Policies

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Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 (612-624-9547; eoaa@umn.edu; www.eoaffact.umn.edu).

This publication/material is available in alternative formats upon request. Contact the Office of the Registrar, 9 Hill Hall (218-281-8547).

To request disability accommodations, contact the Office for Students With Disabilities (218-281-8565).

Access to Student Educational Records—In accordance with regents policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn, and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must notify the records office on their campus. Students have the right to review their educational records and to challenge the contents of those records. The regents policy is available for review on the Web at http://onestop.umn.edu/onestop/Grade-Transcripts/RecordsPolicy.html, at 200 Fraser Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the One Stop Student Services Center, (612-624-1111; toll-free from outside the Twin Cities metropolitan area at 1-800-400-8636; or 612-626-0701, TTY for hearing-impaired students only).

Students are responsible for updating their personal information, which can be done online through the “Personal Information” link at http://onestop.umn.edu/onestop.

Immunization—Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record. This form, which is sent along with the official University admission letter, must be filled out and returned to the UMC Student Health Service within 45 days after the beginning of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form.

Extracurricular Events—No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted. Any exemption granted pursuant to this policy shall be honored and that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

Student Right-to-Know Act—Students may receive, on request, information about campus security and graduation and retention rates at UMC. This information is available from the Office of Admissions, 170 Owen Annex.

Smoke Free Campus Policy—Smoking is prohibited in all UMC facilities except for designated private residence hall rooms. Smoking is permitted outdoors but not within 25 feet of any building entrance. Smokers who choose to smoke outside are asked to properly dispose of smoking materials.

E-mail: The University’s Official Means of Communication—University assigned student e-mail accounts shall be the University’s official means of communication with all students. Students are responsible for all information sent to them via the University assigned e-mail account. If a student chooses to forward the University e-mail account, she or he is still responsible for all information, including attachments, that is sent to the University e-mail account.

Admission

Admission Requirements

Enrolling an academically qualified, diverse student body is essential to UMC’s mission. The academic and social environment of the campus is greatly enhanced by a diverse student body, and students are better prepared to thrive in a multicultural world.

Freshmen

Students are considered freshmen if they are still high school students or if they have earned fewer than 24 college semester credits. Students who have not been granted a standard high school diploma must pass the GED test before they are admitted as a regular student. Minnesota residents aged 19 or older can take the test at the UMC Career and Counseling Services office. This office is also an ACT Assessment residual testing site for students who were unable to test on a national test date. Admission decisions are based on an overall assessment of the following factors.

Automatic Acceptance

• Successful completion of a high school or college preparatory program
• Grade point average (minimum 2.00 GPA)
• ACT or SAT scores (minimum 21 ACT or 980 SAT)
• Strength of the student’s curriculum through high school graduation, including courses that exceed the core subject requirements and any advanced courses (honors, AP, IB, college level)

Additional Review Factors

Students who fail to meet minimum requirements of GPA and ACT or SAT scores will be referred to the Admissions Committee for an admission decision, where the following factors also will be considered.

Additional Review Factors

• Successful completion of a high school or college preparatory program
• Grade point average (minimum 2.00 GPA)
• ACT or SAT scores (minimum 21 ACT or 980 SAT)
• Strength of the student’s curriculum through high school graduation, including courses that exceed the core subject requirements and any advanced courses (honors, AP, IB, college level)

Additional Review Factors

• Successful completion of a high school or college preparatory program
• Grade point average (minimum 2.00 GPA)
• ACT or SAT scores (minimum 21 ACT or 980 SAT)
• Strength of the student’s curriculum through high school graduation, including courses that exceed the core subject requirements and any advanced courses (honors, AP, IB, college level)
• Evidence of exceptional achievement, aptitude, or personal accomplishment not reflected in the academic records or standardized test scores
• A pattern of steady improvement in academic performance
• Participation in extracurricular college preparatory programs (MEP, PSEO, Talent Search, Upward Bound, Admission Possible, and others)

Transfer Students
Students are considered transfer students if they have 24 or more college semester credits. If they are high school students and are enrolled in PSEO, College in the Schools, or have earned AP credit, they are still considered freshmen.

Primary Review Factors
• College GPA (minimum 2.00 GPA)
• Transfer students with fewer than 24 earned college credits will need to submit an official high school transcript, ACT or SAT scores, and official transcript(s) from previous college(s).
• Transfer students with 24 or more semester credits will need to submit only official transcript(s) from previous college(s).

Conditional Admission
Students who do not meet the requirements for regular admission may still qualify for UMC's Conditional Admission program. Conditional Admission is designed to give entering students the best chance to succeed at college. In addition to the regular enrollment process, Conditionally Admitted students must:
1. Register for a maximum of 13 credits their first semester.
2. Be automatically placed in GNED 1000.*
3. Meet with their academic advisor and complete the Academic Action Plan (AAP).
4. Meet with staff of the Academic Assistance Center (AAC) in Owen Hall 270 for additional guidance and preparation.
5. Sign up for a tutor for at least one class.
6. Return the AAP and all related paperwork to the Academic Assistance Center.

*Students with an ACT score 20 or less will be automatically placed in GNED 1000.

The Academic Assistance Center will provide a list of students who have not attended Conditional Admit tutoring sessions to the registrar. Any of these students who are suspended shall not be eligible for automatic readmittance if academically suspended.

Admission Procedures
To be considered for admission, applicants must:
1. Submit a completed UMC admission application;
2. Submit a nonrefundable $30 [updated 11/19/07] common application fee;
3. Request that appropriate official transcripts be sent directly to the UMC Admissions Office—
   a. Freshman: official high school transcript or General Education Diploma (GED) scores;
   b. Transfer students with fewer than 24 semester credits attempted: official high school transcript and official transcript(s) from previous college(s);
4. Submit ACT test scores if a freshman or transfer student with fewer than 24 semester credits attempted. UMC's college code is 2129.

Admission decisions are not made until applications are complete (application, all required official transcripts and scores, and application fee submitted).

Out-of-State Students
Under reciprocity agreements, residents of North Dakota, South Dakota, Wisconsin, and Manitoba who attend UMC may pay a specially designated tuition rate. Reciprocity application forms are available online at [www.mheso.state.mn.us](http://www.mheso.state.mn.us) or from the appropriate office listed below.

North Dakota Residents—Reciprocity Program, North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58501

South Dakota Residents—Reciprocity Program, South Dakota Board of Regents, Box 41, Brookings, SD 57007

Wisconsin Residents—Reciprocity Program, Wisconsin Higher Education Aids Board, 137 East Wilson Street, Madison, WI 53707 (Wisconsin reciprocity does not cover online courses; resident tuition rates will apply.)

Manitoba Residents—Office of Admissions, University of Minnesota, 170 Owen Hall, Crookston, MN 56716

International Students
To be admitted, international students must have completed studies equivalent to those required to graduate from high school in the United States. To apply for admission, prospective international students must submit:
1. An application for admission. Please apply using either the PDF application for mailing [www.admissions.umcrookston.edu/documents/InternationalStudentApplication.pdf](http://www.admissions.umcrookston.edu/documents/InternationalStudentApplication.pdf) or the online application [www.admissions.umcrookston.edu/Requirements/applyonline.htm](http://www.admissions.umcrookston.edu/Requirements/applyonline.htm).
3. A $30 [updated 11/19/07] nonrefundable application fee in U.S. currency
4. Official transcripts of high school or equivalent education in the original language and in English translation unless transferring from a college or university
5. Official college transcripts in the original language and in English translation.

A course-by-course evaluation of non-English postsecondary credentials is required for students transferring from a college or university outside of the United States. The transcript evaluation form may be obtained from the World Educational Services at [www.wes.org](http://www.wes.org). The form must be submitted with official transcripts/academic records from all post-secondary schools attended, along with word-for-word English translations.
There will be a cost for the service charged by the World Education Service. The WES evaluation converts educational credentials from any country in the world into their U.S. equivalents. It describes each certificate, diploma or degree that you have earned and states its academic equivalency in the United States.

6. Native English language speaking students are not required to submit TOEFL scores but are required to submit ACT, SAT, or other standardized college entrance admission test scores.

7. English proficiency test scores if you are from a non-English speaking nation. The University of Minnesota, Crookston, requires all non-native English-speaking students to demonstrate sufficient command of the English language necessary to succeed in college level classes taught in English. This proficiency must be demonstrated by results of the Test for English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB).

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL computer based</td>
<td>190*</td>
</tr>
<tr>
<td>TOEFL paper based</td>
<td>520*</td>
</tr>
<tr>
<td>TOEFL Internet based</td>
<td>68*</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0</td>
</tr>
<tr>
<td>MELAB</td>
<td>75</td>
</tr>
</tbody>
</table>

**English as Second Language**

The UMC English as a Second Language (ESL) program www.cal.umcrookston.edu/ESL/index.htm is recommended if your English proficiency test scores are below admission standards. UMC offers degree and nondegree admission to academically qualified students. Non-native English speaking admissions are as follows:

<table>
<thead>
<tr>
<th>TOEFL Score</th>
<th>IBT Score</th>
<th>Computer-based Score</th>
<th>Admission Status</th>
<th>Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>520</td>
<td>68</td>
<td>190</td>
<td>Degree</td>
<td>No limitations</td>
</tr>
<tr>
<td>490 to 519</td>
<td>58 to 67</td>
<td>167 to 189</td>
<td>Degree</td>
<td>One ESL advanced course</td>
</tr>
<tr>
<td>450 to 489</td>
<td>45 to 57</td>
<td>133 to 166</td>
<td>Nondegree (ESL)</td>
<td>May take one non-ESL course</td>
</tr>
<tr>
<td>400 to 449</td>
<td>32 to 44</td>
<td>97 to 132</td>
<td>Nondegree (ESL)</td>
<td>Only ESL courses</td>
</tr>
</tbody>
</table>

Upon successful completion of ESL and recommendation of the ESL faculty, students may apply to the Office of Admissions to change from nondegree to degree seeking program status. Refer to page 14 for additional information.

For more information about the English proficiency tests, please contact the testing agencies:

**TOEFL**  
[www.ets.org/toefl](http://www.ets.org/toefl)

Educational Testing Service  
P.O. Box 899  
Princeton, NJ 08541-6151  
Inside the U.S. and Canada: 1-877-863-3546  
Outside the U.S. and Canada: 1-609-771-7100

**IELTS**  
[www.ielts.org](http://www.ielts.org)

English Language Institute  
MELAB Office, TCF Building  
University of Michigan  
401 E. Liberty, Suite 350  
Ann Arbor, MI 48104-2298  
1-866-696-3522

**Advanced Standing**—Students from postsecondary institutions or those with appropriate military schooling may transfer to UMC and receive advanced standing credits. To obtain an application for admission, contact the Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716 (218-281-8569).

Applicants who have completed any college study, satisfactorily or unsatisfactorily, must request that an official transcript from every school attended be sent directly to the Office of Admissions. Students may not register until all transcripts are received and admission is granted.

Individuals who have completed studies at vocational institutes, technical colleges, nonaccredited private institutions, or military schools may transfer credits, within their academic discipline, to UMC. Students should contact the transfer specialist, Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716 (218-281-8566) for questions about credit transfer.

**Post Secondary Enrollment Options Act (PSEO)**—To participate in the on-campus or online PSEO program, students must be a junior or senior in a Minnesota public, private, charter, or home school and have a minimum cumulative high school GPA of 3.00. Each applicant is reviewed individually based upon a number of criteria, including high school GPA, class rank (when available), college aptitude test scores (when available), high school counselor/principal recommendation, and other factors that demonstrate a student’s maturity and academic preparedness for college coursework. Students may not enroll in remedial, developmental, or other courses that are not college level. Students must earn a minimum UMC GPA of 2.00 to continue their enrollment at UMC. Students interested in the program should contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569).

**College in the High School Program (CIHS)**—Students must have achieved junior status in their high school and have a minimum cumulative high school GPA of 3.00 in order to be admitted and registered to earn UMC course credit in the CIHS Program. School districts must be approved by UMC in order to participate. Students should contact their high school principal to verify UMC approval to participate. CIHS students must maintain a minimum
Transferring to UMC
Minnesota, Crookston, MN 56716 (218-281-8548).

Nondegree Students—Persons who have graduated from a recognized high school, or have the educational equivalent and demonstrate ability to succeed in college-level work, but who are not interested in seeking a degree, may attend the University as “non-degree” students. Admission criteria are more flexible than for degree-seeking students; all other campus policies, including maintaining satisfactory academic progress apply. Each case is considered on its own merits. Dependent on academic qualifications, some nondegree students may be admitted on academic probation. Nondegree students must pay their account balance in full by the first billing due date or their classes will be canceled. Nondegree students are not eligible for student financial aid and are not candidates for degrees, although they may later seek degree candidacy. For information about changing classification from nondegree to degree candidate, or to obtain a form to apply for nondegree student status, contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569).

Senior Citizen Education Program (SCEP)—Minnesota residents age 62 or older may enroll in University of Minnesota classes when space is available after all tuition-paying students have been accommodated, provided they have completed specified prerequisites. Those taking a course without credit pay no fees unless materials or other special charges are required. Those taking a course for credit pay $10 per credit as well as any special fees. For more information, contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218-281-8548).

Planning to Transfer?

Transferring to UMC
• Coursework for transfer must be comparable to courses offered by the University and be appropriate and applicable to the specific degree program entered at UMC.
• Transcripts for students are evaluated on a course-by-course basis.
• Individuals with baccalaureate degrees wishing to complete a program at UMC will be required to meet the college residency requirement (see Graduation Requirements) and all major field requirements of that program.
• UMC will post to the permanent record the total number of credits completed at another institution. This means that (1) only courses in which a grade of D or better has been earned will fulfill specific course requirements in liberal education and the major field; (2) all courses not used to fulfill liberal education and major field requirements will be considered electives; and (3) a transfer student’s GPA will be calculated using only courses completed at UMC.
• Students who do not agree with UMC’s transfer decision may appeal to their department head. Dissatisfaction with this appeal decision may be submitted to the Vice Chancellor for Academic Affairs. Appeal forms are available at the Academic Affairs Office, 302 Selvig Hall.

Minnesota’s public colleges and universities are working to make transfer easier. Students can help if they PLAN AHEAD, ASK QUESTIONS, and USE www.minnesotacas.org. Students can also call 218-281-8569 to ask about our transfer agreements.

Understanding How Transfer of Credit Works
• The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and receiving institution can affect the transfer of the credits students earn.
• Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”
• Not everything that transfers will help students graduate. Baccalaureate degree programs usually count credits in three categories: liberal education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”
• Students who change their career goal or major might not be able to complete all degree requirements with the usual number of graduation credits.

Applying for Transfer Admission
• Application for admission is always the first step in transferring. Students should fill out the application as early as they can prior to the deadline. Enclose the application fee.
• Applicants should request that official transcripts be sent from every institution they have attended. They might be required to provide a high school transcript or GED test scores as well.
• Students should recheck to be certain that all the necessary paperwork they have requested has been supplied to the college or university. Most colleges make no decisions until all required documents are in the student’s file.
• Students who have heard nothing from their intended college of transfer after one month should call to check on the status of their application.
• Students who have been notified that they have been accepted for admission will have their transcripted credits evaluated for transfer. A written evaluation should show which courses transfer and which do not. How individual courses specifically meet degree requirements may not be decided until the student comes for orientation or has chosen a major.
• Students who have questions about their evaluation should call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses to clear up concerns and to understand the evaluator’s decisions. Students who are not satisfied can appeal. See “Rights as a Transfer Student.”
Rights as a Transfer Student

Transfer students have the right to:

- a clear, understandable statement of an institution’s transfer policy.
- a fair credit review and an explanation of why credits were or were not accepted.
- a copy of the formal appeal process.
- at the student’s request, a review of their eligibility for financial aid or scholarships.

Usual appeal steps are:

1. The student fills out an appeal form. Supplemental information students provide to reviewers—a syllabus, course description, or reading list—can help.
2. The department or committee reviews the appeal and supplemental information.
3. The student receives, in writing, the outcome of the appeal.
4. If unsatisfied, the student may appeal the decision to UMC Vice Chancellor for Academic Affairs.

For help with transfer questions or problems, see the campus transfer specialist.

Change of College or Status Within the University

Students who wish to change from one college, school, or campus of the University of Minnesota to another must meet the requirements of the unit to which they are transferring. Application for transfer should be made at the registrar’s office on the campus where students are currently or were last registered. Students should apply as far in advance of the date of transfer as possible.

Academic Advisement and Registration

New Student Orientation

New students register for classes during Academic Advisement and Registration. Students admitted for the fall term are invited to attend a one-day session held in the spring and in the summer; students admitted for the spring term attend a one-day session before the term begins. At Academic Advisement and Registration, students become acquainted with the campus, discuss academic plans with faculty, select courses, and register.

The New Student Orientation program for the fall term begins three days before the first day of class. Students move into the resident halls, meet classmates, meet faculty advisers, attend success seminars, and receive their notebook computer.

Expenses for 2007–2008

Tuition—Tuition for the 2007–2008 academic year is $248 per credit with tuition banding starting at 13 credits. There is no charge for additional credits. The average credit load is 15 credits per term. Residents of North Dakota, South Dakota, Wisconsin, and Manitoba may apply for reciprocity privileges and pay a tuition rate equal or comparable to the resident rate. Residents of other states and Canadian provinces are assessed the in-state/resident rate.

Student Services Fee—$186.50 (for students taking 6 or more credits per term). Refer to a current Class Schedule for a description of this fee.

Orientation Fee—$75 (required of all degree-seeking students enrolled for the first time and taking 6 or more credits).

Transcript Fee—$5 for each official transcript; $10 for rush service.

Technology Access Fee—Students registered for 6 or more credits pay a technology access fee of $500 per term; students registered for 0.5–5.5 credits pay $100 per term. This fee provides access to computers, laser printers, the Internet, and online library card catalogs. Students who carry 6 or more credits are issued a computer for the semester. Those who carry fewer than 6 credits but who choose to receive a computer full time are assessed the $500 fee. A required course CA 1010—Introduction to Computer Technology teaches students how to use their notebook computer and understand its many applications.

Course Fees—Course fees are charges in addition to the instructional fee (tuition) and other specific fees (e.g., student service fee, technology). These fees are assessed to all students enrolled in a specific course. They help defray additional costs of certain courses, such as the purchase of materials retained or consumed by students, individual lessons, distance education, and the provision of services or products purchased and provided to students. A list of the specific courses and their respective fees can be found at [http://onestop.UMCrookston.edu/tuition_billing/tuition/coursetfees.htm](http://onestop.UMCrookston.edu/tuition_billing/tuition/coursetfees.htm).

Special Fees—Certain physical education and laboratory courses may be charged a towel and equipment or a science laboratory breakage fee.

University Fee—The University fee helps cover infrastructure and administrative support costs in a wide variety of areas. It is not dedicated to any one particular need or office. It is assessed to all students and is prorated as follows: $50 per credit for students taking 1–9 credits; $50 for students taking 10 credits or more.

Estimated Costs—The approximate cost for a Minnesota resident living on campus during the 2007–08 academic year is $15,313. This figure includes tuition, Meal Plan A, room, fees, books, and supplies. Personal expenses, such as clothing, entertainment, and travel, are not included in this amount. Students should allow from $800 to $1,500 for these costs.

Late Fees—Students who register during the first week of class must pay a late registration fee of $10. For students registering after the first week of class, the late registration fee rises to $20. If a student does not pay the total tuition and fees owed by the first due date of each semester, a $10 installment fee is assessed. If the total amount owed is not paid by the second due date of each semester, a second installment

Estimated semester expenses for 2007–2008

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board and room</td>
<td>$2,846.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,224.00</td>
</tr>
<tr>
<td>Student services fee</td>
<td>$186.50</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$400.00</td>
</tr>
<tr>
<td>University fee</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Cost per semester</strong></td>
<td><strong>$7,656.50</strong></td>
</tr>
</tbody>
</table>
fee of $10 is assessed. Students will also be charged a late fee of $25 if they pay less than the minimum payment due (33 percent by the first billing statement due date, 50 percent by the second billing, and 100 percent by the third billing). The maximum amount of installment fees charged during a semester is $20. Late fees accrue monthly.

**UM Pay**—UM Pay, the University’s electronic billing and payment system, is the official means of generating tuition bills to all enrolled students. (The University will no longer send paper bills.) UM Pay allows students to view and pay their bills online with direct debit from their bank checking or savings account, credit card payment (not VISA), or to set up authorized payers (such as parents) to pay on their behalf. Students can download copies of their bill and view a history of electronic billings and payments. Students are notified by e-mail when their bill is ready to view online. They can then use their University-assigned Internet ID and password to log in to UM Pay.

## Financial Aid

UMC’s financial aid program provides assistance to students who would otherwise be unable to afford a college education. Financial aid is available for both full- and part-time study.

**Application**

Students can apply for financial aid before being admitted to UMC, however, student aid will not be packaged and a Financial Aid Award Notification (FAAN) will not be produced until the student has been admitted. Students must submit a completed Free Application for Federal Student Aid (FAFSA) to be considered for aid. UMC’s deadline for priority consideration for the academic year (August–May) is the preceding March 31. Students are encouraged to apply before the priority date, because many funds are distributed on a first-come, first-served basis. Applications received after the priority date will be considered for any remaining funds.

Students should submit their FAFSA at least six weeks before the start of the term they plan to begin their studies. Students who submit their applications after the dates listed in the shaded box below probably will experience delays in receiving aid for which they are eligible. Students should not assume that aid will be granted until they have been notified by the Office of Financial Aid.

### Mail FAFSA by this date to be considered for:

<table>
<thead>
<tr>
<th>Term starting</th>
<th>All available aid (priority consideration)</th>
<th>Any remaining funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>March 31*</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring semester</td>
<td>March 31*</td>
<td>October 15</td>
</tr>
<tr>
<td>Summer session</td>
<td>March 31*</td>
<td>April 15</td>
</tr>
</tbody>
</table>

*Of the preceding academic year (September–May)*

## Eligibility

Financial aid is intended to supplement, not replace, family resources. Families should think of themselves as the primary source of college funds. UMC, government agencies, and other funding programs expect students to contribute as much as possible. Factors used in evaluating eligibility include parents’ annual income, family assets, family expenses, student’s income and assets, family size, and the number of family members attending college. A higher financial contribution usually is expected from a family with a higher income. If special circumstances occur, such as divorce, death, or loss of job, and these are not reflected on the FAFSA, students should contact the Office of Financial Aid if they wish to file a special circumstances appeal. A student’s financial need is the difference between UMC’s estimated cost of attendance and the amount the federal government expects the student and her or his family to contribute to her or his education. This expected family contribution (EFC) is calculated based on information submitted on the FAFSA. A subsequent process called “verification” may be required to complete your application.

The financial aid students receive is determined by financial need and eligibility criteria for various scholarships, grants, loans, and college work-study programs. Often, more than one source of funds is awarded to a student.

Each year new federal and state legislation impacts financial aid eligibility. Financial aid is not guaranteed from one year to the next. Students must apply each year and should not assume that they will be eligible for the same amount of aid awarded to them in previous years.

### Scholarships

UMC is proud to award nearly $1 million in merit and specialty scholarships. Merit scholarships are awarded at the time of admission based on a combination of the student’s ACT score and cumulative GPA (high school GPA for new high school students and college GPA for transfer students). Merit scholarships are renewable for a second year with a UMC GPA of 3.25 or higher at the end of spring term.

There are a number of specialty scholarships awarded from UMC based on special interest, background, or abilities. A separate online specialty scholarship application is required to be considered for these scholarships. The online application can be accessed from early January through February 15 on UMC’s Web site. Committees from on- and off-campus select recipients of these specialty scholarships. They are not automatically renewable and students must submit an online application annually for consideration.

Athletic scholarships are determined at the discretion of the Athletic Department and its staff. Students must be enrolled full time (12 credits) to be eligible for all scholarships. Special consideration may be given to a student who is in his or her final semester prior to graduation.

Students must report scholarships received from outside entities (civic organizations, churches, etc.) to the financial aid office. Contact the Office of Financial Aid for assistance on any questions regarding scholarships.

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**UMC financial aid sources include**

- UMC Founders Free Tuition Program
- Minnesota State Grant Program
- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grants (FSEOG)*
- University grants/UMC grant*
- UMC scholarships*
- Federal and Minnesota State Work-Study Program*
- Federal Perkins Loan Program*
- Federal Ford/Stafford Direct Loan Program
- Federal Unsubsidized Ford/Stafford Direct Loan Program
- Federal PLUS (Parent) Direct Loan Program
- Federal Academic Competitiveness Grant
- Federal SMART Grant
- Minnesota SELF (Student Education Loan Fund)
- Federal veterans benefits
- Minnesota National Guard Tuition Reimbursement Program
- Educational Assistance for War Orphans and Veterans
- Reciprocity programs with North Dakota, South Dakota, Wisconsin, Manitoba
- Job Training & Partnership Act (ITPA)
- Minnesota Non-AFDC Childcare Program*
- Midwest Farmworker Employment & Training Division of Rehabilitation Services
- Minnesota Indian Scholarship Program
- Bureau of Indian Affairs

*Limited funds available. Apply by March 31 priority consideration date.
Satisfactory Academic Progress for Financial Aid Eligibility

To remain eligible to receive financial aid, students must make progress toward earning their degree and maintain at least a C average (2.00 cumulative GPA) in their selected curricula. Generally, students on academic probation are considered to be making satisfactory academic progress. Students placed on academic probation are automatically placed on financial aid probation. Suspended students, readmitted under the terms of academic contract, are NOT considered to be making satisfactory academic progress and are not eligible for financial aid. However, students may petition and appeal their financial aid suspension status if there are extenuating circumstances that affected their academic progress. (Details of the Academic Progress Policy can be found on pages 24–25).

In addition to the Academic Progress Policy, students receiving financial aid must also meet the following five conditions:

1. Students must be registered for courses and cannot be suspended or dismissed.
2. a. Students in baccalaureate degree programs remain eligible for financial aid up to a maximum of 180 attempted semester credits or until they have earned a B.S. degree.
   b. Students in associate degree programs remain eligible for financial aid up to a maximum of 135 attempted semester credits or until they have earned an A.S. or A.A.S. degree.
3. Students must successfully pass two-thirds of the credits they attempt as measured at the end of each review period.
4. Students must have a cumulative GPA of at least 2.00 at the end of the second academic year (four terms) of study (or 60 credits for transfer students).
5. Suspended students who have been readmitted under the terms of the academic contract shall not be considered to be making satisfactory academic progress and will be placed on financial aid suspension.

Students who do not meet these requirements because of extenuating circumstances may submit a petition appealing the decision to the Office of Student Financial Aid, 170 Owen Hall.

Direct Deposit for Financial Aid Refund Checks

Financial aid refund checks can be directly deposited into a specified bank checking or savings account. To apply for this service, download and complete the “Direct Deposit Authorization for Student Account Refunds” form located online at [Link to form]. Completed forms should be returned to the Business Affairs Office at 121 Selvig Hall. After financial aid is applied to the student’s account, they must stop at the Business Affairs Office and request the refund to be directly deposited. Refunds are generally deposited in the student’s account 48 hours after the request.

Student Affairs

The offices and departments that make up Student Affairs emphasize the uniqueness and worth of each individual and advocate services and methods that help each person develop his or her full potential. The campus environment promotes academic freedom and individual responsibility, with a diversity of persons and experiences. It also promotes participation in the University community with the goal of furthering student learning and development. Student Affairs contributes toward students’ educational development by providing programs and services that

• promote students’ increased self-understanding and personal development;
• improve students’ understanding of their role and their responsibilities to others, to society, and to themselves;
• assist students in overcoming barriers that may prevent them from completing their education;
• integrate students’ classroom and non-classroom living and learning experiences within the University community;
• promote student understanding of, and appreciation for, a variety of human differences; and
• promote student understanding of the appropriate balance between the needs of students and the needs of the broader University community.

Student Affairs

• represents students’ interests and needs to the administration and other relevant University policy-making bodies;
• provides efficient administrative services needed for student admission, orientation, and financial assistance;
• provides a variety of on-campus living and dining options to facilitate student attendance at the University;
• provides health care and wellness education and promotes healthy living by students;
• provides services and programs for students with special needs;
• provides counseling for students with intellectual, emotional, interpersonal, moral, social, and vocational development concerns;
• provides for the social, athletic, and recreational needs of students;