



This is the General Information, Admission and Financial Aid, Student Services, Academic Information, and Academic Support Services sections of the 2001-2003 Crookston Catalog for the University of Minnesota.

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University of Minnesota Mission Statement

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's mission, carried out on multiple campuses and throughout the state, is threefold:

Research and Discovery—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

Outreach and Public Service—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

Greetings!

Our Mission

The University of Minnesota, Crookston (UMC) campus, as part of one of the major universities in the nation, provides teaching, research, and outreach. Our primary focus is on *polytechnic* education—a balance of theory and practical application—offering undergraduate instruction and career-oriented associate and baccalaureate degrees. UMC is a traditional admissions institution with a transfer-friendly curriculum for students with previous college credit.

Personalized Learning

UMC's size (approximately 1,200 full-time students) provides students with a friendly, personalized learning environment featuring small classes (averaging 17 students) that allow easy access to faculty and staff. The curriculum is learner driven, supported with technology, and involves collaboration among students, faculty, and employers. Students continue to develop their leadership and social skills and further their personal growth outside the classroom by participating in a variety of clubs, organizations, cultural events, concerts, lectures, and intramural and intercollegiate sports.

Responding to Change

UMC has responded to the demands of life in the information age by developing a technology-rich, interactive living and learning community that provides all full-time students with notebook computers to further develop their knowledge and skills. More importantly, the curriculum not only prepares students for today's careers but also promotes an understanding of and appreciation for lifelong learning that prepares them for the careers of tomorrow. UMC is one of the most technologically advanced campuses in the country!

Personal Computer

Since 1993, all full-time UMC students have been provided a notebook computer for use 24 hours a day, in and out of the classroom. Nearly 100 percent of campus classrooms have

state-of-the-art faculty workstations featuring overhead projection cameras for still, video, and computer display. Students have Internet connections and electrical power at each seat. Campus study areas, lounges, residential life rooms, the library, and the cafeteria are all wired for easy and multiple computer access. Students use their personal computers to access and send information worldwide, write reports, analyze data, develop and deliver multimedia presentations, complete and turn in assignments, receive grade reports, register for classes, and communicate with faculty and friends—all as an integral part of their education. UMC has become known nationwide as the original "Thinkpad University."

Making Connections

UMC's friendly and personalized approach allows students to connect with and learn from others more effectively. Tools such as the notebook computer and the Internet provide connections with more people, places, and information than ever before. We really do help students connect with people, technology, and their career.

Come Visit

Come visit UMC with your family and friends. That's the best way to determine if UMC feels right for you. You can visit with students, faculty, and staff and tour the campus. Our past and present students are very satisfied with their UMC educational experience and we think you will be, too! UMC is committed to working with you as you prepare for your future.



We'd enjoy the opportunity of being part of that future. Give us a call at 1-800-232-6466 or 1-800-UMC-MINN, contact us via e-mail at info@mail.crk.umn.edu, or access our home page at www.crk.umn.edu on the World Wide Web.

Donald G. Sargeant,
Chancellor

Mission Statement— University of Minnesota, Crookston

(Adopted by the Board of Regents, May 2001)

The University of Minnesota, Crookston (UMC) is integral to the University's statewide land grant mission. The college provides its unique contribution through polytechnic programs that combine theory, practice, and experimentation in a technologically rich environment. UMC connects its teaching, research, and outreach to serve the public good.

Institutional Purposes

To provide quality teaching and learning by

- committing to excellence in education;
- maintaining a focused curriculum incorporating three core components—communication, critical thinking, and working with others;
- developing lifelong learning skills;
- requiring applied field experiences, laboratory instruction, and internships;
- emphasizing technology experiences for careers in the information-age;

- continually improving student learning through meaningful assessment; and
- providing support services and activities that enhance students' personal and cultural development.

To promote a strong and diverse community of learners and teachers by

- expecting the highest in personal and professional integrity, civility, and tolerance;
- encouraging teamwork, professional growth, acceptance of responsibility, and recognition for achievement;
- providing a caring environment with personal attention and frequent faculty-student interaction;
- upholding individual rights to freedom of expression and association; and
- valuing shared governance among faculty, administrators, staff and students.

To create an educated citizenry by

- preparing students to be actively engaged responsible citizens and leaders committed to democracy and community;
- providing opportunities for all students to participate in student and campus governance; and

- offering students professional, social, cultural, and civic events that extend the learning environment and lead to a fulfilling life.

To develop civic engagement by

- responding to the changing needs of agriculture, manufacturing, business, health care, and other industries and professions;
- collaborating with business, industry, schools, colleges, and other organizations; and
- seeking to improve the quality of life, the economy, and the environment.

Accreditation

UMC's associate and bachelor's degree programs are accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, Suite 2400, 30 North LaSalle Street, Chicago, IL 60602. Business associate degree programs are accredited by the Association of Collegiate Business Schools and Programs. The dietetic technician program is approved by the American Dietetic Association. The natural resources program is accredited by the North American Wildlife Technology Association.

The Community

Crookston is located in the Red River Valley, one of the world's richest agricultural areas. Immigration to the area began when the St. Paul & Pacific announced in 1872 that a railroad route was to extend to the Canadian border and would cross the Red Lake River where the city now stands. In 1879 the existing settlement was incorporated and named Crookston, after Colonel William Crooks, chief engineer of the railroad.

The early economic foundation of the area was based on fur and lumber trade, but quickly changed to farming. Starting as a trail point near a river crossing for the squeaky Red River fur carts, the young town soon became a center for sodbusters. For 20 years it was also a major timber center. Since World War II, Crookston has prospered from the development of large agricultural products processing plants and manufacturing industries. Among its outstanding industrial enterprises are the largest plant for edible sunflower seed processing in the United States and one of the largest plants for sugar beet processing in the world. Other industries include a fiberglass and injection molding plant, a metal fabrication plant, and a city bus manufacturer.

Crookston offers many health care facilities, including a modern community hospital, an expanded medical clinic, a mental health center, a chemical dependency treatment facility, and several dental clinics.

Crookston's location provides opportunities for hunting, fishing, cross-country skiing, and other outdoor activities. The community also has abundant recreational facilities, including a regulation nine-hole golf course, a twelve-lane bowling alley, a movie theater, two indoor skating arenas, an indoor community swimming pool, an outdoor athletic complex with multiple softball diamonds and tennis courts, and an attractive

campsite in a city park. Crookston is only 30 minutes from Grand Forks, North Dakota, which has a population of more than 70,000 and offers additional opportunities for shopping, entertainment, and other services, including the University of North Dakota and the Grand Forks International Airport.

Facilities

College—UMC has a 237-acre campus located on the northern edge of Crookston. The college is situated in one of the richest and most diversified agricultural regions in the United States, the Red River Valley.

College facilities consist of 28 buildings. The attractive grounds include flower gardens bordering a spacious mall and a natural history area that contains virgin prairie land. The college has many well-equipped special purpose laboratories to support its instructional programs. More than three-fourths of the general purpose classrooms are equipped with an overhead projection system and electrical power and Internet access at every student seat. Instruction is supported by computer and two-way, audio-video interactive television connections to other higher education institutions and high schools. Facilities built within the last decade include an indoor animal science arena and equine stable; an outdoor recreational and athletic complex; a head house and four production greenhouses; an environmental science facility, and an early childhood center.

Northwest Research and Outreach Center—This facility serves the prairie and adjacent land area of northwestern Minnesota. Its activities are a part of the total agricultural research program of the University of Minnesota. The experiment station, located adjacent to the UMC campus, owns about 1,500 acres. The station provides laboratories, fields, and herds for use by UMC students enrolled in agriculture programs.

Agricultural Utilization Research Institute (AURI)—This institute is a nonprofit corporation created by the state of Minnesota to strengthen its rural economy by developing new uses for Minnesota farm products. AURI's role is to build working partnerships that combine Minnesota's diverse agricultural resources with business innovators and applied science expertise. The state headquarters and Northern Regional Office are in UMC's Owen Hall Annex.

Northern Great Plains Inc. (NGP)—Northern Great Plains Inc. is a network of business, academic, and policy leaders working together to build a strong economic and healthy ecological future for the people and communities on the Northern Great Plains. The service area includes the five-state region of Iowa, Minnesota, Nebraska, North Dakota, and South Dakota, as well as the Canadian provinces of Manitoba and Saskatchewan. Governed by a board of business and community leaders, NGP has adopted the tag line "New Generation Thinking on the Plains" to emphasize their approach to work as looking forward, being creative, and directing their efforts towards ensuring that the Northern Great Plains will be a place where today's young families and future generations will want to live and work.

UMC Degrees

Bachelor of Science

- Accounting (page 27)
 - Accounting information systems (page 27)
- Agricultural aviation (page 28)
- Agricultural business (page 29)
 - Rural economic development (page 30)
- Agricultural education (page 31)
 - Agricultural science and technology education (page 32)
 - Natural and managed environmental education (page 32)
- Agricultural systems management (page 32)
 - Farm and ranch management (page 33)
 - Power and machinery (page 33)
 - Precision agriculture (page 33)
- Animal industries management (page 35)
- Applied studies (page 36)
 - Respiratory care (page 37)
- Business management (page 38)
 - Business aviation (page 38)
 - Management (page 39)
 - Marketing (page 39)
- Early childhood education (page 40)
 - Primary education (page 41)
 - Program management (page 41)
- Equine industries management (page 42)
- Golf facilities and turf systems management (page 42)
- Health management (page 43)
- Hotel, restaurant, and institutional management (page 44)
 - Food service administration (page 44)
 - Hotel/restaurant management (page 44)
 - Resort/spa management (page 44)
- Information technology management (page 46)
 - Application development (page 47)
 - Systems administration (page 47)
- Natural resources (page 49)
 - Natural resource management (page 49)
 - Natural resources law enforcement (page 51)
 - Park management (page 51)
 - Water resource management (page 51)
 - Wildlife management (page 50)
- Plant industries management (page 52)
 - Agronomy (page 53)
 - Horticulture (page 53)
- Scientific and technical communication (page 53)
- Sport and recreation management (page 54)

Bachelor in an Applied Field

- Bachelor of applied health (page 35)
- Bachelor of manufacturing (page 47)

Minor

- Applied ethics minor (page 36)
- Information technology management minor (page 47)
- Music minor (page 49)
- Technical communication minor (page 55)

Associate in Applied Science

- Agriculture (page 33)
- Dietetic technician (page 40)
- Hotel, restaurant, and institutional management (page 45)
- Information management (page 45)
- Marketing and management (page 48)

Associate in Science

- Business (page 37)

Certificate Programs

- Applied ethics (page 36)
- Hotel, restaurant, and institutional management (page 44)
- Manufacturing management (page 48)

Program Option

- Air Force ROTC (page 28)

Admission

Admission Requirements

Students are admitted to UMC as either freshmen (applicants with no previous college work) or as transfer students (applicants who have enrolled at a regionally accredited post-secondary institution or internationally recognized foreign college or university after high school).

Transfer students must arrange for official transcripts to be sent from every post secondary institution they have attended, whether or not they successfully completed coursework at those institutions. To be regarded as official, transcripts must bear the original signature of the registrar or the seal of the institution or must be college-certified or printed on security paper. The transcripts must have been issued within the last year. When transfer students are admitted, their previous college record will be evaluated to determine which courses they have taken at other institutions will transfer to the University of Minnesota.

Freshmen Students: No Previous College

Work—Students with no prior college work are eligible for admission if they are in the upper half of their graduating class. Students are also eligible for admission with a composite score of 21 or above on the ACT Assessment. Students who do not meet either of these requirements are considered using a combination of high school rank, GPA, test scores, high school curriculum, and other indicators of academic potential.

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 age 19 or older can take the test at the UMC Counseling and Career Services office. This office is also an ACT Assessment residual testing site for students who were unable to test on a national test date.

Transfer Students: Fewer Than 26 Credits

Attempted—Students with prior college work but with fewer than 26 semester credits attempted follow the freshmen admission requirements. This includes students who have earned college credits through the Minnesota Post Secondary Enrollment Options Program.

Transfer Students: 26 or More Credits

Attempted—Students who have attempted 26 or more semester credits of college work are eligible for admission with advanced standing. Students are eligible for admission if they have a cumulative GPA of 2.00 in their previous college work. Students who do not meet this standard are considered through an individual review process. Students who have earned college credit only through the Minnesota Post Secondary Enrollment Options Program follow the freshmen admission requirements.

Admission Procedures

To be considered for admission, applicants must

1. submit a completed UMC admission application;
2. submit the nonrefundable \$25 application fee;
3. request that appropriate official transcripts be sent directly to the UMC Admissions Office;
 - a. Freshmen: high school transcript or General Education Diploma (GED) scores;
 - b. Transfer students with fewer than 26 semester credits attempted: high school transcript and transcript(s) from previous college(s);
 - c. Transfer students with 26 or more semester credits attempted: transcript(s) from previous college(s);
4. submit ACT test scores if they are freshmen or transfer students with fewer than 26 semester credits attempted.

Admission decisions are not made until applications are complete. Students are notified of admission approximately one week after their application is received.

Nonresidents—All applications and supporting transcripts *should be received approximately six weeks before the term of entrance.*

Under reciprocity agreements, residents of North Dakota, South Dakota, Wisconsin, and Manitoba who attend UMC may pay a specially designated tuition rate. To obtain current figures and necessary forms, contact the UMC Office of Admissions or 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 Educational Aids Board, 137 East Wilson Street, Madison, WI 53707

Manitoba Residents—Office of Admissions, University of Minnesota, 4 Hill Hall, Crookston, MN 56716.

In general, residents from other states will be charged in-state tuition. This is effective as of fall semester 1999 and applies only to the Crookston campus. Questions concerning tuition rates should be directed to the Office of Admissions, University of Minnesota, Crookston, MN 56716.

International Students—Students from many countries attend UMC. They contribute a cosmopolitan influence and participate in all aspects of campus life (including the Multicultural-International Club). To be admitted, international students must have completed studies equivalent to those required to graduate from high school in the United States. Complete and official academic transcripts, records, and certificates from secondary schools, colleges, and universities attended, in the original language and in English translation, must be sent with the admission application to the Office of Multicultural and International Programs, University of Minnesota, Crookston, MN 56716, USA.

To determine the English language proficiency of prospective international students, the Test of English as a Foreign Language (TOEFL) is normally required. To be accepted, students usually need a minimum score of 500. The college code number to be written on the TOEFL application is 6893. For dates and locations of the examination, write to TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA.

To be considered for admission, applicants must submit

1. a completed application for undergraduate international students;
2. a declaration and certification of finances (part of the application);
3. two character references;
4. a \$25 nonrefundable application fee in U.S. currency;
5. official transcripts of high school and any college records accompanied by an English translation, if necessary; and
6. TOEFL scores.

When all of the required materials have been received and the application reviewed, the applicant will be notified of the admissions decision.

Students not holding U.S. citizenship and entering this country on a student visa are assessed the **in-state/resident tuition rate**. This benefit is limited to 50 students and only applies to the Crookston campus. On-campus work for international students is *very* limited and off-campus employment is approved by the Immigration and Naturalization Service (INS) based on fully documented unforeseen economic circumstances. Contact the Office of Multicultural and International Programs for more information.

To obtain forms for college application, International Tuition Scholarships, and certificate of finances, write to the Office of Multicultural and International Programs, University of Minnesota, Crookston, MN 56716, USA.

Advanced Standing—Students from postsecondary institutions or those with appropriate military schooling may transfer to UMC and receive advanced standing credit. To obtain an application for admission, contact the Office of Admissions, 4 Hill Hall, 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 Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218-281-8547) for questions about credit transfer.

Postsecondary Enrollment Options Act

(PSEO)—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 in order to participate in the PSEO Program. Each semester, PSEO students must earn a **minimum** UMC GPA of 2.00 in order 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 (CHIS)

—Students must have achieved junior status in their high school and have a **minimum** cumulative high school GPA of 3.00 in order to register and earn UMC course credit in the CHIS 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.

Non-degree Students—Those who want to complete individual courses or groups of courses to meet personal needs may be considered for admission as “non-degree” students. These students are not candidates for degrees, although they may later seek degree candidacy. For information about changing classification from non-degree to degree candidate, or to obtain a form to apply for non-degree student status, contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569).

Senior Citizens—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 \$6 per credit as well as any special fees. For more information, contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218-281-8547).

The term “ubiquitous computing” has been used to describe the distinctive educational environment at UMC, where a notebook computer and Internet access is provided to each full-time student.





Bede Student Center is a focal point for student activities on campus.

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.
- Students with associate degrees will receive 60 credits upon transfer. Students will normally be able to complete a baccalaureate degree in a *comparable* program by earning an additional 60 credits. The appropriate center director will determine which additional courses are required to complete the baccalaureate degree.
- Transcripts for students without associate degrees will be 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 page 23) 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 general education and the major field; 2) all courses not used to fulfill general 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.
- If students do not agree with UMC's transfer decision, they may appeal to their center director. 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. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer to Another College or University

- Discuss your plans with the campus transfer specialist Brian Steenerson, 170 Owen Hall (218-281-8574).
- Call or visit your intended transfer college. You should obtain the following materials and information:
 - college catalog
 - transfer brochure
 - information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher GPA.
 - information on financial aid (how to apply and by what date)
- After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take.

Understanding How Transfer of Credit Works

- The college or university to which you transfer decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you 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 you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, "Will your credits fulfill requirements of the degree or program you choose?"
- If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission

- Application for admission is always the first step in transferring. Fill out the application as early as you can prior to the deadline. Enclose the application fee.
- Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.
- Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.

- If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.
- After the college notifies you that you have been accepted for admission, your transcribed credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
- If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student

As a transfer student, you have rights 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 appeals process.
Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help. 2) Department or committee will review. 3) Student receives, in writing, the outcome of the appeal. 4) Student can appeal decision to UMC Vice Chancellor for Academic Affairs.
- At your request, a review of your eligibility for financial aid or scholarships.

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

Credit Transfer to Another Institution

The acceptance and applicability of credits earned at the University of Minnesota toward a degree at another institution are determined by that institution. If you wish to have your UMC degree credits transferred to another institution, send a written request for an official transcript to the Office of the Registrar, University of Minnesota, Crookston, 170 Owen Hall, 2900 University Avenue, Crookston, MN 56716. Enclose \$5.00 for each official transcript.

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, and 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 2001-2002

Per-Credit Tuition—Tuition is assessed on a per-credit basis. For the 2001-2002 academic year, tuition is estimated to be \$143.00 per credit (tuition rate was not finalized at the time of publication). 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—\$147.48 (for students taking 6 or more credits per term). Refer to a current *Class Schedule* for a description of this fee.

Orientation Fee—\$30.00 (required of all degree-seeking students enrolled for the first time and taking 6 or more credits).

Transcript Fee—\$5.00 for each official transcript; \$10 for rush service.

Technology Access Fee—Students registered for 12 or more credits pay a technology access fee of \$500 per term; students registered for 8 to 11 credits pay \$285 per term; and students registered for 3 to 7 credits pay \$80 per term. This fee provides access to computers, laser printers, the Internet, and online library card catalogs. The fee is subject to review and approval by the Board of Regents. The required course ITM 1010—Introduction to Information Technology teaches students how to use their notebook computer and understand its many applications.

Special Fees—A towel and equipment fee for certain physical education courses and a science laboratory breakage fee may be charged.

Estimated Costs—The approximate cost for a Minnesota resident living on campus during the 2001-2002 academic year is \$10,650. This figure includes tuition, a 195-meal board contract, 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.

Estimated semester expenses* (based on 15 credits)

Board and room	\$2,183.00
Tuition	\$2,145.00
Student services fee	147.00
Technology fee	500.00
Books and supplies	350.00
Cost per semester	\$5,325.00

*International students may be assessed a higher tuition rate.

UMC financial aid sources include

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*
 Miscellaneous employment
 Federal Perkins Loan Program*
 Federal Ford/Stafford Direct Loan Program
 Federal Unsubsidized Ford/Stafford Direct Loan Program
 Federal PLUS (Parent) Direct Loan Program
 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 (JTPA)
 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.

Late Fees—Students who register during the first week of class must pay a late registration fee of \$10. A \$20 late registration fee will be assessed to students registering after the first week of class. If a student does not pay the total tuition and fees amount owed by the first due date of each semester, a \$7.50 installment fee is assessed. If the total amount owed is not paid by the second due date of each semester, a second installment fee of \$7.50 is assessed. Students will also be charged a late fee of \$15 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 late fees and installment fees charged during a semester is \$60.

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, although 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 early, because many funds are distributed on a first-come, first-served basis. Applications received after the priority date are 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.

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 number of family members attending college. More financial contribution usually is expected from a family with a higher income.

The amount of students' financial need is the difference between UMC's estimate of what it will cost to attend UMC and the amount the federal and state governments expect students and their families to contribute to their education, based on information provided on the FAFSA.

The financial aid students receive is determined by financial need and the 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 in previous years.

University of Minnesota and UMC Scholarships

Students may use the Freshman Specialty Scholarship Application to apply for many scholarships awarded according to special interest, background, or abilities. Scholarship recipients must be enrolled full time (12 credits). Application deadline is April 1. Minnesota high school seniors who rank in the top 5 percent of their senior class are also encouraged to apply for the University of Minnesota Presidential Scholarship. High school seniors who are members of a racial or ethnic minority and have demonstrated high academic potential are encouraged to apply for the University of Minnesota Morton S. Katz and President's Outstanding Minority Scholarships. Application deadline for these scholarships is February 1. Further information and applications may be obtained from UMC's Office of Admissions or from high school counselors.

Returning UMC students should inquire at their academic center office about scholarship opportunities and a Returning Student Scholarship Application. Application deadline is April 1.

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 making satisfactory academic progress (the details of the Academic Progress Policy can be found on page 21).

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./A.A.S. degree.
3. Students must successfully pass two-thirds of the credits they attempt as measured at the end of each academic year.

Mail FAFSA by this date to be considered for:

Term starting	All available aid (priority consideration)	Any remaining funds
Fall semester	March 31*	July 15
Spring semester	March 31*	October 15
Interession	March 31*	October 15
Summer session	March 31*	April 15

* Of the preceding academic year (September-May)

4. Students must have a cumulative GPA of at least 2.00 at the end of the second academic year (four terms) of study.
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 NOT be eligible to receive state or federal financial aid.

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. A more complete policy statement on the "Standards of Progress for Financial Aid Eligibility" may be obtained from the Office of Student Financial Aid.

For more information, contact the Office of Student Financial Aid, University of Minnesota, Crookston, 170 Owen Hall, 2900 University Avenue, Crookston, MN 56716 (800-UMC-MINN or 218-281-8561 or 8562).

Student Affairs

The offices and departments that make up Student Affairs at UMC emphasize the uniqueness and worth of each individual and advocate services and methods that help each person develop or realize his or her full potential. The activities are based on beliefs that the campus environment should promote academic freedom and individual responsibility, that participation with a diversity of persons and experiences enriches the development of students, that all aspects of students' participation in the University community should further their learning and development, and that all staff who have contact with students have an educational role.

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 responsibilities to others, to society, and to themselves;
- assist students to overcome 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 and consumer information services needed for student admission, orientation, registration, 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 healthful living for 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;
- provides security services to maintain a safe and secure living and learning environment;
- provides educationally relevant non-classroom developmental, service, and leadership opportunities;
- assists students and student organizations to interact more effectively with the University community;
- provides a diversity of social opportunities and cultural experiences for all student groups;
- assists students in clarifying career goals and objectives, exploring options for further study, and securing employment; and
- serves as a creative, collaborative advocate for an optimal learning environment for all.

Academic Assistance Center

The Academic Assistance Center, 270 Owen Hall, offers academic help to all students. UMC recognizes that many students need additional skill development and academic support to enhance their ability to succeed.

Opportunities for improving skills are available through

- developmental courses in writing and math
- programs for developing study strategies
- peer tutoring in most subjects
- organized study groups

Spring Fling is a fun event sponsored by the Student Programming and Activities for Campus Entertainment (S.P.A.C.E.) committee.



- supplemental instruction in designated courses
- supplementary study aids in many content areas using various technologies

The center cooperates with the Disability Services Office and provides some of the testing, taping, and tutoring services requested through that office. Appropriate hardware and software enable students with visual impairments to use most computerized programs. The center also works closely with Student Support Services.

Center for Adult Learning

UMC's Center for Adult Learning (CAL) provides high-quality educational services for nontraditional or continuing students, community organizations, and the workforce. This arm of the University specializes in educational products and systems that serve public needs and emphasize lifelong learning.

CAL develops and delivers educational products that are responsive to adult learning needs in areas of academic enhancement, workforce development, and personal enrichment. Products may be based on credit, non-credit, and continuing education units (CEU) and are delivered in formats such as online internet courses, evening and weekend courses, and workshops that fit adult schedules.

CAL supports UMC degree programs with online courses, and offers certificate programs that may be applied to future degrees. Certificates include:

- **Applied Ethics Certificate** (credit) for professionals to assess and address ethical questions related to their occupations.
- **e-Business Strategy Certificate** (non-credit) for managers integrating the Internet into their business plan and operations.
- **Instructional Technology Certificate** (non-credit) for educational (K-12, higher education) faculty, industry trainers and instructional designers who utilize the Internet, educational technology, and learning theory for technology-enhanced education.
- **Manufacturing Management Certificate** (credit) for manufacturing and production employees seeking to advance to management and supervisory positions within the industry.
- **Precision Agriculture Certificate** (non-credit) for agricultural consultants and representatives who utilize global positioning and global information systems in agriculture production.
- **Hotel, Restaurant, and Institutional Management Certificate** (credit or non-credit) for employees, supervisors, and managers who would like to advance within the industry. Individuals can elect to complete one focused course to enhance their job skills or complete the full certificate program.

Online courses provide opportunities to complete courses without attending classes on campus. They offer interactivity with the instructor and other students, convenience of location and

time of day, and independent learning for motivated students. Online courses may be applied to UMC degrees or transferred to other institutions. UMC's Bachelor of Applied Health degree program is offered online.

Extended-campus courses are available through partnerships with technical colleges and industry. Partnerships and locations include Marvin Windows & Doors in Warroad, MN and Twin-Cities metro area technical colleges. These courses lead to the bachelor of manufacturing degree and manufacturing management certificate (TC metro area).

A specialization in technology training extends UMC's reputation as a leader in computer education to the public and Minnesota's workforce. Courses utilizing productivity software such as Microsoft, Office, Internet-based applications, and other computer-based products are also applicable to adults fulfilling personal interests and techno-competency goals. Hands-on courses and customized training sessions are designed with measurable achievements and outcomes.

For more information, contact the Center for Adult Learning at 218-281-8681 or www.crk.umn.edu/cal.

Cooperative Campus Ministry

UMC offers a unique opportunity to its students in the form of an ecumenical campus ministry. This ministry does not try to convert anyone. It affirms beliefs, values, and faith. Cooperative Campus Ministry is about faith—faith in God and faith in oneself and one's future. Cooperative Campus Ministry invites everyone to form a community, strengthen relationships, and broaden their horizons.

Cooperative Campus Ministry is located on the second floor of the Bede Student Center and meets every Wednesday night. It is one of the most active clubs on campus. The ministry's director is governed by a board of representatives from contributing denominations.

Counseling and Career Services

Counseling and Career Services (C&CS), located in the One Stop Student Services Center in 270 Owen Hall, offers counseling, career services, alcohol and other drugs awareness programs (AODAP), and disability services to all students and the University community.

Counseling Services—UMC Offers professional counseling services for students with personal, social, mental, educational, and career development concerns. Consulting, outreach, and evaluation and research programs are also available. Services include:

- individual counseling
- group counseling
- advocacy for student needs

- crisis intervention
- programs, seminars, and workshops
- referral resources

Counseling can complement the academic life of students by helping them gain personal insights and more clearly defined plans for the future.

Career Services—UMC Career Services helps students develop, evaluate, and implement career plans. It provides career development and placement services to all University community members. Specialized services include:

- full-time employment listings
- internship information and Internship Seminar class
- temporary and seasonal job listings
- professional resume preparation workshops
- job-search strategy workshops and meetings
- interview practice sessions
- job fair information
- GED and ACT residual testing
- career interest and personality inventories
- career and occupational exploration workshops
- individual and group counseling for career planning
- on and off campus employment interviews
- follow-up studies of previous graduates
- international job-market information
- computer assisted career planning programs (Discover)
- Web registration

Career Center Services resources and information are provided to help students and alumni find career related employment.

Counseling and Career Services hours are Monday-Friday, 8:00 a.m. to 4:30 p.m. For more information, stop by 270 Owen Hall or call 218-281-8586 or 218-281-8585 for an appointment. UMC's Counseling and Career Services Web site can be found at <www.crk.umn.edu/people/services/CAREER/Index.htm>

Alcohol and Other Drug Awareness Program (AODAP)—This program provides UMC students with education and prevention programs that promote learning and development. The programs are intrusive, coherent, based on theories and knowledge of learning and human development, and are responsive to special needs of individuals. AODAP services include:

- individual counseling
- group counseling
- crisis intervention
- programs, seminars, and workshops
- referral sources
- alcohol and drug evaluations

For more information, contact the office of AODAP, University of Minnesota Crookston, 211 Bede Student Center, Crookston, MN 56716, or call 218-281-8525.

Disability Services—UMC's Disability Services Office promotes and ensures program and physical access for students with documented disabilities. It also helps UMC personnel meet their obligations under state and federal statutes and provides the following services upon request for enrolled and prospective students with documented disabilities:

- information about disability services at UMC
- referral
- individual orientation
- counseling
- career development assistance
- academic accommodations
- advocacy
- faculty and staff consultation
- educational programming related to disability issues

Students who require sign language interpreting services are encouraged to contact the Disability Services Office regarding the availability of those services in the region well in advance of the anticipated date of enrollment.

For more information, contact the Student Disabilities Office, University of Minnesota, Crookston, 270 Owen Hall, Room 210, Crookston, MN 56716, or call 218-281-8587. TDD users may call 218-281-8565 or use the Minnesota Relay Service at 1-800-657-3529.

Development Office

This office raises money for UMC. In performing this role, staff rely on written and personal communication with prospective donors. The office also secures funding from private external foundations, corporations, and state and federal agencies. The Development Office conducts several fund drives targeting UMC faculty and staff, UMC Teambackers, UMC alumni, Northwest School of Agriculture alumni, the Northwest Educational Improvement Association, businesses, industry, and friends of UMC. Northwest School of Agriculture activities are also coordinated by the Development Office.

Dining Services

Dining Services provides the campus community with dining flexibility and convenience. A variety of nutritious and tasty foods are prepared for the campus community and off-campus visitors from the first day of class each term through lunch on the last regularly scheduled day of final examinations. Special events and catering are also provided. Dining Services utilizes the UCard as the meal plan card and debit card for cash purchases. Everyone is welcome to purchase one of the flexible meal plans available. Meal balances and money are transferable between Brown Dining Room and Morsels convenience store. Morsels is located on the first floor of Sahlstrom Conference Center and features a large selection of snack items. Breakfast is available in Morsels from 7:30 a.m. to 9:00 a.m., Monday-Friday. Brown Dining Room, located on the second floor, offers a variety of main entrees and a full salad bar during the



The International Dinner, held each year in April, showcases the various foods and cultures of international students attending UMC.

week. Theme dinners, special events, and steak nights are featured throughout the term. Service hours for Brown Dining Room are Monday-Friday, 10:30 a.m. to 1:15 p.m. for lunch; 4:15 p.m. to 6:30 p.m. for dinner. Weekend hours are 11:30 a.m. to 12:30 p.m. for brunch; 4:30 p.m. to 5:30 p.m. for dinner.

Early Childhood Development Center

The Early Childhood Development Center is a comprehensive child care facility offering early childhood programs for children of UMC students, staff, and faculty as well as the community at large. The center provides early education experiences for infants, toddlers, and preschool children. The primary purpose of the Center is to give the students majoring in Early Childhood Education an opportunity to observe and participate in a teacher-training laboratory. The center maintains a safe and healthy learning environment, provides a supportive social-emotional atmosphere, and helps children learn how to learn through self-directed learning processes and problem solving. The Early Childhood Development Center is accredited by the National Academy of Early Childhood Programs.

Health Service

The Student Health Service offers medical care to all students. The center is operated by a registered nurse who assesses and treats minor illnesses, refers students to appropriate agencies when warranted, and provides educational programming for understanding and preventing illness. A physician is on campus most Wednesday afternoons and evaluates students at no charge.

Students referred for medical care are responsible for costs. Transportation to an off-campus health care agency is the student's responsibility. There are no restrictions on the

number of visits a student may make to the Student Health Service. Over-the-counter medications are also available at no charge.

All students must have health insurance and are required to complete a health history form and immunization record, which are filed at the Student Health Service office.

Students are encouraged to visit the Student Health Service, located in Bede Hall. The center is open from 8:30 a.m. until 4:00 p.m., Monday through Friday, when classes are in session. Appointments can be made by calling 218-281-8512 or 218-281-8586.

Multicultural and International Programs

The Office of Multicultural and International Programs helps students of diverse cultural, ethnic, racial, and linguistic backgrounds adjust to the college environment. The programs provide students with advocacy services, general counseling, and advising in personal, academic, and extracurricular activities. They also serve the UMC community by providing opportunities for understanding and appreciating diversity. Students are introduced and encouraged to take advantage of the several international education exchanges and activities offered by UMC.

The office is in 133A Bede Hall. Appointments can be made in person or by calling 218-281-8508.

Multicultural-International Club—A multicultural-international club consisting of students from the United States and citizens of other countries is active at UMC. The club holds periodic meetings and schedules social, educational, and cultural activities such as international dinners, exhibitions, retreats, and seminars.

Study Abroad—UMC encourages students to take advantage of the many opportunities available for study abroad. The Office of Multicultural and International Programs works cooperatively with other University of Minnesota international offices to offer students a variety of options that vary in length, academic focus, language of instruction, location, and cost. Contact the office for more information (133A Bede Hall, 218-281-8508).

Outreach Programs

UMC Outreach Programs link the University with citizens, families, and communities in the region, and beyond. Specific initiatives build on partnership with the U of M College of Continuing Education and Extension Service, and other education and service providers.

As part of a land-grant University, UMC is committed to a vibrant exchange and transfer of knowledge with the people of the region. The University has the responsibility to reach out. At the same time, UMC welcomes citizens and communities to reach in and draw on University resources to solve civic problems.

Specific initiatives include:

The Northwest Minnesota Civic Health Initiative started in 1994 as an active citizenship project to engage citizens in a process to help sustain the health care industry in the region. Today, the Initiative is the home base for the Northwest Minnesota Health Care Purchasing Alliance which has a goal to offer a new option for health care benefits for small business, farm families, manufacturing, local governments, and non-profits. For more information, call 218-281-8680.

UMC FarmWrap is part of a network of organizations dedicated to helping farm families who are facing transition. Services include informal counseling for adults to help connect them to a variety of career and lifework resources. Help is provided to farm men and women who seek employment off the farm, or who wish to return to school for further education to prepare for a new career. For more information, call 218-281-8676.

Vital Aging projects at UMC are responding to the special needs of older adults in the region. The Retired Senior Volunteer Program (RSVP) is working with the Extension Service and other organizations to expand opportunities for life long learning. Specific programs help older adults expand their options for work and personal enrichment. For more information, call 218-281-8680.

Retired Senior Volunteer Program (RSVP)—RSVP is a volunteer placement program for persons age 55 and older. RSVP offers men and women exciting opportunities for personal development and satisfaction by volunteering their time, energy, and creativity while serving their communities. RSVP also offers its volunteers benefits such as supplemental insurance coverage, mileage and meal reimbursements, and an annual recognition event. By providing seniors with a variety of community-defined, community-supported volunteer projects, it allows them to make choices that match their time, skills, and interests with the knowledge that the opportunities they choose will be meaningful to them and their community.

Residential Life/Security Services

Three residence halls and three apartment complexes provide coeducational on-campus housing for 500 students. All rooms are furnished. Residence halls also have recreational, laundry, and kitchen facilities.

To maximize the positive, developmental experience of living in campus housing, residents are responsible, through hall councils and committees, for formulating and implementing policies, standards, and activities.

Students who plan to live on campus should return the housing application card that is mailed with the admission notification of acceptance.

For more information, contact the Office of Residential Life/Security Services, 119 McCall Hall (218-281-8531).

Security Services—The Office of Residential Life/Security Services is responsible for law enforcement and security on campus. The department professional staff consists of a director, assistant director, and part-time officers. Officers are on duty primarily during the evening hours.

It is University policy to encourage the reporting of all crimes committed on campus and to assist victims of those crimes. Monthly campus crime reports are printed in the *UMC Bulletin* and the weekly campus newsletter.

Information regarding UMC crime statistics is available at the Office of Residential Life/Security Services, 122 McCall Hall (218-281-8530). In an emergency, dial 911 or 9-911 (on campus).

The department emphasizes crime prevention by minimizing crime opportunities and encouraging students and employees to be responsible for their own and others' safety.

Service Learning

Over 45 UMC courses incorporate a hands-on, service dimension. For example, in a biology course students may work at the Rydell Wildlife Refuge, or in a sociology class students volunteer at a local homeless shelter. Opportunities may be a one-time or ongoing commitment and range from tutoring to Habitat for Humanity to special projects. For more information about volunteering, contact Service Learning, 106 Bede Hall (218-281-8505).

Sports

Intramural and Recreational Sports—The Intramural Program offers a diversified range of activities to meet the needs and interests of a large percentage of students, both men and women. Intramural sports are a great way to participate in a sport without the pressure of joining a varsity team. Activities include basketball, flag football, hockeyball, racquetball, soccer, softball, tennis, and volleyball.

Intercollegiate Athletics—The Intercollegiate Athletic Program is an integral part of the student experience at UMC. The fine winning tradition established by UMC teams has provided a focal point for student interest, enthusiasm, and school spirit. UMC participates in women's sports (basketball, golf, soccer, softball, tennis, volleyball) and men's sports (baseball, basketball, football, golf, hockey). UMC is a member of NCAA Division II and competes in the Northern Sun Intercollegiate Conference.

UMC Fitness Center—The modern UMC Fitness Center, with many of the latest conditioning machines, is one of the best-equipped centers in the area. The center is available at no charge to students enrolled for 6 or more credits. It is also available to faculty, staff, and the community for a membership fee. The Fitness Center is in Knutson Gym.

UMC fields eleven varsity athletic teams: men's football, golf, basketball, hockey, and baseball; women's soccer, golf, volleyball, basketball, fast pitch softball, and tennis.





All rooms in campus residence halls feature network connections providing unlimited connectivity to the Internet for each student.

Student Activities

Students may participate in a wide range of cocurricular activities. Special events include Ag Arama, Homecoming, and Sno Daze. Student committees plan a variety of activities, including our popular W.O.W. (What's on Wednesday) programming featuring hypnotists, comedians, and musicians. Concerts and Lectures Committee also sponsors events that appeal to special student interests. Music and drama programs are presented regularly by the college for campus and public audiences. More than 27 organizations are officially recognized by the Crookston Student Association (student government).

Student Center

The campus Student Center, located in Bede Hall, serves as a meeting place and lounge for students and staff. It provides office space for student services, including student activities, student government, multicultural and international programs, health services, outdoor recreational equipment rental, the post office, and the service learning office. Cooperative Campus Ministry, Alcohol and Other Drug Awareness Program (AODAP) office, and a game room are available on the second floor.

The Student Center is open 9:00 a.m. to 9:00 p.m., Monday through Thursday; 9:00 a.m. to 7:30 p.m. on Friday; and 12:00 noon to 5:00 p.m. on Saturday and Sunday.

Bookstore—The bookstore sells textbooks and supplies for all classes, as well as clothing and novelty items relating to UMC. It is located in Bede Hall. Bookstore hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. The Bookstore's Web site is <<http://bookstore.crk.umn.edu>>.

Student Conduct Code

UMC is committed to maintaining a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems. To safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to ensure protection of the University's interests as it seeks to carry out its mission on behalf of the citizens of Minnesota, certain minimum standards have been adopted as contained in the University's Student Conduct Code. The complete text of the code is located on UMC's World Wide Web site. Printed copies may be obtained from the Bede Info Desk. All students at UMC are responsible for knowing and complying with these standards. Failure to comply may result in disciplinary action up to and including suspension or expulsion.

University Relations

The Office of University Relations coordinates activities associated with alumni relations, government relations, public relations, and institutional marketing.

Alumni Relations—Goals for Alumni Relations include promoting a positive relationship with alumni and providing alumni with current campus information via a network of newsletters, correspondence, social activities, and telephone and electronic communications. Membership in the UMC Alumni Association is automatically granted to all graduates and former students. Former students—those satisfactorily completing 15 semester hours of college work—become associate members.

The UMC Alumni Association

- promotes the general welfare of UMC as an educational institution
- stimulates and encourages the interests of alumni, students, and former students in furthering of programs and progress at UMC
- encourages respect for the high standards upon which UMC is founded
- acts as a focal point through which alumni opinions can be directed to the administration
- fosters interest in alumni programs among UMC students
- coordinates alumni events, reunions, socials, and Homecoming
- sponsors an annual Alumni Recognition Banquet and an annual Athletic Hall of Fame Banquet
- supports student activities and scholarships.

Governmental Relations—Objectives of Governmental Relations are to provide advocacy for any legislative activities that may influence legislative policy relating to the University of Minnesota system-wide and to serve as a contact point for systematic communication and information regarding legislative action.

Public Relations—Public Relations activities involve the generation of news releases, feature articles, and other publicity regarding student, faculty, and staff achievements; campus academic programs and departments; and campus activities and events. This information is regularly distributed to:

- local, regional, statewide, and national media—newspapers, magazines, radio, and television stations
- students' hometown media
- the World Wide Web via UMC's main Web site
- alumni and development publications.

Staff also produce a weekly radio interview program "UMC Insight," which is broadcast over area radio stations and the Web; publish the *UMC Bulletin*, a weekly employee news bulletin; coordinate UMC-related items in the *Brief*, a weekly University-wide publication; edit and produce alumni and development publications; and assist in coordinating special events.

Institutional Marketing—Activities of Institutional Marketing include:

- coordinating the externally focused and promotional information of UMC's Web site
- developing and producing various campus promotional publications in collaboration with UMC Athletics, the Office of Admissions, and other campus entities
- coordinating the Image Marketing Committee, a group that deals with promoting a consistent and positive image of UMC and its programs.

University Sexual Assault Victims' Rights Policy

If you are the victim of a criminal sexual assault on UMC property, you may file a criminal charge with the Crookston Police Department by calling 911. If you would like assistance in notifying the proper law enforcement and campus authorities, call the Office of Residential Life/Security Services at 218-281-8531, 8:00 a.m. to 4:30 p.m., Monday through Friday; at 218-289-0604 after office hours and on weekends. The local Community Violence Intervention Center (888-362-2226) can also provide assistance. You also have the right to assistance from the State of Minnesota Crime Victim Reparations Board (1-800-642-0395) and the Office of the Crime Victim Ombudsman (1-800-247-0390).

After receiving your complaint, the University will investigate and respond to it. You may participate in any University disciplinary proceeding concerning your complaint. If you wish, you may also have a support person present with you. You have the right to be notified on the outcome of any University disciplinary proceeding concerning your complaint, subject to the limitations of the Minnesota Government Data Practices Act.

The University will follow the direction of law enforcement authorities in obtaining, securing, and maintaining evidence relating to your sexual assault incident. University authorities will also assist in preserving materials that are relevant to a University disciplinary proceeding.

At your request, the University will assist you as is reasonable and feasible (in cooperation with law enforcement authorities) in shielding you from your alleged assailant. This may include providing you with alternative work, academic, or living arrangements if these options are available and feasible.

Veterans Benefits

The courses offered by UMC have been approved for veterans and their dependents eligible for educational benefits under Chapters 30, 31, 32, and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 106 (educational assistance program), reserve and national guard personnel may be eligible for educational benefits. Students should contact the Office of the Registrar or their local Veterans Administration office to obtain applications and determine eligibility and entitlement.

At the Office of the Registrar, located in the One Stop Student Service Center, 170 Owen Hall, students can get help with any problems they may have with the Veterans Administration (e.g., getting their check, filling out forms) and find out about the services available to veterans on campus.

Veterans may receive credit for appropriate military training. The registrar will determine the number of credits acceptable for transfer.

Veterans or veterans' dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

- Register for at least 12 credits per term to receive full-time benefits, 9-11 credits for three-quarter-time benefits, 6-8 credits for half-time benefits, 4-5 credits for less than half-time benefits. (The Veterans Administration pays tuition for only 1-3 credits, which must apply toward a degree.)
- Maintain satisfactory academic progress toward graduation.
- Report any changes in course load (cancellations, additions) to the Office of the Registrar (and repay benefits, retroactive to the start of the term, for any course dropped 30 days or more after the start of a term, or for any course not completed if the cancellation or incomplete changes their enrollment status: half-time, three-quarter-time, or full-time).

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—Students must have completed 30 or more credits to take upper division (3xxx or 4xxx) courses.

Faculty Advisers—In choosing courses each term, every degree-seeking student is 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 center.

Credit Load—The normal course load for each term is 15 to 18 credits. To graduate with a bachelor's degree in four years, you must average 15 credits per semester. Dropping below that average may increase the time you must spend in school. A credit requires an average of 3 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—To carry more than 18 credits, students should have a minimum 2.50 cumulative GPA. To carry more than 20 credits, students should have a 3.00 cumulative GPA. Students planning to register for 19 or more credits 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.

Prerequisites—To enroll in some courses, you 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. If you wish to remain in a course in which your registration has been cancelled because you do not possess the required prerequisites, 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. Students who score at the 25th percentile or below in two or more basic areas (English, reading, math) must take GnEd 1000—Seminar for New Students, and the appropriate writing and/or math courses. Students must earn a "C" or above in any mandatory class before registering for a higher-level class in that subject area.

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. After eight weeks, cancellation of a class without a grade will be permitted only if the student has done passing work up to the time of withdrawal.

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

Holds—If you have a hold on your record, you 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. You will usually be 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 from the Golden Eagle Informer Line, 281-UofM (8636), and also appears at www.crk.umn.edu/register/ on the Web.

To remove a hold from your record, you must first pay the debt owed, correct the scholastic deficiency, or be cleared by Student Affairs. For most debts you will receive a billing statement, which you will submit with payment at the Business Office. You may present the receipted billing statement to the department or office that authorized the hold as evidence that the debt has been paid.

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

If, in order to register, you pay a Student Accounts Receivable hold for a previous term with a personal check that is returned because of insufficient funds, you will be sent a notice by the Business Office. Your current registration may be canceled if you fail to respond to this notice and pay your 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.

You must attend the first class meeting of every course in which you are registered unless you have obtained the instructor's approval for your 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. If you wish to remain in a course in which you were absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you 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 center director.

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

- 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: if a student receives an I in a course, but he or she 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 period (quarter or semester) 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.

Grade Reports and Transcripts

The Office of the Registrar maintains student academic records on a computerized system. 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. Official, certified transcripts will be sent at the student's written request for \$5 per copy to whomever they designate. Telephone requests are not accepted. Term and cumulative grades are available electronically on the Student Access System and on the Golden Eagle Informer Line, 218-281-UofM (8636).

Ordering a Transcript

Transcript service is available by fax, mail, or in person at the Office of the Registrar, One Stop Student Service Center, University of Minnesota, Crookston Campus, 170 Owen Hall, 2900 University Avenue, Crookston, MN 56716-5001.

Official transcripts may be ordered by mail, fax, or in person. 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**, we will fax a transcript and follow 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. Your full name and all names used while attending the University of Minnesota;
2. Your student ID number or social security number;
3. Your date of birth and dates of attendance at the University;
4. The address(es) where you want the transcripts sent;
5. Your signature; and,
6. Your phone number or address should we need to contact you about your request.

Payment:

When paying by credit card include:

1. Your credit card number;
2. The expiration date;
3. Your name as it appears on the card; and,
4. Your signature.

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

Examinations to Earn Credit

Course Challenge Examination—Students currently admitted or enrolled at UMC may obtain credit for any course through a process called a course challenge. This process—by means of a written or an oral examination in place of course enrollment—demonstrates that a student is proficient in the course material.

Some of the provisions of the course challenge:

- A student may challenge a particular course only once.
- A student may not challenge a course that has been previously taken for credit at UMC or at another college or university.
- The course must be challenged before the last date to add a course for that term.
- Academic centers are responsible for preparing and administering challenge examinations.
- Students must obtain center director approval and pay \$30 before a challenge examination is administered.
- The results of a successful challenge examination are entered on the student's permanent record as an "S" (satisfactory) and are not included in the computation of the cumulative GPA. No permanent record entry results from a failed challenge examination.

Applications for course challenge examinations may be obtained in the Office of the Registrar. The forms contain additional procedural information.

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.

College Level Examination Program (CLEP)—Two kinds of examinations are offered by CLEP: general examinations measure achievement in the five basic areas of liberal arts, and subject examinations measure achievement in specific college courses.

Contact the Office of the Registrar for information on score requirements and credit granted.

No grade is recorded for these credits and they are not calculated into the GPA.

CLEP credits awarded at another institution are not automatically accepted by UMC. The student must submit the original transcript of CLEP scores for evaluation. All scores are evaluated according to UMC policy, and appropriate credit is awarded.

Competency Assessment Package (CAP)—The Competency Assessment Package evaluates prior learning. See your 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 credits at UMC while attaining a 3.25 or higher GPA. To qualify for a place on the Chancellor's List, students must complete 12 or more credits while attaining a perfect 4.00 GPA.

Academic Fresh Start Policy

Currently enrolled students who have interrupted their college/university education for a period of five years or more may petition to exclude selected prior UMC coursework with grades of D or F from their GPAs. Such courses and their actual grades appear on the student's academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may exercise this option only once by submitting a written request to the Office of the Registrar.

Satisfactory Progress

UMC students are expected to make satisfactory progress and maintain at least a C average (2.00 GPA) in their selected curricula. Students should see their course instructor or faculty adviser as soon as academic difficulty arises rather than wait until an unsatisfactory grade is received.

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.

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.

Note: The previous policy on repeating a course permitted a student to repeat a course as many times as he or she wished. The new policy permits repeating a course only once. Students who had already repeated a course under the "old" policy have the opportunity to repeat it one more time. The grade earned in the course the last time the student enrolls will be the one that counts in the grade point average.

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.

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 Students

For new entering freshmen students, a minimum ACT Composite Score of 18 and a minimum high school GPA of 2.00 (C) is required.

B. Continuing UMC Students and New Advanced Standing (Transfer) Students

Continuing UMC and new transfer students 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:

Meets Minimum Requirements?		
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.

Cancellation Out of College

Students who decide to withdraw from college 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	90%
Weeks 3 & 4	50%
Weeks 5-8	25%

May Session Refund Schedule

First day of class	100%
Day 2	90%
Days 3 & 4	50%
Days 5-7	25%

Summer Refund Schedule

Week 1	100%
Week 2	50%
Weeks 3 & 4	25%

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.
2. These 30 credits must include at least 24 credits taken after admission to the student's major or program and must be taken from the college (in the case of the Twin Cities Campus) or campus (in the case of Morris and Crookston) offering the major or program.
3. Of the last 30 credits earned prior to the award of a University degree, at least 15 credits must be awarded by the University of Minnesota.

A student's college or campus may waive the requirements in sections 2 and 3 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.

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

Procedure—Degree candidates must file an application for degree with the Office of the Registrar by the end of the second week of the term in which degree requirements will be met.

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.

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.

Notebook Computer Inventory Policy

Students must have their computers and related peripherals inventoried at the UMC Computer Help Desk before registration each term. Once this is done, the hold will be removed from the student's record and the student will be allowed to register, electronically or in person, at the Registrar's Office. Complete policies are posted outside Computing Services and are included in the [Campus Policies](#) section on the UMC Web site.

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

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. A more complete policy statement is included in the [Campus Policies](#) section on the UMC Web site.

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.

Academic Support Services

Center for Technology Support

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

The main functions of the Center for Technology Support are:

- to coordinate technological applications and improvements
- to offer technical training that supports these applications
- to provide research and information resources
- to maintain 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 the Center for Technology Support.

Computing Services—Computing Services, located in 116 Dowell Hall, 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 Dowell Hall 104. 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 Dowell Hall 102, 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. The director of the ITC and the chief information officer both have office space here.

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 Robertson Hall. 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

The mission of UMC's Library Services is to be the major provider of information supporting the educational programs of the campus and to meet regional research and service needs. While maintaining the campus collection of "traditional" books, journals, magazines, newspapers, and audiovisual materials is vital to the campus, the emerging "electronic library" plays an increasingly important part in serving the campus. Therefore, Library Services offers access to a wide array of electronic library tools such as PALS (an electronic card catalog and journal index), specialized CD-ROM and online databases, and electronic-based interlibrary loan materials. The library also provides computer access ports to the campus local area network, scanners, photocopier, microfilm reader/printer and the Internet as well as space for study, research, reading, and learning. The UMC Library is located on the west side of the campus.

UMC Publications

UMC Publications 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. Publications staff members are based in Robertson Hall and they often work closely with Media Services staff. Officially part of the Office of University Relations, UMC Publications 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. To accomplish this, a team of staff and student workers assist in the creation of new Web pages and in the maintenance and revision of many existing pages.