

DEPARTMENT OF ELECTRICAL & COMPUTER  
ENGINEERING & TECHNOLOGY  
MINNESOTA STATE UNIVERSITY, MANKATO  
(507)389-5747

Name: \_\_\_\_\_  
Last First Middle/Maiden

E-mail: \_\_\_\_\_

Tech ID No.: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION FOR ADMISSION TO THE  
ELECTRICAL ENGINEERING PROGRAM

Permanent Address : \_\_\_\_\_  
Street City State Zip Code

Present Address : \_\_\_\_\_  
Street City State Zip Code

Permanent Phone Number: ( ) \_\_\_\_\_

Present Phone Number: ( ) \_\_\_\_\_

Are you currently a student at MSU? Yes \_\_\_\_\_ No \_\_\_\_\_

**INCLUDE WITH THIS APPLICATION AN UNOFFICIAL TRANSCRIPT OF ALL ACADEMIC WORK COMPLETED ALONG WITH A CURRENT DARS AUDIT (IF CURRENTLY ENROLLED AT MSU, MANKATO). THIS APPLICATION CANNOT BE PROCESSED WITHOUT A COPY OF EACH TRANSCRIPT AND DARS AUDIT.**

**Please Complete**

Names & Addresses of Institutions (include MN State Univ. Mankato)	Area of Study	Dates of Attendance	Degrees or Certificates Earned

Complete the table below documenting your progress toward satisfaction of the minimum EE program entrance requirements. Record 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	IF NOT TAKEN AT MSU:			Date Completed	Grade
		COURSE TITLE	- CREDIT	- S/Q		
*Physics I – Phys 221						
*Physics II – Phys 222						
Physics III – Phys 223						
*Phys II Lab – Phys 232						
Phys III Lab – Phys 233						
*Calculus I – Math 121						
*Calculus II – Math 122						
Calculus III – Math 223						
*Diff. Eq. – Math 321						
*Intro EE/CE I – EE 106						
*Intro EE/CE II – EE 107						
*Circuit Anal. I – EE 230						
*Circuit Anal. II - EE 231						
*Micro Engr – EE 234						
*Micro Lab I – EE 235						
*Circuits Lab – EE 240						
Circuit lab II – EE 241						
Digital Systems – EE 281						
Digital Sys Lab – EE 282						
Chemistry – Chem 191						
*English Comp. 101						
*Engl 271W Tech Comm						

\*Courses required to be completed prior to starting upper division EE courses.

MINIMUM EE PROGRAM ENTRY REQUIREMENTS

A minimum of 45 semester hours including the following courses and credits must be completed before being admitted to the upper division engineering curriculum.

Gen. Physics I, II & lab (calculus based) . . . . .	8 semester hours
Calculus I, II, and Differential Equations. . . . .	12 semester hours
Elec. Engineering Circuit Analysis I & II, including laboratory . . . . .	7 semester hours
English Composition . . . . .	4 semester hours
Intro to EE/CE I & II . . . . .	6 semester hours
Microprocessor Engr & Lab . . . . .	4 semester hours
Technical Communication . . . . .	4 semester hours

All courses and credits shown above must be completed before fall semester begins (or before spring semester begins if applying during the fall semester) and before enrollment in 300-level engineering courses. All of the above courses 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. In order to be considered for admission the student must have a cumulative GPA of 2.5 or better for all science, math and engineering courses. All grades received for each required course are weighted with NC (Incomplete) viewed as F. Admission to the Electrical Engineering Program is selective and subject to approval of the Electrical Engineering Academic Standards Committee (or Department Chairperson). If a student is denied admission to the Electrical Engineering program, he/she may reapply to that program for admission in subsequent semesters.

- A. For Students Who Are Currently Enrolled at Minnesota State University, Mankato  
If the applicant has attended Minnesota State University only, this application form must be submitted to the Electrical and Computer Engineering and Technology Department with a copy of that student's MSU transcript (obtained from the Registrar's Office) and current DARS audit (available through e-services). Pre-engineering students at MSU are not guaranteed admission to the junior-level EE 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 Registrar's Office at Minnesota State University. The transfer student will need to refer to the Supplemental Information and/or the MSU Undergraduate Bulletin for information about procedures that need to be followed when making application for admission as a transfer student.

APPLICATION PROCEDURE FOR STUDENTS TRANSFERRING CREDITS

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 when applying for admission to the Electrical Engineering Program. All transfer students will be required to complete the electrical engineering course requirements at Minnesota State University including the junior year electrical 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 Electrical Engineering Academic Standards Committee (or Department Chairperson) will be final.

Admission to the Electrical Engineering Program is a two-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 EE Program, which is handled by the Electrical and Computer Engineering & Technology Department.

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

I. ADMISSION to the UNIVERSITY

- A. Submit an "Admission 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.
- C. Request that official transcripts from each previously attended institution be sent to the Office of Admissions, Minnesota State University, Mankato, MN 56001. No application will be considered unless accompanied by valid transcripts.

IMPORTANT: After the Registrar's Office 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 to the University. Admission to the University does not imply acceptance into the junior-level Electrical Engineering program.

II. ADMISSION to the ELECTRICAL ENGINEERING PROGRAM

- A. Complete this application form for Admission to the Electrical Engineering Program, including unofficial transcripts (and DARS audit as applicable) from each previously attended institution. For admission to upper division EE courses beginning fall semester, this application and transcripts including fall semester or winter quarter grades must be received on or before April 1 to be given priority consideration. Applications received after April 1 will be considered on a space available basis. Send this form and transcripts\* to:

Department Chair  
Department of Electrical & Computer Engineering & Technology  
MINNESOTA STATE UNIVERSITY  
242 Trafton Science Center N  
Mankato, MN 56001

\*This application will not be accepted without transcripts.

- B. The Department of Electrical & Computer Engineering & Technology will notify you regarding acceptance into the Electrical Engineering Program.

For certain extenuating circumstances, students can be given probationary status for the electrical engineering degree program which allows them to begin 300-level courses with the understanding and expectation that all remaining pre-engineering courses required (see page 2) will be completed as soon as possible.

Probationary status is NOT guaranteed and must be approved by the department chairperson after meeting with the student requesting the status. Students given probationary status must meet with the department chairperson to fill out the rationale and schedule of course completion table below and sign where requested.

**Rationale (check all appropriate)**

<input type="checkbox"/>	Completed course without a grade of "C-" or higher
<input type="checkbox"/>	Unavoidable course scheduling conflict
<input type="checkbox"/>	Other
Include detailed explanation for any items checked....	

Pre-engineering Course(s) To Be Completed	Semester Course Will Be Completed (Grade C- or better)

I, \_\_\_\_\_, commit to this schedule of completion and  
Name / tech id.

acknowledge that my probationary status will be revoked immediately if I do not adhere to the schedule above or if I either withdraw from or receive less than a grade of "C-" in any pre-engineering course(s) to be completed.

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Department Chairperson Date