

## **Admission Policies - General Admission**

The State Board of Higher Education (SBHE) Policy 402 requires that all institutions use common undergraduate admissions applications. In compliance with this policy, the following guidelines have been established at Mayville State to govern applications for admission of new students.

1. The common application shall be submitted online via the NDUS or Mayville State website and shall be reviewed and updated annually. A paper application for admission will be used only for Continuing Education students and students enrolling in graduate credit. Information from the paper application shall be entered into ConnectND by the Admissions Office.
2. Mayville State may require additional information via a supplemental application to obtain program specific data for programs such as Nursing, in addition to the common application.
3. Mayville State also requires additional information from any applicant who responds affirmatively to the Campus Safety and Security Questions contained on the common application. This information is gathered via the Supplemental Campus Safety and Security Questionnaire. Applicants are required to submit this supplemental information before an admissions decision is made. Information contained within the Supplemental Questionnaire is reviewed by a team made up of the Vice President for Students Affairs, Director of Admissions, and Director of Student Life to determine if the applicant should be admitted, or if stipulations should be placed upon the student as part of their admissions, or if the applicant should be denied admission. This information review will be conducted keeping in mind the need to help ensure the safety and security of the campus community and the applicant's interest in pursuing their educational goals. An applicant who is denied admission based on this process may appeal that decision to the University President. Falsification or omission of information as part of the application process may result in a denial of admission, rescission of admission, dismissal or other appropriate action.

**Adopted: June, 2015**

**Sponsored by: Vice President for Academic Affairs  
Vice President for Student Affairs**