



SENIOR TO SOPHOMORE PROGRAM

APPEALS PROCESS GUIDELINES

The Minnesota State Colleges and Universities System (MnSCU) has set the admission requirements for participants in all MnSCU Post Secondary Education Options (PSEO) programs. To be eligible, students who are high school juniors are required to be in the top one third of their class, or score at or above the 70th percentile on a nationally standardized, norm-referenced test. Seniors must be in the top half of their class, or score at or above the 50th percentile on a nationally standardized, norm-referenced test.

There is a provision allowing for local review of individuals who are close, but do not quite meet these standards. Each appeal is reviewed carefully and on occasion, an exception is made.

To appeal you will need to do the following:

1. Submit a letter formally requesting a waiver. This letter should:
 - include information on why you do not meet the requirements (ex. you were ill and absent for a significant period of time the previous year.)
 - explain what specific steps you have taken to improve your class rank
 - detail how you expect to be successful in this course if you are admitted

In addition, the letter should be:

- typed if at all possible
- carefully checked for spelling, punctuation and grammar (remember, you are requesting to be admitted to a college level class)
- dated and signed

It is strongly recommended that you review your letter with your teacher or counselor.

2. Ask your teacher and/or counselor to submit a recommendation. This recommendation should include specific information assessing your ability to complete the course successfully.
3. Ask the Guidance Office to send a copy of your high school transcripts and the above mentioned letters to:

Senior to Sophomore Program
ATTN: Kay Sebastian, Director
Center for Continuing Studies
St. Cloud State University
720 4th Avenue South
St. Cloud, MN 56301