

MECHANICAL & CIVIL ENGINEERING DEPARTMENT
MINNESOTA STATE UNIVERSITY, MANKATO
<http://www.cset.mnsu.edu/me> (507) 389-6383

**APPLICATION FOR ADMISSION TO THE
MECHANICAL ENGINEERING PROGRAM**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

You must meet with your ADVISOR to discuss your application for admission to the program. Your Advisor must sign and date page 5 of your application before you are considered for admission by the Department.

For prompt consideration, this application should be submitted to the Department prior to April 1. Please include with this application an unofficial transcript of all academic work completed.

If you have any transfer credits from another college or university, or expects to be admitted as a transfer student, all transfer courses/credits must be evaluated by the Office of Admissions at Minnesota State University. Please include a copy of this evaluation form with your application.

MINIMUM ME PROGRAM ENTRY REQUIREMENTS

A minimum of 50 semester credit hours including the following courses and credits must be completed before the student enters the engineering curriculum in the Fall of the junior year.

General Physics (calculus based)	10 semester hours	Computer Programming Language	2 semester hours
Calculus & Differential Equations	16 semester hours	Engineering Mechanics (Statics, Dynamics)	6 semester hours
Introduction to Engineering I & III	2 semester hours	Chemistry	5 semester hours
Electrical Circuits Analysis & Lab	4 semester hours	English Composition	4 semester hours
Introduction to Engr. Design	1 semester hours		

All courses and credits shown above must be completed before enrollment in 300-level engineering courses. All of the above courses except Introduction to Engineering must be taken for "grade". It is not acceptable for the student to take any of these courses on a pass/no credit basis. A grade of "C" or better must be achieved in each course. To be considered for admission, the student must have a cumulative GPA of 2.5 for all science, math, ME courses. Admission to the Mechanical Engineering Program is selective and subject to approval of the Mechanical Engineering Academic Standards Committee. Failure to submit an application could result in the student being denied admission to the program and registration in junior or higher level classes in the ME program. If a student is denied admission to the Mechanical Engineering Program, he/she can reapply to the program for admission in subsequent years.

A. For Students Who Are Currently Enrolled at Minnesota State University, Mankato

If the applicant has only attended Minnesota State University, Mankato, this application form is submitted to the Mechanical & Civil Engineering Department along with a copy of that student's MSU transcript obtained from the "Hub" (WA 143, ph. 389-1866). Pre-engineering students at MSU are not guaranteed admission to the junior-level CIVE Program.

B. For Pre-Engineering Students Who Are Applying For Admission as Transfer Students From Other Colleges or Universities:

If the applicant has any transfer credits from another college or university, or expects to be admitted as a transfer student, all transfer courses/credits must be evaluated by the Office of Admissions at Minnesota State University. The transfer student will need to refer to the Supplemental Information and/or the Minnesota State University Undergraduate Bulletin for information about procedures that need to be followed when making application for admission as a transfer student.

Students may be able to complete the required pre-engineering curriculum at another college or university and have these courses and credits transferred to Minnesota State University, Mankato, when applying for admission to the Mechanical Engineering Program.

For graduation, all transfer students will be required to complete the mechanical engineering course requirements at Minnesota State University beginning with the junior year mechanical engineering course sequence. Variations in this policy will be considered only for exceptional cases where previous academic performance merits consideration. Each case will be evaluated separately and the decision of the Mechanical Engineering Academic Standards Committee will be final.

Admission to the Mechanical Engineering Program is a three-step process. The first step is admission to the University, which is handled by the Office of Admissions. The second step is admission to the upper-division in the College (****NOTE: This is for upper-level courses outside the ME Program**), which is handled by the College of Science, Engineering and Technology's Advising Center (see Angie Bomier, Student Relations Coordinator, TR C-125, ph. 389-1521). The third step, handled by the Mechanical & Civil Engineering Department, is admission to the Mechanical Engineering Program (see Jean Willaert, Administrative Secretary, Mechanical & Civil Engineering Department, TR E-205, ph. 389-6383).

Complete each of the following steps to help ensure that you can be considered for admission.

I. Admission to the University

- a. Submit a "Transfer Student Application" to the Office of Admissions at Minnesota State University, Mankato. This application form may be obtained from the Office of Admissions.
- b. Include the non-refundable application fee with the application (\$20.00)
- c. Request that official transcripts from each previously attended institution be sent to the Office of Admissions at Minnesota State University, Mankato. The application must be received at least 45 days before a semester begins to expedite admission. All required materials and fees need to be received in Admissions to make applications complete.

IMPORTANT: After the Office of Admissions receives your transcripts, they will send you a credit evaluation to show which courses meet our pre-engineering requirements.

- d. The Office of Admissions will notify you regarding acceptance at the University. Admission to the University **does not** imply acceptance into the junior-level ME program.

II. Admission to the College of Science, Engineering and Technology

- a. Requirements:
 1. Must have completed 32 semester credits of work.
 2. Must have 2.0 cumulative grade point average.
 3. Must have a permanent advisor in your major department and have discussed your program with that advisor.
 4. Must have satisfied Math and English competency.
- b. Contact Angie Bomier, Student Relations Coordinator (TR C-125, ph. 389-1521) for application form and advisor assignment.
- c. Complete application and have your advisor review to sign it, and then return it to Angie Bomier to process.

III. Admission to the Mechanical Engineering Program

- a. Complete this application form for admission the Mechanical Engineering Program.
- b. Complete the "Plan of Study" (pg. 4 of this application) toward graduation in consultation with your advisor. **Your advisor must sign and date page 5 of your application before you are considered for admission by the Department.** Without such admission, 300 and 400-level, ME and CIVE courses cannot be taken without special action by the chair of the ME & CIVE Department. The application must be received during the sophomore year. Send this form and transcripts to:
Chair, Department of Mechanical & Civil Engineering
205 Trafton Science Center E
Minnesota State University, Mankato
Mankato, MN 56001
- c. The Mechanical & Civil Engineering Department will notify you regarding acceptance into the Mechanical Engineering Program (junior level).

Complete the table below documenting your progress toward satisfaction of the minimum ME program entrance requirements. Indicate the institution where the course was taken, course title and number, number of credit hours, whether these hours are quarter or semester hours (S or Q), the date completed, and the final course grade. For courses not yet completed, indicate expected date of completion.

REQUIREMENT	INSTITUTION	COURSE TITLE	CREDIT	S-Q	EXPECTED DATE OF COMPLETION OR DATE COMPLETED	GRADE
English Comp.						
General Chemistry I						
Calculus I						
Calculus II						
Calculus III						
Ordinary Diff. Equations						
General Physics I						
General Physics II						
Comp. Prog. Language						
Intro. to Engineering I						
Intro. to Engineering III (Engineering Drawing)						
Intro. to Engr. Design						
Statics						
Dynamics						
Elect. Circuits Analysis & Lab						

****ALL STUDENTS APPLYING FOR ADMISSION MUST ALSO COMPLETE A PLAN OF STUDY****

PLAN OF STUDY

Academic Year ()

Fall Semester	Spring Semester	Summer Session

Academic Year ()

Fall Semester	Spring Semester	Summer Session

Academic Year ()

Fall Semester	Spring Semester	Summer Session

This page must be completed by your academic advisor before you are considered for admission to the program.

ADVISOR'S NAME _____

Action Recommended by Advisor	Action Recommended by Coordinator	Action Taken by the Department	Student Notified on Admission Status
<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Denied Date _____	Date _____
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