PSYC 1110 General Psychology ............................................. 4
☐ Goal 5 SOC 1104 Introduction to Sociology ..................................... 3
☐ Any course that meets Goals 4, 6, 7, 8, 9, or 10 .................................. 2
A MnTC Credits .................................................................................. 35

Dental Hygiene AS Courses
☐ DENH 1112 Oral and Facial Anatomy .............................................. 3
☐ DENH 1140 Pre-Clinic Theory ......................................................... 3
☐ DENH 1141 Pre-Clinic Skill Development ......................................... 4
☐ DENH 1142 Clinic 1 Theory .............................................................. 2
☐ DENH 1143 Clinic 1 ......................................................................... 4
☐ DENH 1150 Dental Radiology (4) OR 
  DENH 1151 Accelerated Dental Radiology (2) ............................... 4
☐ DENH 1160 Dental Materials (2) OR 
  DENH 1161 Accelerated Dental Materials (1) ................................. 2
☐ DENH 1162 Pharmacology for the Dental Hygienist ......................... 2
☐ DENH 2240 Clinic 2 Theory ............................................................. 2
☐ DENH 2241 Clinic 2 ....................................................................... 6
☐ DENH 2242 Clinic 3 Theory ............................................................. 2
☐ DENH 2243 Clinic 3 ....................................................................... 6
☐ DENH 2252 Clinical Radiology 1 ..................................................... 1
☐ DENH 2254 Clinical Radiology 2 ..................................................... 1
☐ DENH 2263 Pain Management ...................................................... 2
☐ DENH 2264 Periodontics ............................................................... 2
☐ DENH 2266 General & Oral Pathology ........................................... 2
☐ DENH 2281 Preventative Concepts In Community Dental Care ......... 2
☐ HLTH 1107—Principles of Nutrition .............................................. 3
B Dental Hygiene AS Program Credits .............................................. 53
C MnTC + Dental Hygiene AS Program Credits ................................ 88

Metropolitan State University
Credits to be Completed at Metro State

D Complete MnTC + Liberal Studies (LS) Requirement ....................... 13*
General Education (40 credits)
MnTC (from Normandale) = 35 credits
5 credits remain to complete the MnTC

* Liberal Studies (LS) Requirement (6 upper-division credits). Students must take the following courses to fulfill this requirement:
PHIL 321 Medical Ethics (4)
WRIT 331 Writing In Your Major (4)

Note: The numbers here are estimates; the actual number will depend on the individual student and his/her course selections.

Please work with your advisor to ensure proper GELS and Racial Issues Graduation Requirements course selection.

Contact Metro State Dental Hygiene Academic Advisor, Farah Fossum for any questions about remaining MnTC courses: farah.fossum@metrostate.edu, or 651-793-1373.

Dental Hygiene BSDH Major Courses and Electives
☐ DENH 300 Designing and Managing Teams in Health Care ................ 3
☐ DENH 310 Current and Relevant Topics for the Dental Hygienist ...... 3
☐ DENH 320 Management of Oral Health Care Delivery ..................... 3
☐ DENH 330 Dental Hygiene Care for Culturally Diverse 
  and Special Needs Populations .................................................. 3
☐ DENH 410 Evidence-Based Dental Hygiene Practice ....................... 3
☐ DENH 420 Restorative Functions Theory and Lab OR 
  DENH 340 Educational Concepts in Dental Hygiene .................... 3
☐ DENH 430P Dental Hygiene Capstone .......................................... 4
E Dental Hygiene BSDH Major and Elective Credits PLUS .............. 22
MnTC + Liberal Studies Requirement (from D above) .................. 13
F MnTC + Liberal Studies + Dental Hygiene BSDH 
  Major Requirements ........................................................................ 35

Summary
Normandale AS Credits: C above ................................................ 88
Metro State Dental Hygiene BSDH Major Credits: F above ............ 35
TOTAL Dental Hygiene BSDH Credits ........................................ 123
APPENDIX E

Higher One FAQs

1) Why Higher One?
Higher One was chosen by Minnesota State Colleges and Universities in a public Request for Proposal process after a successful pilot that was well received by students and staff. Higher One was the unanimous choice of the committee and inquiries to other schools that have chosen them have elicited very positive feedback. MnSCU has a master contract with Higher One which is optional for each college and university to participate. It is recommended that each college and university consult with students and staff, consult with students and staff, and weigh all the evidence on whether Higher One is the right fit for each institution.

2) What are the user fees I have heard others talk about?
Higher One’s OneAccount can be used at no cost to students. The account is a comparable product with what many local banks consider a FREE student account. There are fees associated with some additional services that an account holder might select to utilize on occasion. Higher One’s website includes advice on how to avoid the fees (see below).

Higher One fee schedule and how to avoid fees: https://www.higheroneaccount.com/info/outfees.jsp

How to avoid abandoned account fees: http://www.higherone.com/h1banking/avoidAbandonFeeVideo.html

How to avoid PIN fees: http://www.higherone.com/h1banking/avoidPinFeeVideo.html

How to avoid foreign ATM fees: http://www.higherone.com/h1banking/avoidForeignAMTFeeVideo.html

3) Do students have to use a Higher One OneAccount?
Students do not have to use a Higher One OneAccount. Students have choice (see next question)!

All students will be mailed a “card” that is used to access Higher One’s website. The student authenticates their identity and selects a refund preference. If a student is eligible for financial aid but declines to select a refund preference they will automatically be issued a paper check. Students who don’t receive financial aid don’t have to do anything.

4) What are the refund choices?
The student has a choice of three options for refunds: ACH to a personal bank account, direct deposit to a Higher One OneAccount, or a paper check.

5) How is the choice made?
Upon receiving the card in the mail, the student will access the website per instructions sent with the card. The student will enter the 16 digit number to begin the activation process and select their refund choice.

6) What is the Higher One OneAccount?
The OneAccount is a personal FDIC insured checking account with no minimum balance and no monthly fees.

7) How will we get the card?
The card will arrive by mail in a school-branded envelope that contains the card along with instructions on how to activate it online. The card will be mailed to the address on file with the school so it is important that that information be accurate.

8) What if I need to contact Higher One or have a question?
There are a number of ways to contact Higher One. Their assistance website is https://higherone.custhelp.com/app/home. There will also be a website established for each school that requests it that
will be a resource for students needing assistance or who have questions. Higher One also provides a toll-free customer service phone number specifically for student cardholders which is staffed by trained representatives and is available 8:00 am to 8:00 pm Eastern M-F excluding Federal banking holidays.

9) **What is the time frame for implementing Higher One?**

Each college/university determines whether or not to use the services offered by Higher One under the MnSCU master contract. If a college/university determines that it does want to utilize Higher One’s services, the college/university also determines the timing of when they wish to do so. Higher One recommends that each college or university allow 90 days for implementation.

10) **Where can students find Higher One financial literacy information?**

Higher One’s web site can be found at: [http://www.higherone.com/oneforyourmoney/](http://www.higherone.com/oneforyourmoney/)

11) **Will Higher One provide ATM’s for my campus and how many?**

Each college/university will receive one Higher One ATM free of charge. Additional ATM's provided free of charge will be based on the number of students attending each college/university. There is the opportunity for campuses to lease additional ATM's if they would like a greater number than is provided free of charge.
APPENDIX F

DENTAL HYGIENE DUAL ENROLLMENT PROGRAMS
NORMANDALE PARTNERSHIP CENTER

Metropolitan State University

Farrah Fossum is the Dental Hygiene academic advisor

Phone: 651-793-1373

Email: farrah.fossum@metrostate.edu

Available via email, phone, or Skype
Undergraduate Admissions Standards
University Policy #2000

Section 1. Policy

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

Section 2. Authority

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

Section 3. Effective Date

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

Section 4. Responsibility

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

Section 5. Definitions

A. Academic Core: A secondary school curriculum sufficiently rigorous to prepare a student for college

B. Degree Seeking Admitted Student: A New First Year, Transfer, International or Second Bachelor’s Degree student who is granted admission to the University under this policy for the purpose of obtaining a baccalaureate degree.

C. Non-degree Seeking Students – Applicants who are seeking to enroll in courses without being admitted to the university and hold at minimum a high school diploma or GED.

D. Matriculated Student – A student who is admitted to the university as a degree-seeking student, registers for at least one course and remains registered through the 10th day of the semester.

E. New First Year Student – An applicant who has attempted fewer than 16 semester or 24 quarter credits of normally transferrable post-secondary course work. This definition is for the purpose of admission processing and evaluation.
F. F. Transfer Student - An applicant who has attempted 16 semester or 24 quarter credits or more of normally transferrable post-secondary course work. This definition is for the purpose of admission processing and evaluation.

G. G. PSEO Students – Applicants who are current high school juniors or seniors who are approved for the State of Minnesota postsecondary enrollment option (PSEO) at their current high school.

H. International Students – Applicants for admission as degree-seeking students who are not U.S. citizens or permanent residents of the U.S., engaging in a full-time/part-time academic study in accredited educational institutions. Individuals with visas including F, J, H, L, M, TN, who are studying in the U.S. are considered international students.

I. Second Bachelor’s Degree Students – Applicants for admission as degree-seeking students who hold baccalaureate degrees from institutions of higher education.

J. J. Certificate Seeking Students – Applicants for admission who are seeking a certificate.

Section 6. Application Requirements

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

A. Complete and accurate Metropolitan State University application for admissions.

B. Payment of any required application fee.

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

Section 7: Offer of Admission to the University

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

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

**Section 8: Denial of Admission**

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

A. Failing to meet the admission criteria;

B. Academic suspension or dismissal from a previous post-secondary institution. Applicants under academic suspension from another institution will not be considered for admission for at least one full year since the suspension was imposed.

C. Disciplinary suspensions or dishonorable dismissals from a previous post-secondary institution. Any application for admission will not be considered for at least one full year since the suspension or expulsion was imposed.

D. Conduct that violates the Student Code of Conduct (University Policy #1020) any time prior to the final evaluation of the admission application. Denial under this subsection D shall be consistent with the standards for disciplinary action under the Student Code of Conduct policy.

E. Falsification or omission of relevant information on the application for admission, or submission of fraudulent or altered academic credentials.

Applicants denied admission may appeal, consistent with university procedures.

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

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

A. Failure to enroll in and attend at least one credit-bearing course within the first three consecutive semesters of the semester for which the student was admitted to the University;

B. Post-admission evidence of deliberate omission or falsification of information relevant to the application for admission;

C. Academic dismissal from another institution;

D. Dismissal for disciplinary reasons from another institution including Metropolitan State University.

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

A matriculated student’s admission status shall be end dated upon the occurrence of the following:
A. Failure to enroll in and receive a grade in any credit-bearing course for nine consecutive semesters. For the purposes of this policy, a grade is defined as A, B, C, D, F (including + and – grades), I, S, NC, W or AU.

B. Completion of a Metropolitan State baccalaureate degree program

C. Discovery of B, C, D in section 9

Section 11. Readmitted Students

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

Section 12. Review

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

Section 10. Signatures

Issued on this 28th day of June, 2011

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

Dr. Sue K. Hammersmith, President
APPENDIX H

Normandale Community College Satisfactory Academic Progress

Part 1. Introduction

Normandale Community College, the Minnesota State Colleges and Universities and Federal and State law require that a student make satisfactory academic progress towards a degree or certificate to attend the College and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, mentoring, special programs and outside referrals are all available.

Part 2. Qualitative Measure of Progress (Grade Point Average)

All students are required to meet the minimum cumulative grade point average (GPA) shown on the chart below. Grades of A, B, C, D, F, FN and FW will be included in the GPA calculation.

<table>
<thead>
<tr>
<th>Cumulative Registered Credits</th>
<th>Minimum Required Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.60</td>
</tr>
<tr>
<td>16 – 30</td>
<td>1.80</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame)

Completion Percentage

All students are required to earn a minimum of 67% of their cumulative registered/attempted credits. Grades of F, FN, FW, I, N, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion. Formula:

\[
\text{Percent earned} = \frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}
\]

Maximum Time Frame

All financial aid recipients are expected to complete their degree/certificate at Normandale within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate at Normandale.

Part 4. Evaluation Period

Normandale Community College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.
Part 5. Failure to Meet Standards

Warning
- If at the end of the evaluation period a student has not met either an institution's GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

Suspension of Students on Warning Status

If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

Suspension of Students Not on Warning Status

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of study at Normandale, the student shall be suspended from financial aid.
- **Suspension for Extraordinary Circumstances.** Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.
- **Suspension at another MnSCU Institution.** Students who have been suspended from another MnSCU institution within the past academic year shall be denied admission at Normandale but may contact the Admissions Office for the appropriate appeal form.

Part 6. Appeals and Probation

Appeals

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Appeals are due by the Friday prior to the begin date of the semester the student wishes to be reinstated for financial aid and/or enrollment.
- Appeals must be submitted in writing with a form(s) available from the College.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar or designee. If denied, it may be resubmitted for consideration by an appeal committee.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
- All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for % completion deficiency, will require a term completion percentage of 100% during any probationary term.

**Probationary Status**

A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:
- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan (2.50 term GPA and/or 100% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

**Part 7. Notification of Status and Appeal Results**

**Status Notification**

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

**Appeal Result Notification**

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

**Part 8. Reinstatement**

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. A student suspended from the College may be reinstated to enroll for classes after not attending Normandale for one year. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.
Part 9. Treatment of Grades and Credits

Credits: The unit by which academic work is measured.

Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled in at the end of the registration drop period each term.

Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

Earned Credits: Earned credits include grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

Attempted, NOT earned: Grades of F, FN, FW, I, N, NC, W, Z and IP (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

Academic Renewal: Credits for which a student has been granted academic renewal WILL be included in all financial aid satisfactory academic progress measurements.

Audited Courses: Audited courses are not aid eligible courses and are not included in any satisfactory academic progress measurements.

Consortium Credits: Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

Developmental Credits: Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL). These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will determine, based on its Repeated Courses policy, which grade will become the grade calculated in the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

Transfer Credits: Transfer credits are credits earned at another college which are accepted by this college. Transfer credits which are accepted by Normandale and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating GPA.

Withdraw: The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

Incompletes: The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule.
because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

**Part 10. Definitions**

**Academic Plan.** A student who successfully appeals for reinstatement will be required by Normandale to complete, during their probationary period, specific requirements contained in an academic plan developed for that student by Normandale. At a minimum the academic plan will require a student to achieve a 2.50 GPA during their probationary term and/or a 100% completion rate during their probationary term, depending upon the deficiency.

**Probationary Status.** A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

**Suspension Status.** A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

**Warning Status.** Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.

- If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good standing.
- If at the end of the warning period a student who has been on warning status has not met either the institution's cumulative grade point average or completion percentage standards, the institution shall suspend the student.
Section 1. Policy Scope and Purpose

This policy applies to all undergraduate students admitted to degree-seeking status at Metropolitan State University.

The University expects students to successfully complete the courses and other learning opportunities for which they register.

The goals of an Academic Standing Policy are to:

- Define and maintain the academic standards of the university;
- Provide for interventions with students who do not meet university requirements in order to support retention of students who encounter difficulties;
- Provide standards consistent with MnSCU policy and Financial Aid Satisfactory Academic Progress requirements.

This policy is implemented as mandated by Minnesota State Colleges and Universities Board Policy 2.9, which requires that the Academic Standing Policy have the same grade point average standard and percentage of completion standard as the University’s Financial Aid Satisfactory Academic Progress Policy.

Section 2. Authority

This policy is issued pursuant to the authority granted under the Rules and Regulations of the Minnesota State College and University System.

Section 3. Effective Date

This university policy becomes effective immediately upon the signature of the Provost and President and remains in effect until modified or expressly revoked. This policy may be changed without notice to comply with federal and MnSCU mandated changes in policy and procedures. As required by the MnSCU Office of the Chancellor, the first review of student academic standing under this policy will be conducted at the end of Fall Semester, 2011 (20123 term).

The Academic Standing Review Procedure #205 will define a transition plan that will “hold harmless” students placed on academic probation or dismissed for academic reasons under previous versions of Metropolitan State University Policy 2050.

Section 4. Responsibility
The responsibility for implementing this policy is assigned to the Provost. All deans, faculty and professional advisors in the colleges/schools have the responsibility for monitoring academic progress of students in their colleges/schools and for supporting retention efforts for those students. The Registrar and Information Technology staff are responsible for implementing administrative procedures to review students’ academic standing and for maintaining student records and to track and enforce this policy. Students are responsible for knowing their Academic Standing status.

Section 5. Definitions

A. Good Academic Standing: A student is in Good Academic Standing when the student’s cumulative Grade Point Average and cumulative completion rate meet minimum standards as established in the Academic Standing Review Procedure #205.

B. The cumulative GPA is calculated on the basis of Metropolitan State and other courses taken by the student at other institutions as stated in the Academic Standing Review Procedure #205 and consistent with MnSCU Board Policy 2.9 and Procedure 2.9.1.

C. The successful cumulative completion rate is computed by dividing the number of credits successfully completed by the number of credits attempted as defined in the Academic Standing Procedure and consistent with MnSCU Board Policy 2.9 and Procedure 2.9.1.

D. Developmental courses are courses completed at Metropolitan State, posted on the Metropolitan State transcript through Consortium Agreements, or completed at other institutions and submitted for transfer to Metropolitan State that are intended to prepare students for entry into college level courses (MnSCU Board Procedure 3.36.1, Part 2, Subpart EE). Developmental level course credits are included in the cumulative GPA, but do not apply toward a certificate or degree.

E. Transferred credits applicable to the academic program include all credits accepted in transfer by the University, including 16 professional/occupational program credits. If a student has officially declared and been admitted to a degree program and major that accepts more than technical/professional credits, the additional transfer credits will be counted as transferred credits applicable to the degree program. For the purposes of determining academic standing, the number of transferred credits applicable to the program requirements will be the number of transferred credits maintained in the student’s academic record and listed on the student’s Metropolitan State transcript. There is no maximum number of transferred credits that can be considered applicable to the student’s program requirements.

F. Metropolitan State University credits include all courses for which students enroll at Metropolitan State University, and courses from other MnSCU institutions listed on the Metropolitan State University transcript as consortium agreement courses.

G. Full academic year means three successive academic terms, including fall, spring, and summer semesters.

Section 6. Policy
Following posting of grades after each fall, spring, and summer semester, the University will review the academic standing of each student admitted to an undergraduate degree program and registered for that semester.

In order to remain in good Academic Standing, undergraduate students admitted to degree-seeking status are expected to maintain:

- A Cumulative Metropolitan State University GPA of at least 2.0 and at least equal to the cumulative GPA required to maintain Satisfactory Academic Progress for the purposes of receiving financial aid, and
- A Cumulative completion rate of at least the minimum level required to maintain Satisfactory Academic Progress for the purpose of receiving financial aid.

The Academic Standing Review Procedure #205 implements this policy. The Academic Standing Review Procedure #205 defines the actions that the University will take to intervene with students who fall below the standards to remain in good Academic Standing, consistent with MnSCU Board Policy 2.9 and MnSCU Procedure 2.9.1, including suspending students from further registration at Metropolitan State University.

Students appealing an academic suspension, requesting reinstatement from academic suspension, or applying for readmission to the university after academic suspension will be considered for return to the University under guidelines and procedures established in the Academic Standing Review Procedure #205. These guidelines and procedures may be different from the guidelines and procedures for appealing suspension from eligibility to receive financial aid.

**Section 7. Notification of Academic Standing**

Students not in good Academic Standing and students returned to good Academic Standing will be notified in writing of their status upon review of students’ academic standing and at other times when changes in a student’s academic standing are made. Notification in writing will consist of a message sent to the student through the U.S. mail, or to the student’s University-assigned email address, or given to the student in person.

**Section 8. Other Academic Standards**

**Financial Aid.** Students may need to meet other academic progress standards to be eligible to receive financial aid. The Financial Aid Office will establish standards to maintain satisfactory academic progress to remain eligible to receive financial aid, consistent with state and federal law and regulations and MnSCU Board policy and procedure.

**International Students.** International students may need to meet other academic progress standards for immigration/naturalization purposes. They should contact the university’s International Student Advisor for information.

**Academic Program Requirements.** Students may need to meet other academic progress standards as specified in academic program policies in the Undergraduate Catalog.

**Section 9. Progress Toward Degree Completion**
A. Upon admission to the university, students will be given information about the number of credits accepted in transfer and applicable to their academic program, as well as Metropolitan State credits beyond those accepted in transfer needed to complete their general education/liberal studies (GELS) requirements.

B. Upon officially declaring a major/program, students will be informed of the number of Metropolitan State credits needed to augment transfer credits in order to satisfy major/program requirements.

Section 10. Review

This policy and procedure will be reviewed after two years, or when mandated by changes in Financial Aid academic progress requirements and/or MnSCU policy and procedure.

Section 11. Signatures

Issued on this day, November 30, 2011

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

Dr. Sue K. Hammersmith, President