

## Admission Policy

### Definitions

- a) **First-year Applicant.** A high school graduate or authorized equivalent who has not attended a postsecondary institution after high school graduation but may have enrolled in college credit for high school coursework.
- b) **Transfer Applicant.** A student who has previously attended one or more postsecondary institution(s) following high school graduation.
- c) **International Applicant.** A student who is not a United States citizen:
  - a. Will be present in the United States on a temporary non-immigrant basis, or
  - b. Will study online from outside the United States.
- d) **Former Applicant.** A former enrolled student who leaves Mayville State University and returns.
- e) **Graduate Applicant.** A student who has earned a bachelor's degree and is pursuing additional education.
- f) **Non-Degree Applicant.** A student whose goal is to take a limited number of course(s) for the purposes of personal or professional enrichment and who has no intent of accumulating credits toward a certificate or degree.
- g) **Official Secondary Education Transcript.** An official high school transcript must meet any of the following criteria:
  - a. Arrive in a sealed envelope by the issuing high school.
  - b. Arrive as a secure electronic transcript.
- h) **Official Postsecondary Transcript.** An official transcript must meet any of the following criteria:
  - a. Arrive in a sealed envelope by the issuing institution.
  - b. Arrive via an inter-campus exchange for only NDUS institutions.
  - c. Arrive via a secure electronic transcript exchange.
  - d. A copy attested by the issuing institution shown as an attestation stamp.

- e. Arrives as a photocopy attached to a credential evaluation performed by an active member of National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).

### **Admission Criteria**

- a) Mayville State University shall review and update the NDUS common undergraduate and graduate admission application annually as defined in MSU Procedure 402.1.
- b) Mayville State University shall establish and publish policy and/or procedures for admissions for first-year, transfer, former, graduate, international, and non-degree applicants in compliance with the requirements of SBHE Policy 402 and MSU Procedures 402.1, 402.1.1, 402.2, 402.4, 402.5, 402.6, 402.9.
- c) Mayville State University may adopt policy and/or procedures restricting admission or readmission based on determination that a student is a threat to the safety and security of the institution community, other people, or property. Policy and/or procedures shall include criteria for making such determination and a process for appeal or reconsideration.
- d) Mayville State University shall be consistent with federal and state laws, and SBHE Policy regarding nondiscrimination
- e) Mayville State University shall provide a checklist to applicants to ensure all appropriate documents are received for admission purposes.
- f) Mayville State University shall establish and publish policy and/or procedures for military applicants as defined in SBHE Policy 510.
- g) Mayville State University may require additional admission requirements.
- h) Mayville State University may establish policy and/or procedures to limit admission to select undergraduate and graduate programs (e.g., facility or instruction equipment limitations, number of qualified faculty or support staff, available pool of qualified applicants, financial reasons, etc.).
- i) Mayville State University may apply more stringent admission requirements to non-resident applicants.
- j) Applicants for admission whose state of legal residence is a state with whom the SBHE has a reciprocal agreement shall be considered for admission pursuant to the provisions in the appropriate reciprocal agreement.
- k) Mayville State University shall use national recognized examinations referenced in M402.1.2 for the purpose of admission and placement in courses.

- l) Resident quotas may be established, for admission purposes, in each program at Mayville State University's discretion.
  - a. Minnesota residents must be admitted on the same basis as North Dakota residents or as otherwise permitted under the North Dakota-Minnesota reciprocity agreement, unless the program is exempt from that agreement.
- m) NDUS and Mayville State University shall comply with all international federal immigration reporting requirements.
- n) The use of agents paid on a commission or per student basis to recruit students is prohibited.
- o) Mayville State University shall establish and publish policy and/or procedures for dismissal/suspended students.

Related Procedures:

- MP402.1 Admission Procedure – Admission Application
- MP402.1.1 Admission Procedure – Non-Degree Applicant
- MP402.2 Admission Procedure – First Year Applicant
- MP402.4 Admission Procedure – Transfer Applicants
- MP402.5 Admission Procedure – Former Students
- MP402.6 Admission Procedure – Graduate Degree Applicants
- MP402.9 Admission Procedures – International Applicants

**Adopted: October, 2021**

**Sponsor: Dean of Student Affairs**