

Registration

Registration is the student's responsibility. After registering for specific courses for the term and paying fees, the student has a contract with UMC whereby the college agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements. Errors, late registration, failure to observe established procedures, or excessive changes in registration not only cause an imposition on others, but are costly and time-consuming for the individual and the college.

Information about registration procedures may be obtained from the Office of the Registrar. Registration dates are listed in the academic calendar section of the *Class Schedule*. Students should make sure they have completed specified prerequisites before registering for a course.

Upper Division Courses—Students must have completed 30 or more semester hours (credits) to take upper division (3xxx, 4xxx or 5xxx) courses.

Course Numbering—Courses have four-digit numbers. The first number designates the course level.

0xxx—courses that do not carry credits toward any University degree.

1xxx—courses primarily for undergraduate students in their first year of study.

2xxx—courses primarily for undergraduate students in their second year of study.

3xxx—courses primarily for undergraduate students in their third year of study.

4xxx—courses primarily for undergraduate students in their fourth year of study.

5xxx—courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses.

Faculty Advisers—In choosing courses each term, every degree-seeking student is eligible to be assisted by an assigned faculty adviser. The adviser guides the student in program planning, course selection, and progress toward graduation. Adviser changes must be approved by the student's department.

Credit Load—The normal course load for each term is 15 to 18 credits. To graduate with a bachelor's degree in four years, students must average 15 credits per semester. Dropping below that average may increase the time a student must spend in school. A credit requires an average of three hours each week in lecture, laboratory, recitation, and/or preparation. Students must register for a minimum of 12 credits in order to maintain full-time status (full-time status is defined as 15 credits for Minnesota State Grant eligibility).

Credit Overload—Students planning to register for more than 19 credits during the fall or spring semester, or 9 credits during the summer term, must secure permission from the Academic Standards and Policy Committee. Petition forms for approval of an overload of credits are available in the Office of the Registrar. To carry more than 19 credits, students should have a minimum 3.00 cumulative GPA.

Prerequisites—To enroll in some courses, students must either complete or concurrently enroll in certain other courses, or possess some particular qualifications or class standing. If no prerequisites are listed, there are none, except for the class standing requirement indicated by the course number. Students attempting to register in courses

for which the prerequisites have not been met must obtain permission from the appropriate instructor and/or department. Instructors have the option of dropping students who do not have the appropriate prerequisites; however, they are not required to do so. Students who wish to remain in a course in which their registration has been canceled because they do not possess the required prerequisites should contact the department offering the course as soon as possible.

Mandatory Placement—UMC requires ACT scores for all entering students with fewer than 26 semester credit hours. To facilitate student success, ACT scores are used to determine appropriate, mandatory placement in specific courses according to the chart below. Students must earn a "C-" or above in any mandatory class before registering for a higher level class in that subject area.

ACT Assessment Scores

Course Placement	English	Math	Reading
¹ GnEd 1000	16 or less	16 or less	16 or less
Comp 1000	16 or less	16 or less	
Comp 1011	16 or less	16 or less	
Math 0981		14 or less	16 or less
Math 0991		15-17	
Math 0992		18 or 19	

¹GnEd 1000 placement if any two of the three scores is 16 or less.

Student Classification—Student classification is determined by credits completed successfully: freshman, 0-29 credits; sophomore, 30-59 credits; junior, 60-89 credits; senior, 90 or more credits. Freshmen and sophomores are classified as lower division students, juniors and seniors as upper division students.

Changes—Changes in registration (cancel/add) procedures are detailed in the *Class Schedule*. Students may not add courses to their schedule after the second week of classes. Withdrawal in the ninth or later week of classes (fourth or later in summer session) requires approval of the college and may not be granted solely because a student is failing the course; there must be extenuating, non-academic circumstances justifying late withdrawal.

Students are held responsible for the requirements of a course in which they have registered until they officially cancel the course.

One Time Drop Policy—Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a "W," at any time up to and including the last day of class for that course. This process cannot be completed online. The required form must be completed and returned to the Office of the Registrar.

Holds—Students with a hold on their record may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition, fees, or library fines) or for disciplinary or scholastic reasons. Students are usually notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold,

including the name of the department or office and where it may be cleared, is available online at www.umcrookston.edu/register/register.htm.

To remove a hold, students must first pay the debt owed, correct the scholastic deficiency, or be cleared by the department who initiated the hold.

When students clear any hold, the unit imposing the hold will electronically remove the hold from their record. (In some cases students may be given a paper release that must be taken to the Office of the Registrar.) Units may, on occasion, issue a *temporary hold release*. This release allows students to either receive one transcript or register during the term in progress.

If, in order to register, students pay a Student Accounts Receivable hold for a previous term with a personal check that is returned because of insufficient funds, they will be sent a notice by the Business Office. Students' current registration may be canceled for failure to respond to this notice and pay the debt.

Auditing—On occasion a student, with the approval of the adviser or instructor, may audit a course (i.e., register without credit). An auditor must officially register for the course and pay the same tuition charged for regular enrollment. The auditor is not required to complete assigned coursework or take examinations and is not awarded a grade or credit for the course. Audited courses are not eligible for financial aid.

Priority Registration—Priority registration allows a student with a documented disability to register at the beginning of the registration queue. Requests for priority registration may be made by the student or the student's academic adviser to the Office for Students With Disabilities. For more information, contact the office at 218-281-8587. TDD users may call 218-281-8565 or use the Minnesota Relay Service at 1-800-657-3529.

Class Attendance

After enrolling in a course, students become accountable for all the course requirements. Students who miss a class due to illness or other reasons beyond their control may request the instructor's assistance in making up the coursework missed. Any problem associated with absence from class is to be resolved between the individual student and the instructor. Attendance policies are established by the individual instructor and published in the course syllabus. A more complete policy statement on class attendance is included in the Campus Policies section on the UMC Web site at www.crk.umn.edu/campusinfo/policies/attendance.htm.

Students must attend the first class meeting of every course in which they are registered unless they have obtained the instructor's approval for their absence before the first meeting. Instructors have the option of dropping students who are not in attendance on the first day of class; however, they are not required to do so. Students who wish to remain in a course in which they were absent the first day without prior approval should contact their instructor as soon as possible. Instructors have the right to deny admission if the course is full.

The days, hours, and locations of classes are specified in the *Class Schedule*, which is published just before the registration period each term.

The college operates on a two-semester academic year with a three-week May session and an eight-week summer term. Students may enroll during any term and attend continuously or intermittently.

Request for Reenrollment

Students previously registered at UMC who are absent for one term or more (summer excluded) are classified as returning students. They must apply for reenrollment by completing the Request for Reenrollment (available at the Office of the Registrar) one month in advance of the start of the term in which they wish to return. Returning students who have attended other postsecondary institutions must submit official transcripts from each previously attended institution.

Final Examinations

Examination week is part of the regular academic semester and must be taken into account by students when planning any other activities or work outside of school hours. The final examination schedule is printed in the Class Schedule. Students are expected to know the hours for their final examinations and attend them when scheduled. Only when a conflict between examination times or a schedule of three or more examinations in one day occurs may students seek adjustment of their examination schedule. Under these circumstances, students should contact the appropriate department head.

A student who is unable to take an examination due to verified illness or absence or other legitimate reason is entitled to a make-up examination as soon as possible at a time mutually acceptable to the student and the instructor, and in accordance with any special conditions that may be announced by the instructor at the beginning of the term. It is the student's responsibility to notify the instructor, as far in advance as possible, of a scheduled event requiring his or her participation and absence from class.

Uniform Grading and Transcript Policy

I. General Provisions

1. There are two distinct grading systems on each campus of the University of Minnesota, A-B-C-D-F (with pluses and minuses) and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course.
2. There are, in addition, registration symbols identified and described in this policy that carry neither grade nor credit.
3. No student may receive a bachelor's degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without a plus or minus attached to it). Colleges and units may choose not to accept academic work receiving a D (with or without a plus or minus).

4. Each college, campus, and program determines to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy. Any college, campus, or program may specify what courses or proportion of courses taken by its students or its prospective students must be on one or the other grading system. No campus, college, or program is required to offer a course on the S-N grading system. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.
5. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
6. Except as provided in this policy in Sections I (8) and IV (5), no college may use any grading system other than the one established by this policy.
7. The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes; mailed copies will include the official seal of the University imprinted on them. Students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.

II. Permanent Grades for Academic Work

1. There are five permanent grades given for a single course for which credit is awarded that are entered on a student's official transcript. A-B-C-D-F grades including pluses and minuses, as follows, and carry the indicated grade points. The S grade does not carry grade points but the credits count toward the student's degree program if allowed by the college, campus, or program.

These definitions apply to grades awarded to students who are not enrolled in graduate programs, but the grade points are the same no matter the level or course of enrollment.

Instructors are permitted to hold graduate and undergraduate students who are in the same class to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class.

- A 4.00 Represents achievement that is outstanding relative to the level necessary to meet course requirements.
- A- 3.67
- B+ 3.33
- B 3.00 Represents achievement that is significantly above the level necessary to meet course requirements.
- B- 2.67
- C+ 2.33
- C 2.00 Represents achievement that meets the course requirements in every respect.
- C- 1.67
- D+ 1.33
- D 1.00 Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.
- S Represents achievement that is satisfactory, which is equivalent to a C- or better.

2. There are two permanent grades given for a single course for which no credit is awarded and which are entered on a student's official transcript.

- F -0- Represents failure and signifies that the work was either 1) completed but at a level of achievement that is not worthy of credit or 2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I [see Section III (1)].
- The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course count in the grade point average.
- N Represents no credit and signifies that the work was either 1) completed but at a level of achievement that is not worthy of credit or 2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I [see Section III (1)].
- The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.
- Academic dishonesty in any portion of the academic work for a course is grounds for awarding a grade of F or N for the entire course.
- Students who enroll for a course on the A-F grading system receive an F if such grade is warranted; students who enroll for a course on the S-N system receive an N if such grade is warranted.

3. In connection with all symbols of achievement, and especially for the S, instructors define for a class, at one of its earliest meetings and as explicitly as possible, the performance that is necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C-). [In any class, instructors have the right to set the level of performance required for an S at any level. They may not set it at less than a C-.]
4. Every student will have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which is the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average appear on each student's record.

All special grade point averages calculated at the request of a college or unit, if approved by the appropriate chancellor, provost, or vice president, are accommodated by the Office of the Registrar in such a manner that they do not appear on the student's official transcript or any unofficial transcript which might be issued.

III. Other Transcript Symbols

1. The temporary symbol I, incomplete, is awarded to indicate that the work of the course has not been completed.

I The I is assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

For graduate and professional students, an I is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given; if not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course.¹

When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor.² The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.³

When appropriate, instructors may prefer to make arrangements for a student to take an incomplete. Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty and reach agreement with their instructor(s) to take an incomplete, they have up to one calendar year following their discharge from active duty to complete their incomplete(s).

1. *If an I changes automatically to an F or an N, the instructor has the discretion to reinstate the I for another year.*
2. *An I is converted automatically to an F or an N even if a student graduates (that is, has enough credits without the course in which the I was received) before the year has run, and the student does not make up the work, the I will convert to an F or an N after the degree has been granted.*
3. *This may mean that there would be, temporarily, an F or an N on the transcript: if the student waits until the last week or so to turn in the work required to make up the I, and the instructor uses all or nearly all of the four weeks allowed to grade the work, the one-year period will lapse and the I will be changed to an F, until the instructor changes the grade.*

2. The symbol T, transfer, is posted as a prefix to the original grade to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.

3. The symbol V, visitor, indicates registration as an auditor or visitor and carries no credit and no grade.

4. If a student officially withdraws from a course during the first two weeks of classes, there is no record of that course registration entered on the student's transcript.

W The symbol W, withdrawal, is entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus. The W is entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through sixth week of class (second or third weeks of summer sessions). Withdrawal in the seventh or later week of classes (fourth or later in summer sessions) requires approval of the college and may not be granted solely because a student is failing the course; there must extenuating non-academic circumstances justifying late withdrawal.

Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the sixth week of class and at any time up to and including the last day of class for that course.

5. The symbol X indicates a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student has completed the sequence.

6. The symbol K is assigned by an instructor to indicate the course is still in progress and a grade cannot be assigned at the present time.

IV. Other Provisions

1. A student may repeat a course once. When a student repeats a course, (a) both grades for the course appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course counts in the student's grade point average. The preceding sentence of this policy does not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the college.

2. Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.
3. All grades for all courses each term are submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term.
4. This grading system went into effect fall quarter 1997, thereby replacing all previous University, campus, and college grading systems except those of the Law School and the medical schools. Its grades, symbols, and provisions may not be applied retroactively to any grades or symbols awarded before that time. Each transcript will clearly identify the procedures under which it was produced and will be maintained and released under policies in effect during the time of the student's registration.
5. The course syllabus for every course which enrolls undergraduates includes the definitions of grades set out in Section II (1) of this policy, as follows, and also includes the workload expectations set forth in the Senate Policy Statement on Class Hour-Credit Ratio, as follows.

- A Achievement that is outstanding relative to the level necessary to meet course requirements.
- B Achievement that is significantly above the level necessary to meet course requirements.
- C Achievement that meets the course requirements in every respect.
- D Achievement that is worthy of credit even though it fails to meet fully the course requirements.
- S Achievement that is satisfactory, which is equivalent to a C- or better (achievement required for an S is at the discretion of the instructor but may be no lower than equivalent to a C-.)
- F (or N) Represents failure (or no credit) and signifies that the work was either 1) completed but at a level of achievement that is not worthy of credit or 2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see also I).
- I (Incomplete) Assigned at the discretion of the instructor when, due to extraordinary circumstances, e.g., hospitalization, a student is prevented from completing the work of the course on time. Requires a written agreement between instructor and student.

Academic Dishonesty

Academic dishonesty in any portion of the academic work for a course is grounds for awarding a grade of F or N for the entire course.

One conventional credit is hereby defined as equivalent to three hours of learning effort per week, averaged over an appropriate time interval, necessary for an average student taking that course to achieve an average grade in that course.

6. Only the Senate Committee on Educational Policy has the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible system-wide adoption. Such permission may be granted if the proposal does not interfere significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems are reported for information to the University Senate as soon as permitted and, after the specified period, are re-evaluated, either to be discontinued, or with Senate approval on recommendation from the Senate Committee on Educational policy, made part of the system-wide policy. Except for the

provisions of this section 6, no college or program may use any grading system except for the one contained in this policy.

Because alternative grading systems, once used, must be maintained by the University for decades afterward (to preserve the integrity of the transcripts), the Senate Committee on Educational Policy will rarely grant permission for alternative grading systems. It will consider doing so only when 1) those who propose it can make a persuasive case that the alternative is a more accurate and effective way to measure and record student academic performance, and 2) there is strong reason to believe that the proposal will be useful to all colleges and campuses of the University (except the Law School and medical schools).

7. The chancellors and provosts resolve disputes between and among colleges and campuses should procedures developed for this grading system result in unacceptable complications for students registering across college lines or across campuses. They bring to the Senate Committee on Educational Policy issues they are unable to resolve informally through negotiation, with recommendations for resolution.
8. A student has the right to petition the college scholastic committee or other appropriate body concerning any of the provisions of this policy. No student, however, may initiate an appeal of the grade earned in a course more than one calendar year after the grade was assigned. Changing a grade to a W (withdrawal) is subject to the one-year limitation on appeal set forth in the preceding sentence.

Grades and Transcripts

The Office of the Registrar maintains student academic records. These records show all coursework for which students are registered as of the end of the second week of each term and the grades and symbols awarded for that work. Students may obtain an unofficial copy of their transcript at no charge at the Office of the Registrar or online at www.umcrookston.edu/register/register.htm. Official, certified transcripts will be sent at the student's request for \$5 per copy to whomever they designate. Telephone requests are not accepted.

Ordering a Transcript

Transcript service is available by fax, mail, online at www.umcrookston.edu/register/register.htm, or in person at the Office of the Registrar, University of Minnesota, Crookston Campus, 170 Owen Hall, 2900 University Avenue, Crookston, MN 56716-5001.

Fees for **official transcripts** are \$5 for each transcript (U.S. dollars). Official transcripts are mailed within three days of receipt of a completed request.

For a \$10 **rush transcript fee**, transcripts are mailed the same day. FAX requests (218-281-8050) may be paid only by VISA, Discover, or MasterCard.

For a \$10 **rush fax service fee**, a transcript will be faxed and followed up with a mailed transcript to the same location. Express Mail or other form of special delivery is provided only if a pre-paid mailer is included with the transcript request.

To order an official transcript, provide:

1. Full name and all names used while attending the University of Minnesota;
2. Student ID number or social security number;
3. Date of birth and dates of attendance at the University;
4. The address(es) where the transcripts should be sent;
5. Signature; and,
6. Phone number or address for questions about the request.

Payment:

When paying by credit card include:

1. Credit card number;
2. Expiration date;
3. Name as it appears on the card; and,
4. Signature.

Checks should be made payable to the University of Minnesota and must be included with the mailed request.

Examinations for Credit and Proficiency

The University of Minnesota offers proficiency examinations and special examinations for credit to currently registered undergraduate degree-seeking students. The exams are given at the discretion of the appropriate academic department.

Proficiency Examinations are administered by the appropriate academic department, require no fee, and yield no credit or grade but may fulfill prerequisites for advanced courses or satisfy requirements. Proficiency examinations may be taken at any time, and if the student's work is of passing quality, a notation is made on his/her transcript saying "Course X satisfied by proficiency examination." A student may not first take a University of Minnesota course and earn a grade, subsequently take a proficiency exam for that course content, and then request that the original course grade be bracketed from the transcript.

Examinations for Credit have no fee if taken during the student's first term in residence or the first term after an absence of a year or more, otherwise a fee of \$30 is charged. All requirements (e.g., application completed, fee paid, departmental test administered and scored) for these examinations must be completed and all paperwork submitted to the Office of the Registrar no later than the last day of classes to add a class for that term. Materials received after the deadline date will be effective the following term. Credits earned by examination do not count as residence credits. A student may not first take a University of Minnesota course and earn a grade, subsequently take an examination for credit for that course content, and then request that the original course grade be bracketed from the transcript.

Further information regarding the policy on these examinations is available online at www1.umn.edu/usenate/policies/creditprof.html. Applications for these examinations may be obtained in the Office of the Registrar.

Advanced Placement Policy—UMC will award 3 or 4 credits for advanced placement test scores at or above the minimum score of three, consistent with the equivalent course at UMC.

CLEP Subject Examination	Credit-Granting Score	Credit Granted	University of Minnesota Crookston Equivalent
Algebra	50	3 credits	Math 1031—College Algebra and Analytical Geometry (3)
American Government	50	3 credits	Pol 1001—American Government (3)
American Literature	54	3 credits	Lit 1016—Readings in American Life (3)
Analyzing and Interpreting Literature	54	3 credits	Lit 1005—Form and Idea in Literature (3)
Biology	50	3 credits	Biol 1009—General Biology (3)
Calculus with Elementary Functions	50	3 credits	Math 1142—Survey of Calculus (3)
Chemistry	50	4 credits	Chem 1001—Introductory Chemistry (4)
Composition, Freshman	54	6 credits	Comp 1011—Composition I (3), Comp 1013—Composition II (3)
English Composition (with essay)	62	6 credits	Comp 1011—Composition I (3), Comp 1013—Composition II (3)
History of the United States II: 1865 to the Present	50	3 credits	Hist 1302—American History II (3)
Introduction to History of the United States I: Early Colonializations to 1877	50	3 credits	Hist 1301—American History I (3)
Macroeconomics. Principles of	50	3 credits	Econ 2102—Macroeconomics (3)
Microeconomics. Principles of	50	3 credits	Econ 2101—Microeconomics (3)
Psychology, Introductory	50	3 credits	Psy 1001—General Psychology (3)
Sociology, Introductory	50	3 credits	Soc 1001—Introduction to Sociology (3)
Spanish, Level 1	50	4 credits	Span 1104—Beginning Spanish I (4)
Spanish, Level 2	54	8 credits	Span 1104—Beginning Spanish I (4), Span 1204—Beginning Spanish II (4)
Western Civilization I: Ancient Near East to 1648	50	3 credits	Hist 1021—World Civilization I (3)
Western Civilization II: 1648 to the Present	50	3 credits	Hist 1022—World Civilization II (3)

College Level Examination Program (CLEP)—UMC offers the opportunity to submit the results of CLEP for credit in most of the Subject Examinations. CLEP Subject Examinations currently accepted by UMC for transfer credits are listed below with the minimum acceptable standard score. Credit earned through CLEP Subject Exams may be used to fulfill liberal education requirements, to fulfill specific course requirements, or used as elective credits. UMC does not grant credit for the General Exams. The following guidelines have been established for utilization of the Subject Examinations:

1. A CLEP Subject Examination may not be taken to establish credit for a course in which a student has earned credit in a higher-level sequential course.
2. A student with previously earned credit in one course of a two-semester course sequence must petition the Academic Standards and Policy Committee (AS&P Committee) for approval before taking a CLEP Subject Examination to receive credit for the second course in the sequence.
3. A Subject Examination may be repeated no sooner than six months after the date of the last testing. Students should submit a petition to the AS&P Committee for permission to repeat an examination.
4. A Subject Examination may not be used to establish credit in a subject that the student has previously failed.
5. CLEP credits awarded at another institution are not automatically accepted by UMC. The student must submit an original transcript of CLEP scores for evaluation. All scores are evaluated according to UMC policy.

Competency Assessment Package (CAP)—The Competency Assessment Package evaluates prior learning. Students should see their adviser for information and guidelines.

Chancellor's and Dean's Lists

Each semester, UMC publicly recognizes superior academic performance through notices posted on campus, public announcements, and press releases. To qualify for a place on the Dean's List, students must complete 12 or more letter-graded (A-F) credits at UMC while attaining a 3.50 or higher GPA. To qualify for a place on the Chancellor's List, students must complete 12 or more letter-graded (A-F) credits while attaining a perfect 4.00 GPA.

Satisfactory Progress

Eligibility for student financial aid is governed by a separate Standards of Progress for Financial Aid Eligibility policy. See the financial aid section for more information.

Academic Progress Policy—UMC students are expected to make progress toward earning their degree and to maintain at least a C average (2.00 cumulative GPA) in their selected curricula. Students on academic probation are considered to be making satisfactory academic progress. Suspended students, readmitted under the terms of the academic contract, are NOT making satisfactory academic progress.

Academic Probation—Students are placed on academic probation if they fail to meet the following standards.

A. New high school admits

A minimum ACT Composite Score of 18 and a minimum high school GPA of 2.00 (C) is required.

B. Continuing UMC students, nondegree students, and new advanced standing (transfer) admits
Cumulative GPA must meet the following minimum standards:

Credits Completed With Permanent Grades	Minimum GPA
1-15.....	1.70
16-23.....	1.80
24-31.....	1.90
32 and beyond.....	2.00

Requirements while on academic probation—

During the term of probation students must:

1. Meet with an Academic Assistance Center/ Student Support Services adviser/University counseling staff member and complete an Academic Action Plan no later than the end of the first week of the semester.
2. Revalidate their course registration with their academic adviser no later than the end of the first week of the semester.
3. Earn a minimum term and cumulative GPA consistent with the credit hour/GPA table above. Students whose term GPA does not meet the requirements will be SUSPENDED for one term. Students who meet the term GPA requirement will be removed from probation or continued on probation according to the following table:

<i>Meets Minimum Requirements?</i>		
Term GPA	Cumulative GPA	Action
No		Suspended
Yes	Yes	Removed from probation
Yes	No	Continued on probation

Suspended for Low Scholarship—A student on academic probation who fails to meet the terms of probation will be suspended and required to withdraw from UMC for one academic term on the first incidence of suspension and one calendar year on the second suspension. Students who are suspended on four occasions are dismissed and not allowed to continue their studies at UMC. Credits earned at other institutions during the period of suspension may not be applied toward graduation from UMC unless permission to earn such credit is granted in advance by the Academic Standards and Policy Committee.

Readmission—The Academic Standards and Policy Committee reviews appeals for readmission by students who have been suspended for failure to meet the terms of their academic probation. Appeals for readmission after a suspension notice has been sent to students must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies. On the first occasion of an academic suspension, students are readmitted if they agree to the terms and conditions of the academic contract. Students may **NOT** continue on academic contract for two consecutive semesters. Students who have been suspended from UMC and are petitioning to be readmitted on contract for the second or third time must meet individually with Student Support

Services or University counseling staff for assistance in identifying reasons for academic difficulties and in developing a plan for corrective action prior to presenting their appeal to the Academic Standards and Policy Committee.

Suspended students, readmitted under the terms of the academic contract, are **NOT** considered to be making satisfactory academic progress; are **NOT** eligible to receive state or federal financial aid; and are **NOT** eligible to represent the University in any official event, activity, or capacity. University representation includes, but is not limited to such things as athletic events, music or theater performance, club events occurring in a public venue or of a competitive nature, and serving as an officer in clubs, organizations or the student association. Criteria to be used to determine what constitutes an official event, activity, or capacity is based on such factors as the use of University funding or facilities, and the University’s role in scheduling and involvement in the event. The Academic Standards and Policy Committee resolves any questions regarding this provision.

Suspended students who are readmitted after the required period of non-enrollment are readmitted on academic probation. Continued enrollment depends on satisfactorily completing probation requirements.

Repeating Courses—A student may repeat a course only once. When a student repeats a course, (a) both grades for the course appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course counts in the student’s grade point average. The preceding sentence of this policy does not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the appropriate center.

Student Performance Notification—Mid-term grade reports of academic progress are e-mailed to students. Students are encouraged to visit with their instructor, faculty adviser, or a counselor to discuss their progress.

Cancellation Out of College

Students who decide to withdraw after registering for courses must cancel their registration by completing a form available at the Office of the Registrar.

Completing the cancellation process is crucial in order to determine potential tuition and fee refunds and ensure that students do not receive F grades for all courses in which they are registered. Until notice of cancellation is received, space in the courses for which students registered is reserved. Tuition and fees continue to accrue regardless of nonattendance.

Refunds—Students who cancel all or part of their registration may be entitled to tuition and fee refunds. The refund will be based on the date the student officially cancels (by canceling online or by taking a completed Registration Form to the Registrar’s Office in 170 Owen Hall), not on the date the student stopped attending class. If tuition and fees are not paid in full, any refund will be a monetary credit applied to the student’s unpaid balance.

Fall and Spring Semester Refund Schedule

Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%

May Session Refund Schedule

First day of class.....	100%
Day 2.....	75%
Day 3	50%
Day 4.....	25%

Summer Refund Schedule

Days 1-3	100%
Days 4-6	75%
Days 7-8	50%
Days 9-10	25%

Specific dates are listed in each term's *Class Schedule*.

Retroactive Tuition Refund—In a very limited number of circumstances (e.g., medical, scholastic drop, military duty, attendance at another institution) retroactive cancellation may be possible. If retroactive cancellation is authorized within one semester of the term in question and no later than June 30 of the fiscal year, students may be entitled to a tuition refund. Petitions for retroactive tuition refunds based on failure to cancel or nonattendance will not be approved. Check with the Registrar's Office in 170 Owen Hall for more information and a petition form.

Graduation

Requirements

1. To be eligible for a University of Minnesota undergraduate degree, a student must present at least 30 semester credits awarded by the University of Minnesota campus from which he or she is seeking to graduate.
2. Students must complete at least half of upper division major work on the campus from which they are seeking to graduate.
3. At least 15 credits of the last 30 credits earned prior to the awarding of a University degree must be awarded by the University of Minnesota campus from which a student is seeking to graduate.
4. For students who seek an academic minor, to be eligible for record of a minor on the University of Minnesota transcript, students must take at least three (3) upper division credits in the minor field at the campus from which they will receive their degree.

A student's college or campus may, under extraordinary circumstances, waive the requirements in sections 2, 3, and 4 above, but not Section 1. All credit awarded by the University, regardless of the type of instruction, counts toward the credit requirements for the degree.

To qualify for the associate in applied science or the associate in science degree, the candidate must complete a minimum of 64 credits with a GPA of 2.00 (C). To qualify for the bachelor of science degree, the candidate must complete a minimum of 120 credits with a minimum GPA of 2.00 (C). The faculty reserves the right to change requirements for the various curricula. However, the credits required for the degree will not exceed the total specified at the time the student enrolled.

Liberal education, major, and elective requirements for graduation are specifically outlined for each program of study in subsequent sections of this catalog.

Procedure—Effective fall semester 2005, degree candidates must complete an electronic application for degree (www.umcrookston.edu/people/services/registrar/graduate.htm) with the Office of the Registrar by the end of the second week of the term /semester in which degree requirements will be met. Degree candidates for terms prior to fall 2005 must complete a paper application for degree.

The commencement ceremony is held once yearly at the end of spring semester. Attendance at the commencement ceremony is optional. Students registered for courses that complete their degree requirements may participate in commencement exercises. This includes the student's spring term, summer session, and up to 16 credits of fall term registration. Any student who has outstanding financial debt to the University of \$100 or more will not be allowed to graduate or participate in the spring commencement ceremony.

Honors—Candidates for the associate or bachelor's degree who earn a 3.75 GPA graduate *with distinction*; those with a 3.90 GPA graduate with *high distinction*. The honor is recorded on the student's academic record and diploma.

Students who have completed 60 or more degree requirement credits for the baccalaureate degree or 33 or more degree requirement credits for the associate degree from UMC have honors computed only from the cumulative GPA at UMC. Students who have completed less than 60 degree requirement credits for the baccalaureate degree or less than 33 degree requirement credits for the associate degree from UMC receive similar distinction if their cumulative record and record at UMC each meet the requirements.

Classroom Behavior

Students are entitled to a classroom environment conducive to learning. Students whose behavior is disruptive either to the instructor or other students will be asked to leave and will be subject to disciplinary action under the terms of the Student Conduct Code.

Scholastic Dishonesty/ Academic Integrity

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cases of dishonesty may be handled as a scholastic matter or as a student conduct code matter at the discretion of the instructor. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the incident will affect the student's course grade. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC's Student Conduct Code coordinator. Instructors are required to report all instances of scholastic dishonesty to the Office of Academic Integrity. A more complete policy statement is included in the Campus Policies section on the UMC Web site at www.crk.umn.edu/campusinfo/policies/dishonst.htm.

Grievances

The University makes every effort to provide a supportive educational environment. Students who believe their rights have been violated have access to a system of appeals established by the University for resolving grievances or problems. All students are encouraged to resolve the issue with those students or University employees most directly involved. A complete policy statement and description of procedures are included in the Campus Policies section of the UMC Web site at www.crk.umn.edu/campusinfo/policies/grievance.htm.

Academic Support Services

Technology Support Services

The focus of Technology Support Services is the support and enhancement of the learning process through the use of technology and other related resources. Staff members provide technical support to all academic programs and departments across the campus.

Technology Support Services

- coordinates technological applications and improvements
- offers technical training that supports these applications
- provides research and information resources
- maintains the campus technology infrastructure

Taken together, these processes enrich the educational environment and strengthen the teaching and learning experience for UMC students, faculty, and staff. Five units provide services within Technology Support Services.

Computing Services—Computing Services offers day-to-day computer technical support, engages in research and development in new computing technologies, maintains the network infrastructure and computer server system for the campus, and deals with network access and database issues.

Computer Help Desk—Computing Services operates in tandem with the Computer Help Desk, located in 131 Kiehle Building. The Help Desk is the primary computer user support department on campus. The staff configures and maintains the entire campus notebook computer inventory. Other services include computer issuing and inventory, computer repair and troubleshooting, laser printing, computer virus detection and elimination, and overall computer support.

Instructional Technology Center (ITC)—The ITC serves as a vital resource for faculty and staff in the incorporation of technology into individual courses and departmental projects. Located in 143 Kiehle Building, the ITC moves toward achieving its goal of a totally interactive, technology-based learning environment by offering software and hardware resources, training, and support in the development of interactive multimedia courseware and Web-based instructional materials. Within the ITC, a pool of technically trained student workers assists faculty and staff in the development of these projects, in supporting internal campus Web site needs for faculty and staff, and in the testing and development of new Web-based, multimedia, and interactive courseware technologies.

Media Services—Media Services offers the campus a variety of media production services. These services include audiovisual hardware systems checkout and repair, photo services, digital imaging, graphic arts services, teaching tutorial production, satellite downlink, audio and video production, and tape and CD-ROM production and duplication. Staff members have offices and work areas in Kiehle Building. Media Services often works closely with UMC Publications.

Northwest Educational Technology System (NETS)—NETS staff members coordinate and support both the UMC campus and the regional interactive television (ITV) distance learning infrastructure and its related activity with the operation, planning, scheduling and funding of the network. The regional network serves the ten public colleges in northwestern Minnesota and provides access to most colleges and school districts in Minnesota.

UMC Library Services

Located on the west side of campus just north of Kiehle Building, the UMC Library serves as the research center for the campus. The library is a state-of-the-art facility with high-speed Internet access (including wireless connectivity). Reference and consultation services are accessible both in person and online. Additional services include access to desktop computers with scanners and CD-burners, printing via networked laser printers, and check-out of image scanners, Web cameras, digital cameras, and CD-burners to registered students and faculty. A microform reader/printer and photocopier are also available. The core of the UMC Library collection consists of materials relating to the various academic programs offered at UMC. This includes reference material relating to business and marketing, information technology, agriculture (including equine science), early childhood education, hospitality, health, and sports management. Resources are available in many different formats including books, journals, magazines, and newspapers. The emerging “digital library” plays an increasingly important role in serving the campus, therefore most items are available both in traditional print and digital media formats. Users can access the online materials and databases on the Library Web site at www.crk.umn.edu/library.

UMC Printing and Design

UMC Printing and Design offers print production and electronic media conversion services for UMC faculty, staff, and student organizations. Staff members develop print and electronic publications and provide production cost estimates. UMC clients are charged on a materials-only basis. Services include publication design, digital imaging, desktop publishing, conversion of print to electronic media, poster and display work, offset and photocopy printing, collating, binding, and lamination. Printing and Design staff members are housed in Kiehle Building. Officially part of the Office of University Relations, UMC Printing and Design staff are also responsible for maintaining parts of UMC’s official Web site. This involves coordinating information for the portions of the campus Web site that promote UMC externally.