

## Admission Procedure – First-Year Applicants

First-year applicants as defined in M402 must satisfy the following requirements to be eligible for consideration of admissions:

1. Certificate, Associate and Baccalaureate Programs:
2. Completion of Mayville State University's application for admission and pays the application fee.
3. Validation of secondary education completion:
  - a) Official high school or an equivalent high school diploma certificate, providing that such an examination is an authorized high school equivalency from the state in which it was earned. Mayville State University shall have the discretion to use higher scores.
    - i. GED (from 2014 or later) – 145
    - ii. ETS-HiSeT – 45 and 2 essay
  - b) Home educated applicants shall submit:
    - i. Curriculum description or transcript that displays:
      - Specific listing of classes completed to satisfy secondary school requirements; identified and/or separated by class levels. Mayville State University may request a course syllabus or detailed description of course content;
      - Key explaining grading system and successful completion of coursework including number of credits earned by course, letter grade, and grade point average on a 4.0 scale;
      - Date of student's graduation/completion of plan of study; and
      - Signature of the parent/instructor.
    - ii. Official transcript(s) of any other private or public high school(s) the applicant has attended.
    - iii. Diploma/Certificate issued by the local school district in which the applicant resides if that district provides such a document. High school equivalency examinations may be acceptable in lieu of a high school diploma, providing that such an examination is an authorized high school equivalency test by the state in which the examination was taken.
4. Applicants who have completed college credit in high school shall submit official college transcripts for each institution attended

5. Mayville State University may require the submission of a standardized entrance exam for the purpose of admission and/or placement as defined in NDUS Procedure 419.
6. Mayville State University may require documentation of immunity as defined in SBHE Policy 506.1 and NDUS Procedure 506.1
7. A minimum high school grade point average (GPA) and composite ACT score or total SAT score or equivalent score as outlined below:
  - a) High School GPA: 2.0
  - b) Composite ACT Score 18+ or total SAT score 960+ or equivalent
  - c) As a guideline, the list below provides the cumulative high school GPA and test score standards for admission; however, these are considered guidelines and do not guarantee admission. A higher cumulative high school GPA could counter a lower test score in some circumstances such as:
    - i. GPA: 3.00-4.00/ACT: 15+ or SAT: 830+
    - ii. GPA: 2.50-2.99/ACT: 16+ or SAT 880+
    - iii. GPA: 2.25-2.49/ACT: 17+ or SAT: 920+
    - iv. GPA: 2.00-2.24/ACT: 18+ or SAT 960+
  - d) Applicants who do not meet the guidelines would be encouraged to apply and their applications would be reviewed individually and more comprehensively. In addition to the guidelines, Mayville State University would have the option to evaluate other criteria, such as;
    - i. Difficulty of coursework (including AP, IB, Honors, or dual credit),
    - ii. GPA in high school core classes,
    - iii. Grade trends,
    - iv. Essay/personal statements,
    - v. Recommendation letters, and
    - vi. Background, skills, and experiences.
8. Completion of high school core course requirements as defined on the Department of Public Instruction in the document “Diploma and Scholarship Alignment Chart and High School Core for NDUS Admission” listed below are the requirements.
  - a) English: four units
  - b) Mathematics (Algebra I or above): three units
  - c) Laboratory Science: three units

d) Social Studies: three units

Exceptions:

1. Baccalaureate applicants who do not have a standardized entrance exam (e.g., ACT, SAT) may be admitted conditionally, but cannot register for courses in a second term until they satisfy this requirement
2. International applicants from countries other than the United States and Canada shall be considered for admission if their high school preparation is judged to be equivalent to a high school diploma and additional requirement(s) as defined in NDUS Procedure 414.
3. Baccalaureate applicants 25 years of age or older on the first day of class are exempt from the high school core course and standardized entrance exam requirements.
4. Applicants transferring 24 or more semester credits or 36 or more quarter hours, excluding developmental coursework, are exempt from submitting standardized entrance exams for admission purposes.

**M402.2 Policy Reviewed: Spring 2012**

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