The Special Education Undergraduate Application and Program Completion Process

All students must complete these admission points in order to complete the program on time. A quick overview of the process and timelines is included in the box. Further details are provided for each step in the process.

Quick Overview…

BEFORE ADMISSION TO THE Special Education UNDERGRADUATE PROGRAM:

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Application and Program Completion Process...

1 Declaration of a Major:

Students who are interested in majoring in Special Education as their undergraduate study should declare Special Education as their undergraduate major. This can be done at any time while completing general education courses. By completing this process, students will be assigned a faculty advisor from the Department of Special Education. This process DOES NOT mean students are formally admitted to Special Education major. To Declare a Major: Go to the College of Education Academic Advising Office in Armstrong Hall 117 (Phone: 507-389-1215) and state your intention to declare Special Education as your undergraduate major.

2 Application to Special Education Undergraduate Program:

Students who wish to start their Special Education coursework, are required to submit an Application to the Special Education Undergraduate Program. The Undergraduate Program is limited to 25 students in a cohort. First Semester classes are only offered once during Spring Semester. Therefore, all students must complete the application during fall semester. Admission is competitive and based on the following criteria:
a. *Successful completion of at least 30 semester credits (a total of 53 credits will be needed in addition to the 67 special education program courses) to meet the 120 credits needed for a Bachelor of Science degree at Minnesota State Mankato*

b. Cumulative GPA of at least 2.75

c. *Successful completion (or potential for such) of Required Pre-Requisite General Education Classes (MATH 201, HLTH 240, Choice of HLTH 210 or CDIS 205)*

d. Completion of an essay showing appropriate grammar

e. Complete of two professional recommendations

f. Completion of basic skills exam – MTLE, ACTplus Writing, SAT

g. Possible interview

*Preference will be given to students who have completed the greatest number of general education credits (all other things equal).

**Preference will be given to students who have completed these courses prior to the application date.

**Application Deadlines:**

**October 15** (If this date falls on a weekend/holiday, applications are due the next business day.)

Submit a completed Application Form (Available for download on this site) together with an unofficial MSU transcript, a DARS Report, 2 completed Professional Disposition Evaluations, and Application Essay (Essay prompt available for download on this site) to **Special Education Department Office, 313 Armstrong Hall (507-389-1122) on or before the deadline.**

http://ed.mnsu.edu/sped/undergrad_programs/mankato.html

3 **Admission to Professional Education:**

All students working toward a Special Education teaching degree must be admitted to Professional Education prior to enrollment in the coursework included in the second semester of the program. **Application** to Professional Education will take place during the first semester in the program. **Admission** will occur when the following requirements have been met:

a. Completion of 40 semester credits
b. A minimum cumulative GPA of 2.75
c. Evidence of completion of the Basic skills exam (Minnesota Teacher Licensure Exam (MTLE), ACT Plus Writing or SAT)
d. Completion of the General Education Pre-Requisite classes

For further information, contact Jill Ryan in the College of Education Academic Advising Office, 117 Armstrong Hall; 507-389-1215. Email: [jill.ryan@mnsu.edu](mailto:jill.ryan@mnsu.edu)

4 **Continuation in Special Education Undergraduate Program:**

Students must demonstrate academic performance that meets the minimum expectations set by the program in order to continue taking the Undergraduate Program classes. **Special Education program faculty monitor student progress and determine program continuation each semester. Specifically, students must meet the following requirements:**

a. Maintain a cumulative minimum GPA of 3.0 in all Special Education Undergraduate Program coursework
b. Earn at least a grade of “C” or higher in all Special Education Undergraduate Program coursework
Graduation Application:

In order to graduate (This is different from participating in Commencement), students must apply for graduation. In order to allow for sufficient time to evaluate an application for graduation, **undergraduate students should apply no later than one calendar year before the expected graduation term.** Applications for Graduation are due absolutely no later than two weeks (14 calendar days) prior to the last day of a given term. Applications received after the deadline will not be evaluated for that term and will be moved to the next term.

**Undergraduate Graduation Information:** [http://www.mnsu.edu/registrar/graduation.html](http://www.mnsu.edu/registrar/graduation.html)

Student Teaching Application:

Student teaching applications are due to the Office of Field Experience the semester before a student intends to enroll in student teaching. Students must stay aware of all deadlines, meetings, and requirements related to student teaching set by both the Department of Special Education and the Office of Field Experience. Deadlines for applications will be shared by the Office of Field and International Experience (OFIE).

**Student Teaching Information:** [http://ed.mnsu.edu/field/studentteaching/](http://ed.mnsu.edu/field/studentteaching/)

Teaching Licensure Application:

Students need to make application for a Minnesota teaching license at the end of the term in which they graduate in order to obtain a state teaching license. The College of Education, 118 Armstrong Hall, coordinates the licensure process.

For further information, contact NEW PERSON in the College of Education Dean’s Office, 118 Armstrong Hall; Phone: 507-389-1216. Email:

We are excited about your interest in this program. If you have questions, please contact Dr. Sean Wachsmuth ([sean.wachsmuth@mnsu.edu](mailto:sean.wachsmuth@mnsu.edu)) Special Education Undergraduate Program Coordinator.