This is the Policies, General Information, Student Services Opportunities, College Regulations, Academic Information, and Degree Requirements sections of the 1999-2001 University of Minnesota, Morris Catalog.
1999-2000 Academic Calendar

**Fall Semester 1999**
- New student orientation ............................................................. Thursday-Saturday, August 26-28, 1999
- Fall semester classes begin ......................................................... Monday, August 29, 1999
- Labor Day holiday ............................................................................... Monday, September 5, 1999
- Thanksgiving holidays ................................................................. Thursday-Friday, November 23-24, 1999
- Last day of instruction ...................................................................... Tuesday, December 13, 1999
- Fall semester examinations ............................................................ Monday-Thursday, May 8-11, 1999
- UMM Commencement ....................................................................... Friday, May 12, 2000

**Spring Semester 2000**
- Martin Luther King, Jr. holiday ..................................................... Monday, January 17, 2000
- Spring semester classes begin ...................................................... Tuesday, January 18, 2000
- Spring break .................................................................................. Monday-Friday, March 27-31, 2000
- Last day of instruction ...................................................................... Friday, May 5, 2000
- Spring semester study day ............................................................. Saturday, May 6, 2000
- Spring semester examinations ......................................................... Monday-Thursday, May 8-11, 2000
- UMM Commencement ....................................................................... Friday, May 12, 2000

**Intersession 2000**
- Intersession classes begin ............................................................ Monday, May 15, 2000
- Memorial Day holiday .................................................................... Monday, May 29, 2000
- Intersession classes end ..................................................................... Friday, June 2, 2000

**Summer Session 2000**
- Summer session begins ................................................................. Monday, May 22, 2000
- Independence Day holiday ............................................................ Friday, July 4, 2000
- 8-week summer term ends .............................................................. Friday, July 13, 2000
- 10-week summer term ends ............................................................. Friday, July 27, 2000

2000-2001 Academic Calendar

**Fall Semester 2000**
- New student orientation ................................................................. Thursday-Saturday, August 24-26, 2000
- Fall semester classes begin ............................................................ Monday, August 28, 2000
- Labor Day holiday ............................................................................. Monday, September 4, 2000
- Thanksgiving holidays ................................................................. Thursday-Friday, November 23-24, 2000
- Last day of instruction ...................................................................... Tuesday, December 12, 2000
- Fall semester examinations ............................................................ Monday-Tuesday, December 13-24, 2000
- Christmas holiday ........................................................................... Monday-Tuesday, December 25-26, 2000
- New Year’s holiday .......................................................................... Monday-Tuesday, January 1-2, 2001

**Spring Semester 2001**
- Martin Luther King, Jr. holiday ..................................................... Monday, January 15, 2001
- Spring semester classes begin ...................................................... Tuesday, January 16, 2001
- Spring break .................................................................................. Monday-Friday, March 27-31, 2001
- Last day of instruction ...................................................................... Friday, May 4, 2001
- Spring semester study day ............................................................. Saturday, May 5, 2001
- Spring semester examinations ......................................................... Monday-Thursday, May 7-10, 2001
- UMM Commencement ....................................................................... Friday, May 11, 2001

**Intersession 2001**
- Intersession classes begin ............................................................ Monday, May 14, 2001
- Memorial Day holiday .................................................................... Monday, May 28, 2001
- Intersession classes end ..................................................................... Friday, June 1, 2001

**Summer Session 2001**
- Summer session begins ................................................................. Monday, May 21, 2001
- Independence Day holiday ............................................................ Wednesday, July 4, 2001
- 8-week summer term ends .............................................................. Friday, July 13, 2001
- 10-week summer term ends ............................................................. Friday, July 27, 2001
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.

University Policies

**Catalog Use**—The University of Minnesota changed to a semester-based academic calendar beginning academic year 1999-2000. This catalog is the first semester-based catalog produced for the University of Minnesota, Morris. It covers academic years 1999-2000 and 2000-2001.

The *Morris Catalog* is in effect for nine years; this catalog is in effect from fall 1999 through the end of summer session 2008. Some courses offered before fall of 1999 will no
This publication is available in alternative formats upon request. Please contact the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008; admissions@tc.umn.edu).

This catalog also is available in electronic format on the Internet and may be accessed at http://www.umn.edu/commpub on the World Wide Web.

Evening and summer courses are featured in the UMM University College Catalog and the UMM Summer Session Catalog respectively.

Class Schedule—This annual publication lists course offerings with class times, rooms, instructors, and prerequisites, as well as registration instructions, fees, final examination schedules, and other useful information.

Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Julie Sweitzer, Acting Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 (612/624-9547).

Immunization—Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record form.

The form, which is sent along with the official University admission letter, must be filled out and returned to the Health Service within 45 days after the beginning of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form.

Extracurricular Events—No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the chancellor, upon recommendation from the Scholastic Committee. Any exemption granted pursuant to this policy shall be honored, and students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so. Persons seeking an exception to this policy should contact the Office of the Chancellor.

Smoke-Free Campus Policy—Smoking is prohibited in all buildings of the University of Minnesota, Morris campus except for designated private residence hall rooms.
Morris Campus

Located in west central Minnesota, the University of Minnesota, Morris continues the educational service that began on the campus in 1887. Originally an American Indian boarding school, it was operated for 22 years, first by the Sisters of Mercy and then by the federal government. In 1909, as the federal government reduced the number of nonreservation boarding schools, the campus and facilities were deeded by Congress to the state of Minnesota on the condition “that Indian pupils shall at all times be admitted to such school free of charge for tuition and on terms of equality with white pupils.” Beginning in 1910 and for the next 53 years, the West Central School of Agriculture offered a boarding school experience for rural youth under the auspices of the University of Minnesota’s Institute of Agriculture. To meet changing educational needs, as the School of Agriculture was being phased out, the Board of Regents in 1960 established the University of Minnesota, Morris.

Conceived at the outset as a four-year liberal arts college, UMM was to serve not only the population of west central Minnesota, but also was to provide an educational opportunity for students throughout the state who sought a University of Minnesota undergraduate liberal education in a small college setting. The guiding principles of selective admission, controlled growth, and academic excellence in a residential campus atmosphere have not changed for three and a half decades.

With approximately 1,900 students and 120 teaching faculty (1997), UMM combines the residential environment of the small liberal arts college with the advantages of being a college of the University of Minnesota. The members of the faculty, representing more than 25 academic fields, are organized into four divisions: Education, Humanities, Science and Mathematics, and Social Sciences. A 16-to-1 student-faculty ratio and a strong institutional commitment to individual attention bring UMM students into frequent contact with faculty; undergraduates often collaborate with faculty in research and professional activities.

The UMM student body is made up of a diverse and talented group of men and women. The campus currently represents students from throughout Minnesota and more than 30 other states and 15 foreign countries. In 1997, 25 percent of entering freshmen ranked in the top 5 percent of their high school class; 39 percent were in the top 10 percent; and 64 percent were in the top 20 percent.

There are more than 85 student organizations at UMM. Throughout the year, a variety of cultural and cocurricular activities— theatre productions, concerts, recitals, music festivals, lectures, athletic events—are enjoyed by the campus community and the residents of the region.

UMM helped found the Council of Public Liberal Arts Colleges in 1992. This national body has 14 member institutions that share a common commitment to academic excellence and concern for undergraduate student development. The council sponsors professional development conferences for faculty in various disciplines and helps tell the public liberal arts story.

In addition to UMM, the council includes the College of Charleston (SC), The Evergreen State College (WA), Fort Lewis College (CO), Henderson State University (AR), Keene State College (NH), Mary Washington College (VA), Ramapo College of New Jersey, St. Mary’s College of Maryland, State University of New York College at Geneseo, Truman State University (MO), University of Alabama at Montevallo, University of Maine at Farmington, and University of North Carolina at Asheville.

Mission

The mission of the University of Minnesota, Morris as an undergraduate, residential, liberal arts college is distinctive within the University of Minnesota. The Morris campus shares the University’s statewide mission of teaching, research, and outreach, yet it is a small college where students play a major role in shaping their own education. The campus serves undergraduate students primarily from Minnesota and its neighboring states, and it is an educational resource and cultural center for citizens of west central Minnesota. Through its instructional excellence, commitment to research, many extracurricular programs and services, and strong sense of community, the University of Minnesota, Morris endeavors to achieve its place among the best liberal arts colleges in the region.
Accreditation

The University of Minnesota, Morris is accredited by the North Central Association of Colleges and Schools. Professional accreditation for elementary and secondary teacher preparation has been granted by the National Council for the Accreditation of Teacher Education and the Minnesota Board of Teaching.

Academic Programs

UMM’s academic programs offer basic preparation for most of the professions and several specialized occupational areas. Each student program includes studies in three broad areas of knowledge—the humanities, the natural sciences, and the social sciences.

UMM students may choose a four-year curriculum leading to the bachelor of arts degree in any of the following fields.

Art History
Studio Art
Biology
Chemistry
Computer Science
Economics
Education
  Elementary Education
  Secondary Education (licensure only)
  Coaching (endorsement only)
English
European Studies
French
Geology
German
History
Latin American Area Studies
Liberal Arts for the Human Services
Management
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Social Science
Sociology
Spanish
Speech Communication
Theatre Arts

UMM students can also work closely with faculty and counselors to design their own interdisciplinary program, or choose from among one- to four-year liberal arts curricula that offer preparation for admission to a variety of professional schools. (See Professional Degrees in Other Colleges section in this catalog.)

Honors Program

The UMM Honors Program offers a distinctive opportunity for students to enhance their college experience. It encourages students to explore the world of ideas and creativity in a variety of ways that offer challenges and excitement. It is a combination of courses, activities, and individual projects that is flexible, allowing students to determine the ways in which they study and develop. Any interested UMM student may enroll in the program by filling out an application form, available from the Honors Office, 225 Community Services.

The Honors Program offers a selection of special courses that go beyond the scope of the regular curriculum. Typically, they are small classes and represent the special interests of the faculty who design them. Honors students have opportunities for extended and stimulating independent study. They also come together regularly at a variety of public or special events on and off campus. Successful completion of the Honors Program provides a UMM degree “with honors” as recognition of superior achievement in academic and cocurricular endeavor.

To graduate “with honors,” participants must complete one honors course annually, attend and respond to at least four honors activities per year of participation, successfully complete a senior honors project (which counts as an honors course), and earn A’s for half of their UMM credits. The Honors Program is administered by a faculty director. A more detailed description of the Honors Program appears in the Academic Information section in this catalog.
University College at UMM

University College (UC) shares in UMM’s liberal arts mission but is also linked to the University’s Twin Cities campus. UC organizes and administers evening and summer session offerings, including a wide range of undergraduate and graduate, credit and noncredit courses. UC offers a master of education in elementary education and a master of liberal studies in conjunction with colleges on the University’s Twin Cities campus. UC develops and sponsors conferences, institutes, and workshops; administers regional public service programs; coordinates interactive television programming and scheduling on the Morris campus; and provides academic advising and educational counseling for nontraditional students. UC serves as a liaison between the University and west central Minnesota communities by assisting with economic development initiatives, technology transfer, grant projects, and conducting research on the educational needs of communities, groups, and individuals in the area. UC also offers academic advising to regional adults (see the Regional Advising Service section in this catalog).

Facilities

The UMM campus is situated on rolling prairie along the Pomme de Terre River adjacent to the city of Morris. The attractive, tree-shaded campus, with its 26 buildings, is located around a pedestrian mall. The major buildings, including the Science and Math Complex, the Rodney A. Briggs Library, the Humanities Fine Arts Center, the Physical Education Center, the Student Center, the Food Service, and three of the residence halls, are modern in design and of relatively recent origin. They are blended with several older buildings of a gracious early twentieth-century style which recalls the campus’ early history, first as an American Indian boarding school, then as the University’s West Central School of Agriculture. All major instructional areas as well as most administrative space are accessible to persons with mobility limitations.

The Humanities Fine Arts Center received the prestigious First Design Award from Progressive Architecture magazine. It houses two theatres, a recital hall, a gallery, art studios, music rehearsal rooms, two television studios, and a variety of special purpose classrooms.

The Physical Education Center houses three basketball courts in its main gymnasium. Seating capacity for games is 4,000. It also features a large multipurpose gymnasium and wrestling room, an exercise therapy and weight room, handball courts, and classrooms. It has a spacious natatorium consisting of an official Olympic-size eight-lane swimming pool and a separate diving tank.

The Rodney A. Briggs Library provides reading and study space for 600 students and contains over 180,000 volumes. Through excellent interlibrary loan arrangements, students can borrow books and receive photocopies from the entire University of Minnesota library system as well as from other libraries throughout the state and region. The library also serves as a depository for certain government documents and houses the West Central Minnesota Historical Research Center, the Writing Room, and the Academic Assistance Center.

UMM has laboratory facilities for psychology and a simulation laboratory for political science students as well as many laboratories for the natural sciences. Students also have access to the modern Computing Services center, which supplies support services for instructional, research, and administrative programs on campus.

The Student Center opened in 1992. Intended as the community center for students, faculty, staff, alumni, and guests, the center contains meeting rooms, a café, a major auditorium, lounges, recreation rooms, study space, a banquet and ballroom, student activities and student organization offices, and the campus radio station.

UMM is looking forward to the completion of a new science building and renovation of existing science facilities to give the campus a state-of-the-art science complex. The new 60,000-square-foot science building will be completed by fall of 2000. It will house new laboratories and computer classrooms to support the science and mathematics curriculum.

In addition, the campus and region are working together to build a new 40,000-square-foot Regional Fitness Center. The $5 million facility should be completed by fall of 1999. It will include a walking/jogging track, low impact cardiovascular area, warm water pool/water slide, and multipurpose court areas.
Admissions

The Office of Admissions and Financial Aid is the primary source of information about the University for prospective students; it provides college catalogs, brochures, and other printed materials regarding all phases of the institution and its policies and programs. In addition, the office arranges personal visits with admissions counselors or with University faculty to discuss programs in which a student is interested. For more information about admissions and financial aid or to arrange a campus visit, call 1-800-992-8863. Persons with disabilities seeking accommodation during the admissions process may contact the disability services coordinator in Room 362, Rodney A. Briggs Library (320/589-6179).

Admission Requirements

Persons seeking admission to the University of Minnesota, Morris—on the basis of a high school diploma, by special examination, or through transfer from another college—should check the admission requirements detailed on the following pages.

Applicants may obtain an application form from their high school principal or counselor or by writing to the Office of Admissions and Financial Aid, University of Minnesota, Morris, Behmler Hall, 600 East 4th Street, Morris, MN 56267. Each application submitted must be accompanied by a nonrefundable fee of $25 payable by check or money order to the University of Minnesota, Morris (please do not send cash through the mail).

Freshman Admission

Because of the nature of the curriculum, the standards of academic performance required, and the need to maintain the small size of the college, a selective admission policy is necessary. UMM currently admits 550 freshmen to its fall semester class, most of whom are in the top 25 percent of their high school class. The current student body represents 30 states and 15 foreign countries; large and small, public and private high schools; and a variety of social, economic, and cultural backgrounds. Success with high school preparatory courses, class rank, ACT test scores, educational objectives, extracurricular activities, and other relevant information are all taken into consideration in the admission decision.

Students may apply to the entering class under one of three admissions options: Decision I, II, or III. Applicants follow the same procedures, submit the same supporting materials, and are evaluated by the same criteria under each option. The options are offered to accommodate applicants who arrive at a final choice of college later than others. However, interested students are encouraged to apply early regardless of which decision option they choose.

Confirmation Deadline

All admitted applicants are required to confirm their acceptance with a $100 nonrefundable confirmation fee due on or before the confirmation deadline for their chosen admission option. The confirmation fee reserves space in the class, and the date of receipt of a student’s confirmation fee affects housing assignment and course registration. Students are encouraged to send their confirmation fees as soon as possible. Deadline extensions will be considered on an individual basis; however, confirmation fees must be received by May 1, the national candidate’s reply date.

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<thead>
<tr>
<th>Application Deadline</th>
<th>Notification Date</th>
<th>Confirmation Deadline</th>
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<tbody>
<tr>
<td>Decision I (early)</td>
<td>December 1</td>
<td>December 20</td>
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<tr>
<td>Decision II</td>
<td>February 1</td>
<td>February 15</td>
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<tr>
<td>Decision III</td>
<td>March 15</td>
<td>April 1</td>
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<tr>
<td>Transfer students</td>
<td>May 1</td>
<td>Upon receipt of final transcript</td>
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High School Preparation Requirements

UMM policy requires that students beginning as freshmen fall 1991 or later, or as transfer students fall 1993 or later, must have completed the following courses in high school.

1. *Four years of English*, with emphasis on writing, including instruction in reading and speaking skills and literary understanding and appreciation.

2. *Three years of mathematics*, including one year each of elementary algebra, geometry, and intermediate algebra. Students who plan to enter the natural sciences, health sciences, or quantitative social sciences should have additional preparation beyond intermediate algebra.

3. *Three years of science*, including one year of biological and one year of physical science.

4. *Two years of a single foreign language*. American Indian languages and American Sign Language may be used to fulfill this requirement.
5. **Two years of social studies**, including U.S. history.

Students are strongly urged to include visual and performing arts and computer skills courses in their college preparation program. For more information on specific courses that fulfill University requirements, contact the UMM Office of Admissions and Financial Aid.

Applicants with some deficiencies may be admitted if other factors in their applications warrant an exception, but if admitted, they will be required to make up any deficiencies within the first two years of enrollment.

**ACT Test Scores**

Freshmen must submit scores from the American College Testing (ACT) Assessment Program. As a basis for admission, applicants’ ACT scores should clearly indicate strength in their aptitude and preparation. Applicants should complete the ACT Assessment during one of the national testing periods (preferably before January 1) and have their assessment report sent to UMM (code 2155). In certain instances in which the ACT is not readily available, scores from other aptitude tests will be accepted for admission. Nevertheless, the ACT Assessment, which provides the basic information used in the freshman advising program, must be taken before registering for classes.

**Freshmen With College Credit**

**Advanced Placement**—Entering freshmen may receive recognition for advanced scholastic achievement demonstrated on the Advanced Placement Examinations. Recognition and credits are granted for scores of 3 and above. Credits granted may be applied toward college degree requirements. Contact the UMM Office of Admissions and Financial Aid for more information on specific credits granted.

**Former PSEO (Post-secondary Enrollment Options Act) Students**—Students who have acquired college credits from regionally accredited institutions through Minnesota’s Post-secondary Enrollment Options Act must provide the UMM Registrar’s Office with an official transcript of courses taken at a college or university during their junior and/or senior year in high school. The registrar will prepare an official evaluation of all completed courses, and credit will be given for courses that provide a substantial amount of liberal arts content.

**Special Admissions Status**

**Former UMM Students**—UMM students who interrupt their enrollment for less than one year must be reenrolled through the Registrar’s Office before they can register for classes. Those in good standing, who interrupt their enrollment for more than one year, need to be readmitted through the Office of Admissions and Financial Aid. Former Morris students will be considered for readmission on the basis of their past performance as space is available. Former Morris students in good standing, who interrupted their enrollment to transfer to another college, must meet the requirements for admission as transfer students listed elsewhere in this catalog.

**Special Student**—“Special Student” enrollment is reserved for students, whether part or full time, who are not degree candidates, who are admitted on a term-by-term basis, and who have access to courses if space is available. “Special Student” status is reserved for five categories of students: 1) adults taking courses of special interest; 2) probationary admissions who will later become regular degree candidates; 3) UMM faculty and staff; 4) PSEO high school students taking courses for enrichment; and 5) an occasional PSEO student who is carrying a full-time Morris freshman course load. “Special Student” admissions will be limited and will be based on an approved Learning Plan. Students should contact the Office of Admissions and Financial Aid directly for application materials.

**Deferred Admission**

Students choosing to delay their matriculation into UMM after being admitted may defer their admission. To seek deferred admission, students first complete all admissions procedures. Once admitted, they request deferred status; after deferment has been granted, the $100 nonrefundable confirmation fee will reserve space for up to one year.

**International Students**

Citizens of other countries are encouraged to apply for admission to the University of Minnesota, Morris. They are evaluated on an individual basis, with consideration given to the academic record of each student in relation to the educational system of her or his native country. Applicants must show evidence of exceptional academic achievement and probability of success at Morris. Letters of reference from individuals under whom the applicant has studied and evidence of good health are required. The Test of English as a
Foreign Language (TOEFL) is also required of all students applying from outside the United States unless their native language is English. A minimum score of 550 is expected of Morris applicants. The TOEFL is offered worldwide at selected locations. Students who cannot locally obtain a TOEFL Bulletin of Information for Candidates, International Edition, and registration forms should write to the Test of English as a Foreign Language, Box 899, Princeton, NJ 08540, USA.

Senior Citizens
Minnesota residents age 62 years or older may be admitted to UMM classes, when space is available after tuition-paying students have been accommodated, at a minimal cost. Persons wishing to take a course without credit pay only materials or other special fees. Those seeking credit for a course pay $6 per credit as well as materials or other special fees. Further information is available from the UMM Office of Admissions and Financial Aid.

Admission by Examination
An individual, whether a graduate of a Minnesota high school or not, may apply for admission by examination. In most instances, the examination is of an objective nature and measures general aptitude for college work rather than specific knowledge of a subject area. Inquiries about the examination procedure should be directed to the Office of Admissions and Financial Aid.

Reciprocity
The University of Minnesota, Morris has reciprocity agreements with Kansas, Michigan, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, and Manitoba. A student who is a resident of any of these states or this province may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For more information, contact the Office of Admissions and Financial Aid, University of Minnesota, Morris, Behmler Hall, 600 East 4th Street, Morris, MN 56267 (320/589-6035 or 1-800-992-8863), or the Resident Classification and Reciprocity Office (612/625-6330).

The University of Minnesota campuses have a consortium agreement. The agreement allows students planning to earn their degree at the home campus to attend another University of Minnesota campus for one term within an academic year. Requests to enroll through the consortium agreement are approved for academic reasons supported by the student’s adviser or for extenuating circumstances such as a student needing to be close to a medical facility or in times of family crisis. Students register at the home campus; financial assistance is not interrupted. Fees vary according to rates at the instructional unit. Petition forms for attending another campus are available in the Registrar’s Office.

Residents
Because the University is a state-supported institution, Minnesota residents pay lower tuition than nonresidents. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Office, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the Office of Admissions and Financial Aid on the Morris campus.

Nonresidents
Students who have had permanent homes in Minnesota for at least one calendar year are eligible to pay resident tuition rates; most other students must pay nonresident rates. Certain nonresident students may qualify for resident tuition rates (see p. 25). Completion of a year’s stay in Minnesota does not by itself establish residence for University purposes. Persons who move to Minnesota and who are students may not be able to demonstrate that they qualify for residence here. Students from out of state who have established Minnesota residence must assume the burden of proving conclusively that they have been residents for the requisite time and that they have, in fact, established their permanent home in this state.

Students may lose their Minnesota residence, for University purposes, under certain circumstances. These may include employment outside of Minnesota or change of their parents’ domicile to another state.

When a student’s status warrants a change of classification—for either loss or establishment of residence—it is the student’s responsibility to initiate action. Students who have any questions about their classification should apply to the Office of Admissions and Financial Aid for consideration of their status. Reclassification requests must be made in writing.
Planning to Transfer to Morris?
Minnesota’s public colleges and universities are working together to make transfer easier. Students can help if they PLAN AHEAD, ASK QUESTIONS, and check into established transfer agreements.

Preparing for Transfer to UMM
Students currently enrolled in another college or university should

- discuss transfer plans with a UMM admissions counselor (320/589-6035 or 1-800-992-8863).
- call or visit UMM. Students should request the following materials:
  —college catalog
  —information on financial aid (how to apply and by what date)
  —transfer brochure
  —information on UMM admission criteria and materials required for admission (e.g., transcripts, test scores). Note that elementary education, secondary education, and management programs require special admission in addition to general UMM admission. In these instances, admission to UMM does not guarantee admission to the program. These special admission requirements are listed under the respective majors in the Division Structure and Course Descriptions section in this catalog.
- after reviewing these materials, make an appointment to talk with the transfer coordinator. Be sure to ask about course transfer and degree requirements.

Applying for Transfer Admission to UMM

- Application for admission is always the first step in transferring. Fill out the application as early as possible before the deadline (see admission deadlines under Confirmation Deadline above). Enclose the application fee. Priority will be given to those transfer students applying before May 1 for fall semester and by November 1 for spring semester. A $100 confirmation fee is due within 14 days after notification of admission. Students with less than one year of college must meet the UMM admission requirements for freshmen. In general, transfer students with credits from an accredited college or university who have maintained at least a C+ average (2.50 cumulative GPA) in all credits attempted will be considered for admission.
- Request that official transcripts be sent from every previous institution attended, whether courses were completed satisfactorily or not. Provide a high school transcript or GED test scores as well.
- Check to be certain all the necessary paperwork is received by the UMM Office of Admissions and Financial Aid. The admissions decision cannot be made until all required documents are received.
- Students who have heard nothing from the Office of Admissions and Financial Aid after one month should call to check on the status of the application.
- After the student has applied for admission, the student’s transcript will be evaluated for transfer credits. A transfer credit evaluation will indicate which courses transfer and which do not. An Academic Progress and Advising System (APAS) report showing how the courses meet specific degree requirements will be available when the student arrives for orientation and to register for classes.
- If the student has questions about the evaluation, the student may call the registrar. Many concerns can be cleared up if the student understands why decisions were made. If not satisfied, the student can appeal. See “Rights as a Transfer Student” below.

Understanding How Transfer of Credit Works

- UMM, as the receiving college, decides what credits transfer and whether those credits meet UMM degree requirements.
- As a general policy, UMM accepts transfer coursework from institutions that are regionally accredited and whose mission includes providing courses that are intended for transfer to baccalaureate programs. In addition, the transfer coursework must be comparable in nature, content, and level to courses offered by UMM and applicable to the bachelor of arts degree; “like” transfers to “like.”
- In addition to coursework from the traditional liberal arts disciplines, UMM will accept for transfer courses in those specialized programs offered on the Morris campus—education, management, and business administration.
To be acceptable for transfer, coursework must be college level, not remedial. Coursework is remedial if the majority of the content is found in the usual secondary school curriculum.

To maintain consistency, UMM will accept transfer courses that are appropriate for application to the mission of a liberal arts college. Courses that are technical and applied will not transfer to UMM. Coursework in the generally accepted liberal arts disciplines (e.g., mathematics, philosophy, history, geology) is usually accepted.

UMM does not accept transfer coursework from technical colleges, business colleges, and similar postsecondary schools. However, credit from these programs for knowledge acquired in liberal arts may be obtained by special examination. In lieu of regional accreditation, determination will be made that instruction is collegiate level and appropriate for UMM’s liberal arts mission before credit will be awarded.

When coursework is transferred, UMM accepts the validity of an accredited transfer institution’s decisions regarding credit value, grades, content as described, and level of instruction of its courses, and transfers those courses accordingly.

UMM accepts for transfer coursework with the grade of D or above, subject to the restrictions of UMM’s own degree requirements. (See Grading Policy section in this catalog.)

When grading systems are not compatible, credits are transferred with a grade symbol of “T” for transfer.

UMM honors the transfer institution’s decisions regarding exemptions, advanced placements, waivers of requirements, and awards of credit by examination such as AP and CLEP if the standards are similar to those used by UMM.

The MINNESOTA TRANSFER CURRICULUM, an agreement for transferring general education requirements as a package from colleges within MNSCU and the University of Minnesota systems of higher education, will be honored for students who have fully completed that curriculum before transfer to UMM. The Minnesota Transfer Curriculum will replace most of UMM’s general education requirements within the baccalaureate degree for transfer students. The UMM degree requirements that will remain for transfer students who have completed the Minnesota Transfer Curriculum are

—foreign language, one year at the college level;
—a total of 60 liberal education credits outside the discipline of the student’s major, including applicable transfer credits;
—major or area of concentration;
—30 credits in residence;
—2.00 cumulative GPA;
—120 minimum credits for the degree.

Application of courses to UMM general education requirements for students who are transferring to UMM from a participating college or university but who have not fully completed the Minnesota Transfer Curriculum will be done on a course-by-course basis. In general, the designation of courses from the previous college’s version of the Minnesota Transfer Curriculum can be used as a guide.

If the student changes the career goal or major, it might not be possible to complete all degree requirements within the 120 minimum total credits required for graduation.

Rights as a Transfer Student
A transfer student is entitled to

— a fair credit review and an explanation of why credits were or were not accepted;
—a formal appeals process. Appeals steps are 1) transfer students provide supplemental information to the registrar—a syllabus, course description, or reading list; 2) the registrar may ask a department(s) to review supplemental materials; 3) the student will receive an updated APAS showing the outcome of the appeal; and 4) if the student is dissatisfied with the outcome, the student can make a further appeal to the Scholastic Committee.
For help with transfer questions or problems, see the UMM campus transfer coordinator in the Advising Office.

Transfer Within the University
A student who wishes to change from one college, school, or campus of the University of Minnesota to UMM must meet the UMM requirements for admission. Students may complete the Minnesota Transfer Curriculum prior to transfer. Students who have partially completed the Minnesota Transfer Curriculum must meet the UMM requirements for completion of the bachelor of arts degree.

- Transfer applicants from other colleges within the University to UMM who have maintained at least a C+ average (2.50 GPA) will be considered for admission.
- Students with less than a year of college must meet the admission requirements for freshmen and should have at least a C+ average (2.50 GPA) in their college coursework as well.
- Application for transfer within the University of Minnesota should be made at the Registrar’s Office on the campus where the student is currently enrolled or was last registered. The “Change of College” form serves as the application for admission.
- Students should apply as early as possible before their expected date of transfer.

Registration
Registration and up-to-date registration publications and information are available on the Registrar’s Office web site: <http://www.mrs.umn.edu/services/registrar>.

New Students
Designated registration periods are held during the summer for entering first-year students and transfer students who plan to enroll fall semester. Faculty advisers assist new students with academic planning and course selection.

New Student Orientation
UMM offers a comprehensive new student orientation program, which provides information on UMM’s educational opportunities, services, and resources. Returning students help new students find their niche in campus life. New Student Orientation is held just before the beginning of the academic year. Students entering UMM spring semester take part in orientation activities held the first day of the semester.

Students in Attendance
Registration for students in attendance occurs toward the end of the previous term. Registration instructions and materials are issued from the Registrar’s Office.

Annual Planning—Long-range academic planning between students and their advisers occurs in the spring, preceding fall registration. Annual Planning provides an opportunity for significant discussion of the breadth and quality of students’ liberal education; career objectives, interests, and plans; and technical details of degree requirements. Students who will be freshmen or sophomores in the fall plan their next year; those who will be juniors plan their two remaining years. For students with fewer than 105 semester credits, notification of the adviser’s approval of the Annual Plan is required in the Registrar’s Office before students may register for fall semester.

Leave of Absence (LOA)
Students at Morris are encouraged to request a leave of absence if they plan to leave school for more than two semesters. Forms are available in the Registrar’s Office. Students whose leave is approved, and who return at the agreed upon time, do not need to apply for readmission when they return.

At the time the leave is requested, students can find out whether they will be allowed to complete old or new program requirements upon their return. If the leave of absence is for more than two academic years (i.e., four semesters), the student may need to follow new program requirements.

Re-enrollment
Students at Morris who have not been granted a leave of absence and who do not register for two consecutive semesters (in day school or University College, but excluding summer session) will be placed on inactive status. Following one semester of nonregistration, a student will be sent information regarding both the meaning of inactive status and the leave of absence option. Students placed on inactive status will need to contact the Office of Admissions and Financial Aid for approval to regain active status before registering for another term.

Students in good academic standing who have interrupted their academic work for no more than one calendar year will be allowed to re-enroll.
Withholding Permission to Register
UMM reserves the right to deny students permission to register for a subsequent term or to withhold the release of grades, transcripts, or diplomas if students have not complied with academic or disciplinary regulations or financial obligations to the University. Normally, holds on registrations or records are filed by the Business Office, the Briggs Library, the Office of Admissions and Financial Aid, or the Office of the Chancellor. A student who believes that the policy of withholding transcripts, grade reports, diplomas, or permission to register has been unjustly applied in a particular case may appeal directly to the Office of the Chancellor for a resolution.

Change in Registration
Cancel/Add procedures are printed in the UMM Class Schedule. Cancel/Add Request forms are available in the Registrar’s Office. After the first week of the semester, faculty signatures are required for all course additions. Scholastic Committee approval is required for changes in grading systems and for course additions after the end of the second week of the semester. However, because of the individualized arrangement, Directed Study courses may be added at any time during the semester without Scholastic Committee approval. Procedures for Directed Study are printed on the back of the forms available in the division offices. For more information, see the Directed Study and Internships section in this catalog.

Withdrawals
The withdrawal policy is found in the UMM Class Schedule. Students should note carefully the cancel/add period in which withdrawal removes a course from the transcript, the period following cancel/add in which withdrawal will place a W on the transcript, and the date after which students may no longer withdraw from classes unless there are documented extenuating circumstances.

Withdrawal from classes may also affect grants-in-aid, loans, and scholarships. Students who receive any type of financial assistance should check with the financial aid staff before withdrawing from a class.

Canceling Out of College
Students who choose to discontinue their enrollment after registering for classes must process a complete cancellation from college. The deadline for cancellation is the same as the deadline for single course withdrawal. Cancellation after the deadline requires special approval for documented extenuating circumstances. See the UMM Class Schedule for cancellation deadlines.

Students obtain a Cancellation of Enrollment form at Student Counseling, 231 Behmler Hall. Cancellation processing includes a visit with financial aid staff. Final clearance for cancellation is in the Registrar’s Office. Until an official notice of cancellation is received in the Registrar’s Office, spaces in the classes are reserved, and tuition and fees charges continue to accrue regardless of nonattendance.

Refunds of Credits
In response to the federal Higher Education Amendments of 1992, the University of Minnesota has established a refund policy that follows the federal regulations with flexibility to serve both day school and University College students. Students attending the University for the first time will have a nine-week refund period during their first term of attendance. There is an eight-week refund period for continuing students.

Fall semester, which begins on Monday, will end week one on Saturday. Spring semester, which begins on Tuesday, will end week one on Monday of the following week. This will allow University College students whose first course meeting is Monday of week two in spring semester at least one day of class before a penalty for cancellation is imposed.

Students are entitled to a full or partial refund or credit of tuition, student services fees, and special course fees as follows (intersession and summer session refund schedules will appear in subsequent publications).

Fall Semester Refund Schedule
First term of enrollment at the University of Minnesota:
100% through Saturday of week 1
90% through Saturday of week 2
80% through Saturday of week 4
70% through Saturday of week 5
60% through Saturday of week 7
50% through Saturday of week 8
40% through Saturday of week 9

After first term of enrollment at the University of Minnesota:
100% through Saturday of week 1
90% through Saturday of week 2
50% through Saturday of week 4
25% through Saturday of week 8

Spring Semester Refund Schedule
First term of enrollment at the University of Minnesota:
100% through Tuesday of week 1
90% through Monday of week 2
80% through Monday of week 4
70% through Monday of week 5
60% through Monday of week 7
50% through Monday of week 8
40% through Monday of week 9

After first term of enrollment at the University of Minnesota:
100% through Tuesday of week 1
90% through Monday of week 2
50% through Monday of week 4
25% through Monday of week 8

The Office of Admissions and Financial Aid, the Business Office, and the Registrar’s Office work together to verify the date of cancellation. Any aid that has been received by the student will be recovered first, as required by the aid programs involved. The Business Office cashier will either process a refund to or collect the balance from the student depending upon remaining funds and outstanding obligations to the University. Refund examples are available upon request by contacting the Office of Admissions and Financial Aid.

Students participating in approved study abroad or student teaching, internships, or other individual projects at remote off-campus locations may be granted a waiver of the student services fees (with the exception of nonrefundable fees) for the period of their absence from the campus. Students should contact the registrar for further information on student services fee waivers. Prorated room and board rebates are also available in many cases. See the Residential Life Handbook for details.

Access to Student Educational Records
In accordance with regents’ policy on access to student records, information about a student generally may not be released to a third party without the student’s signed release. (Exceptions under the law include state and federal educational and financial aid institutions.) The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards, honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must complete a form in the Registrar’s Office.

Students are notified annually of their right to review their educational records. The regents’ policy, including a directory of student records, is available for review at the Chancellor’s Office on the Morris campus. Inquiries may be directed to the administrator of the unit responsible for maintaining the records in question or to the Vice Chancellor for Student Affairs, 309 Behmler Hall.

Expenses
All UMM fees, deposits, and refund policies are subject to change without notice. Current information may be obtained from the UMM Registrar’s Office.

Estimated Cost of Attendance
Per Year—The approximate yearly cost of attendance for a Minnesota or reciprocity state resident living on campus is currently $9,844. This amount includes tuition and fees, room and board, and an estimate for textbooks and supplies. Not included are personal expenses such as clothing, travel, and recreation, which are best estimated by the individual student. Nonresident tuition rates are higher than the rates for residents. (Reciprocity tuition rates vary from state to state.)

Per Semester—A breakdown of expenses per semester for a typical student in 1999-2000 follows:

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (15 to 20 credits)</td>
<td>$2,370</td>
<td>$4,740</td>
</tr>
<tr>
<td>Room and board (19 meals/week)</td>
<td>$1,967</td>
<td>$1,967</td>
</tr>
<tr>
<td>Student services fees</td>
<td>$238</td>
<td>$238</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>Total</td>
<td>$4,925</td>
<td>$7,295</td>
</tr>
</tbody>
</table>

Tuition Fees
Semester rates for students taking 15 to 20 credits:
Resident ........................................... $2,370
Nonresident ................................. $4,740

Per-credit-hour tuition for students taking fewer than 15 or more than 20 credits per semester:
Resident ................................... $158 per cr
Nonresident ................................. $316 per cr

Student Services Fees
Activities Fee—A fee of $76.50 per semester is charged to all students registered for 6 or more credits. Those registered for fewer than 6 credits may elect to pay the fee to participate in the activities, events, and services it funds, which include cultural and social events sponsored by student organizations and other UMM units.
Athletic Fee—A fee of $15 per semester is charged to all students registered for 6 or more credits.

Health Service Fee—A fee of $52.50 per semester is charged to all students registered for 6 or more credits. Those registered for fewer than 6 credits may elect to pay the fee in order to have access to the Health Service, which provides limited outpatient care. (Students must have adequate health insurance coverage to supplement this care.)

Student Center Fee—A nonrefundable fee of $39.00 per semester is charged to all students: $25.50—debt service for the new facility (built in 1992), $7.50—services and operating expenses, $6.00—facility repair and improvement.

Technology Fee—A fee of $52.50 per semester is charged to all students registered for 6 or more credits. This fee helps fund technological enhancements on campus which will be of direct benefit to students and their educational programs.

Special Course Fee (Charged in addition to tuition):

Music Lesson Fee—A fee of $170 per credit is charged to students registered in Individual Performance Studies (Mus 1200 through 1219) and Class Piano (Mus 1044). Music majors at advanced performance levels (those enrolled in Mus 3200 through 3219, after passing the jury examination) are entitled to a waiver of this fee. (Note: Applied music instructors are not expected to make up sessions for unexcused student absences from scheduled lessons.)

Supplemental Fees

Application Fee—A nonrefundable fee of $25 must be submitted with an application for admission to UMM.

Admissions Confirmation Fee—A fee of $100 is necessary for students to show their intent to enroll at UMM.

Credit by Examination Fee—A fee of $30 per examination is charged to students seeking credit for acquired knowledge that they believe is comparable to that required to complete a specific course offered at UMM.

Health Insurance Fee (optional except for noncitizens)—Health insurance coverage is available to students through a UMM group plan. Annual coverage cost is $404. Students from foreign countries are required to purchase the UMM group health insurance or seek a waiver based on proof of equivalent coverage.

Identification Card Replacement Fee—A fee of $10 is charged to replace a UMM ID card. The fee applies to students who have been registered UMM students within the past two years and have changed their names or lost or damaged their cards.

 Locker Fee (optional)—A fee of $10 per year is charged for use of a locker and towel service in the Physical Education Center. The lock deposit of $3 is refundable at the time the lock is returned—see below.

MPIRG Fee (optional)—The Minnesota Public Interest Research Group (MPIRG) is a nonprofit, nonpartisan, student-run organization funded by an optional student fee of $4 per semester. A statewide advocacy group, MPIRG provides students the opportunity to speak out on public issues and work for social change. Students may, at the time of registration, elect not to be billed for this fee or may recover it during a refund period scheduled each semester by local representatives.

Parking Fee (optional)—A fee of $60 per academic year is charged for a permit to park in campus lots.

Placement Service Fee (optional)—A fee of $40 is charged for use of the college placement service in seeking employment.

Testing Service Fees—Students are assessed administration and scoring costs for national testing services. The Test Center is located in the Student Counseling office.

Transcript Fees—Unofficial transcripts are available at no cost to currently registered students for advising purposes. Official chronological transcripts are issued for a fee to currently enrolled students and alumni for off-campus use. Transcripts are processed in two to three working days. Same-day and fax service are also available at a higher rate. For current prices, students should call the Registrar’s Office (320/589-6027). For overnight delivery, students must provide the express mailer prepaid and completely addressed.

SLC Fee (optional)—A fee of $2.72 per semester is charged to students, by Regents’ authority, to support the Student Legislative Coalition. SLC lobbies to express student views on University quality, affordability, and accessibility. Students may, at the time of registration, elect not to be billed for this fee.
Deposits
Housing Deposit—A $200 nonrefundable deposit must be paid by all newly admitted UMM students seeking on-campus housing.

Key Return Deposit—A $10 refundable deposit is charged for each key issued for an outside door of, or a room in, a campus building to ensure its return.

Lock Deposit—A $3 refundable deposit is charged for the loan of a combination lock for use on a campus locker (see above).

Payments
Students must pay tuition, student services fees, special course fees, room and board, and other financial obligations by the due date shown on the billing statement. It is the student’s obligation to pay bills on time in order to avoid late fees.

Installment Option Fee
An installment payment fee of $10 is charged to students who wish to pay the above fees in two installments instead of all at once. The election is made at the cashier windows on or before the due date shown on the billing statement, at which time the first installment also is payable. The second installment is payable no later than the end of the sixth week of classes.

Late Payment Fees
For those paying the above fees in full, a late payment fee of $25 is charged if they are not paid by the due date shown on the billing statement, another $15 is charged if they are not paid by the due date on the second billing statement, and another $15 is charged if they are not paid by the end of the semester. For those paying in installments, a late payment fee of $15 is charged if the second installment is not paid by the due date on the second billing statement and another $15 is charged if the installment is not paid by the end of the semester.

Financial Aid
The goal of the UMM financial aid program is to enable all qualified students to attend UMM regardless of their available financial resources. The program is designed to provide financial assistance to as many students as possible in an equitable and consistent manner. Typically, more than 90 percent of the UMM student body receives some type of financial aid in the form of scholarships, grants, student employment, and loans.

Eligibility
The primary tool that the University uses to determine student eligibility for financial aid is the Free Application for Federal Student Aid (FAFSA). This system analyzes the financial resources of students and their families in a standardized manner.

The amount of aid that a student is eligible to receive is based on financial need. Financial need is determined by subtracting what the federal government determines a student and his or her parents can afford to pay from the actual cost of attending UMM. Items normally calculated in the cost of attending college include tuition, fees, room and board, books, supplies, personal living expenses, and transportation.

The family’s share of the college expenses comes from the student’s and the parents’ income, assets, and other outside resources.

UMM uses information from the FAFSA only as a guide. Individual attention is given to the special circumstances of each student’s financial situation. Once this situation is evaluated, the UMM Office of Admissions and Financial Aid will award scholarships, grants, loan funds, or student employment to meet the student’s demonstrated need.

Application Procedures
Students who want to be considered for all types of financial aid should complete the following:
1. An application for admission to the University of Minnesota, Morris.
2. The Free Application for Federal Student Aid (FAFSA). Submit the FAFSA and indicate University of Minnesota, Morris, federal school code number 002389. (Note: Completion of the FAFSA requires student and parent federal tax return information.)

To receive priority consideration for financial aid, complete the FAFSA by April 1. Any FAFSA received by UMM after the deadline will be considered as funds are available. Financial aid is awarded on a continuous basis throughout the school year.

Renewal
Financial aid is renewable each year as long as academic progress requirements are met and the student’s financial circumstances continue to justify need. A student must reapply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA) or the renewal application. As a student’s
financial situation changes, the aid award is adjusted accordingly. For complete details of the academic progress requirements, see the Academic Progress Requirements section in this catalog.

**Primary Types of Aid**

**Scholarships and Grants**

*National Merit Scholarship Program*—Finalists in the National Merit Scholarship Program are eligible for a four-year full-tuition scholarship. These students must be admitted to UMM and indicate UMM as their first-choice school to the National Merit Corporation. Funding for the full-tuition scholarship comes from National Merit and UMM and is renewable. No separate application is needed; however, documentation and verification of finalist status may be required.

Commended scholars named by National Merit are eligible for a $1,000 scholarship per year for four years. These awards are limited, and priority will be given to those first confirming their enrollment at UMM.

*Presidential Scholarship*—The University of Minnesota, Morris participates in the Presidential Scholarship Program. Recipients are selected according to criteria based on academic performance, evidence of leadership, and potential for scholastic achievement and contribution to the University community. The Presidential Scholarship of $2,000 per year is renewable.

*President’s Outstanding Minority Scholarship*—The University of Minnesota, Morris participates in the President’s Outstanding Minority Scholarship program. Recipients are selected from minority student applicants who are high school seniors, have superior academic records and college aptitude test scores, and demonstrate qualities of leadership and creativity. This program provides awards ranging from $1,000 to $3,000 per year, renewable each year for a maximum of four years.

*UMM Freshman Academic Scholarship*—UMM has an Academic Scholarship Program for freshmen in the upper 10 percent of their high school graduating class. The following scholarships are awarded based on resident tuition.

- A one-half tuition scholarship (equal to one-half the annual cost of resident tuition) is awarded to all recent graduates in the top 5 percent of their high school class (95-99 percentile).
- A one-fourth tuition scholarship (equal to one-fourth the annual cost of resident tuition) is awarded to all recent graduates in the top 10 percent of their high school class (90-94 percentile).

*Transfer Academic Scholarships*—These scholarships are available to those transferring to UMM with at least one year’s worth of credits from another accredited institution.

Transfer students with a cumulative Grade Point Average (GPA) of at least 3.75 qualify for a one-half tuition scholarship, and those with a GPA of at least 3.50 qualify for a one-fourth tuition scholarship. These scholarships can be used during the student’s first year at UMM and are based on resident tuition.

*Josephine L. Merriam Scholarship*—This scholarship is awarded to outstanding male high school graduates for use during their freshman year at the University of Minnesota.

*William W. Stout Scholarship*—This scholarship is awarded to outstanding female high school graduates for use during their freshman year at the University of Minnesota.

*Federal Supplemental Educational Opportunity Grant (SEOG)*—The Federal Supplemental Educational Opportunity Grant is restricted to undergraduate students who demonstrate financial need. This grant ranges from $100 to $4,000 based on financial need, enrollment status, the availability of funds, and the amount of other aid the student is receiving.

*Federal Pell Grant*—This grant is awarded to students who are pursuing a first undergraduate degree. The amount of the Federal Pell Grant is based on financial need. The actual Federal Pell Grant Award will depend on the cost of education, the amount of federal funds available, and the student’s enrollment status during the academic year.

*Minnesota State Grant*—The Minnesota Higher Education Services Office (MHESO) offers this grant to Minnesota resident students attending an eligible Minnesota institution. Minnesota State Grant is restricted to undergraduate students who demonstrate financial need. State grant eligibility is limited to full-time enrollment for eight semesters or the equivalent.

*University Scholarship*—Scholarships from University funds are awarded to students who demonstrate financial need as determined by Office of Admissions and Financial Aid criteria.
Endowed Scholarship—There are a number of endowed scholarships available as a result of gifts from alumni and friends of the University. Income from these funds is awarded to students meeting the specific requirements of the scholarships. See Special Scholarship Programs below.

Loan Programs

Federal Perkins Loan—The Federal Perkins Loan carries an interest rate of 5 percent. The actual amount of the loan is determined by financial need, the availability of loan funds, the amount of other aid, and the school’s financial aid awarding criteria. Full-time students may borrow a maximum of $4,000 per year not to exceed $20,000 for undergraduate study. Disbursements are made in halves.

Repayment of the Federal Perkins Loan begins nine months after the student graduates, withdraws, or ceases to be enrolled at least half time. No interest accrues on the loan while the student is enrolled.

Ford Federal Direct Subsidized Loan—This low-interest loan is available from the government to students who demonstrate financial need.

If eligible, students may borrow as indicated below.

<table>
<thead>
<tr>
<th>Credits completed</th>
<th>Maximum amount per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 or less</td>
<td>$ 2,625</td>
</tr>
<tr>
<td>45 through 89</td>
<td>3,500</td>
</tr>
<tr>
<td>90 or more</td>
<td>5,500</td>
</tr>
</tbody>
</table>

Undergraduates may borrow a total of $23,000. The government deducts a 4 percent origination fee from each disbursement. Disbursements are made in halves.

The interest rate is variable, not to exceed 8.25 percent. Payment begins six months after students leave school or cease to be enrolled at least half time.

Ford Federal Direct Unsubsidized Loan—This low-interest loan is available from the government to students who do not demonstrate financial need. Students are charged interest on this loan but can defer the interest while enrolled at least half time. If students decide to defer the in-school interest, the accrued interest is capitalized and added to the loan principal when students begin repayment.

The combined total amount of Ford Federal Direct Subsidized Loan and Ford Federal Direct Unsubsidized Loan cannot exceed the following.

<table>
<thead>
<tr>
<th>Credits completed</th>
<th>Maximum amount per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 or less</td>
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<tr>
<td>45 through 89</td>
<td>3,500</td>
</tr>
<tr>
<td>90 or more</td>
<td>5,500</td>
</tr>
</tbody>
</table>

Dependent undergraduate students may borrow a total of $23,000. Independent undergraduate students may borrow $46,000 (only $23,000 of this amount may be in unsubsidized loans).

The government deducts a 4 percent origination fee from each disbursement. Disbursements are made in halves.

The interest rate is variable, not to exceed 8.25 percent. Payment begins six months after students leave school or cease to be enrolled at least half time.

Student Educational Loan Fund (SELF)—The SELF loan is a Minnesota program that help students who are not eligible for Ford Federal Direct Subsidized Loans, need to borrow more than existing programs allow, and have limited access to other financial aid programs. The Minnesota Higher Education Services Office (MHESO) is the program’s lender.

Students may borrow as indicated below.

<table>
<thead>
<tr>
<th>Credits completed</th>
<th>Maximum amount per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 or less</td>
<td>$ 4,500</td>
</tr>
<tr>
<td>90 or more</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Undergraduates may borrow a total of $25,000. Disbursements are made in halves.

To qualify, every student who applies for a SELF loan must have a credit-worthy cosigner.

The SELF loan interest rate varies each semester for the life of the loan. The SELF loan is always in repayment. There is no grace period or payment deferment. SELF program applications are available in the Office of Admissions and Financial Aid.

Ford Federal Direct Parent Loans for Students (PLUS)—This loan is for parents of dependent undergraduates. Parents may borrow up to the cost of attendance minus other financial aid. The loan is applied to the student’s tuition, fees, room, board, and other school charges. If any money remains, the parents or the student receive the balance.

The government deducts 4 percent origination fee from each disbursement. The interest rate is variable, not to exceed 9 percent. Disbursements are made in halves.
Repayment begins within 60 days of receiving the check. Interest, however, begins accruing upon disbursement.

**Student Employment**

There are three types of student employment: federal work-study, state work-study, and institutional employment. Eligibility requirements differ for each; however, students must be registered for a minimum of 6 credits per academic term to remain eligible for student employment.

Employment is awarded by the Office of Admissions and Financial Aid and may be part of students’ financial aid award. A list of eligible students, along with their skills and majors, is given to departments and offices on campus.

Every UMM department and office employs students; however, positions are limited. Students should contact campus departments and offices during spring semester to arrange employment for the following academic year. Some off-campus positions provide students the opportunity to perform community service work.

Once students have secured a job, a Work-Study Eligibility and Employment Contract must be completed. Before beginning work, students must complete a set of payroll documents in the Office of Admissions and Financial Aid. A driver’s license and Social Security card are necessary for completing these documents in a timely manner.

When payroll documents and the employment contract are completed, student employment checks will be received on a bi-weekly basis, as time sheets are submitted. Student employment checks are given directly to students for use as needed for educational expenses. Students are allowed to work more than one job, if they so desire; however, they are limited to a maximum of 20 hours per pay period.

For more information, refer to the *Student Employment Policy and Rules* book available in the Office of Admissions and Financial Aid.

**Internships**

*Minority Mentorship Program*—This program benefits full-time minority students who have completed 25 to 90 credits and offers the experience of working one-on-one with UMM faculty. Contact the Minority Student Program Office for more information.

*Morris Administrative Internships*—This program benefits full-time juniors and offers the experience of working one-on-one with UMM faculty, professional academic staff, and civil service staff. Contact the Office of the Vice Chancellor for Academic Affairs and Dean for more information.
Ethel M. Curry Scholarship—Awarded to at least one-fourth Native American, full-time freshmen. Preference is given to Minnesota residents. This scholarship is renewable for four years based on good academic standing. See the Academic Progress Requirements section in this catalog.

Brion Dalager Memorial Scholarship—Awarded annually to students who have demonstrated outstanding ability in the UMM Concert Band. Established by the family and friends of Brion Dalager, former UMM music student.

Lynette M. Eystad Memorial Scholarship—Lynette Eystad was employed at UMM from January 1989 through November 1994. This scholarship was established by her husband Dan and their four children. The scholarship is awarded annually to a returning student majoring in management or economics. Preference is given to women and to Hancock or Morris Area High School graduates.

First Federal Savings Bank Scholarship—Established in 1993 by the bank’s board of directors. It is awarded to a student from the bank’s service area—Morris, Breckenridge, or Benson—on the basis of financial need and academic merit. The scholarship may be renewed.

Russel M. Fischer Scholarship—Awarded annually to an upper division student who is a resident of South Dakota and participates in UMM extracurricular activities that provide leadership skills. Russel Fischer joined the UMM Chancellor’s Advisory Council in 1995.

Linda Freeman Scholarship—Linda Freeman established this scholarship to assist an upper division, nontraditional student majoring in English. It is based on financial need. Freeman graduated from UMM while raising her two daughters, working full time, and serving in a number of civic organizations.

Joseph P. Gandrud Endowed Scholarship—Established by Robert and Nancy Gandrud in honor of Robert’s father Joseph, a longtime Glenwood area farmer. This scholarship is awarded annually to a student who has graduated from the Minnewaska Area High School and demonstrates financial need.

Clayton A. Gay Memorial Scholarship—Established in memory of Clayton A. Gay, a Morris attorney who helped establish UMM as a four-year liberal arts campus. It is given on the basis of financial need to freshmen who reside in Stevens County.
Gertrude Gaffney Hanlon Memorial Scholarship—Established in 1993, this scholarship provides assistance to UMM students with financial need. Funds are provided from the estate of Dorothy Hanlon, daughter of Gertrude Gaffney. Dorothy Hanlon was a teacher and administrator with the Bureau of Indian Affairs for many years.

Hansen Memorial Scholarship—Established by the children of Daisy Regis Hansen and Harry A. Hansen. Daisy was a UMM faculty member who taught stringed instrument technique and, for a time, served as concert mistress of the UMM Orchestra. Harry worked as custodian in the Morris public schools. The scholarship is presented to a student majoring in music or music education on the basis of academic merit, including outstanding musical performance.

John Q. Imholte Scholarship—Established in 1990 on the occasion of Jack Imholte’s stepping down after 21 years as UMM chancellor. It is awarded to upper division students who have completed 90 credits of coursework and demonstrated outstanding academic ability.

Helen and Carl Iverson Memorial Scholarship—Carl Iverson was a state senator and helped establish the state college system, UMM, and the University of Minnesota College of Veterinary Medicine. He and his wife, Helen, established scholarships for students from Otter Tail and Grant Counties.

Dorothybelle and Edward Kaufman Appleton Scholarship—Recipients of this scholarship, established by Dorothybelle and Edward Kaufman of Appleton, MN, must have a permanent home residence within the boundaries of School District #784 and have completed a minimum of 75 credits at UMM with a GPA of at least 3.50. They must complete a degree at UMM on a full-time basis.

Mary Jo Kwako Scholarship—Established in honor of the late Mary Jo Kwako, former UMM student (1965-68), by family and friends. The scholarship is awarded to UMM students who have demonstrated academic merit and financial need.

LaFave Scholarship—Awarded to women 20 years of age or older who are admissible degree candidates and have been out of high school for at least two years. The scholarship is donated by Edward and Patricia LaFave, longtime Morris residents who helped establish UMM.

Estelle Lee Scholarship—From the estate of Estelle Lundring Lee, a longtime Morris resident and UMM friend. The scholarship is awarded to those planning to teach in elementary, secondary, or higher education.

Theodore S. and Tone H. Long Scholarship—Ted Long taught English at the West Central School of Agriculture from 1925 to 1960 and at UMM from 1960 to 1969. His wife, Tone, taught home economics at the agriculture school from 1927 to 1937. The scholarship is awarded on the basis of merit and motivation.

Dian and Andy Lopez Scholarship—Established in 1994 by Dian and Andy Lopez, UMM computer science faculty, this scholarship is awarded to women or American minority computer science majors. Recipients must be third-year students with a GPA of at least 3.00.

Carol and Roger McCannon Scholarships—The McCannon Nontraditional Scholarship is awarded to a student 24 years of age or older and attending UMM or taking courses at UMM through University College (Continuing Education). The McCannon Student Athlete Scholarship is awarded to a student in good academic standing who intends to be or is a UMM intercollegiate athlete and demonstrates a commitment to community service. Roger McCannon has been the director of University College (Continuing Education) at UMM since 1975. Carol McCannon is currently the student activities program adviser and Campus Compact coordinator.

McCree/Kaufman Scholarships—Established by Dorothybelle and Edward Kaufman of Appleton, MN, in memory of their parents. The A. Amos McCree scholarship is given to a student majoring in mathematics or computer science, the Alice Mills McCree scholarship to a student majoring in theatre arts, the Andrew Kaufman scholarship to a student majoring in the natural sciences, and the Kate McCoy Kaufman scholarship to a student majoring in elementary education. Students must have demonstrated academic excellence and potential in the field.

Matthew Mehr Scholarship—Established by Clear With Computers, Inc. in memory of Matthew Mehr. This scholarship is awarded annually to students pursuing a career in physical therapy or occupational therapy.

Minnegasco Scholarship—Given by Minnegasco, an area gas and electric business, to an outstanding minority student of U.S. citizenship majoring in computer science or pre-engineering.

Morrison Scholarships—Given by Edward and Helen Jane Morrison of Morris, who helped establish UMM, in memory of Ed’s parents. J. C. Morrison was owner-publisher of the Morris Sun and Morris Tribune from 1898 to 1954. The Edna Murphy Morrison Scholarship
is awarded to outstanding music majors. The J. C. Morrison Scholarship is given to English majors. Both are awarded on the basis of academic merit.

**Otter Tail Power Company Scholarship**—Awarded to a needy and deserving freshman student. Otter Tail Power has been an important part of the Morris community for many years and a longtime supporter of UMM.

**Bill Stewart Minority Student Scholarship**—Established to honor Bill Stewart, longtime director of UMM’s Minority Student Program, and reaffirm UMM’s commitment to diversity. This scholarship is awarded to financially needy minority students who are planning to major in math or one of the sciences and intending to pursue a graduate degree.

**Mark C. Sticha Scholarship**—Mark Sticha is a 1975 graduate of UMM and established this scholarship in honor of his parents, Miles and Laverne Sticha. The scholarship goes to a freshman from Todd County who is from a working farm family.

**Ted Uehling Scholarship**—Established to honor Ted Uehling, former professor of philosophy at UMM. This scholarship is to be awarded to African American students majoring in philosophy.

**UMM Alumni Association Scholarship**—Gifts from the UMM Alumni Association make this scholarship possible. It is designated for first-year students and intended to support UMM’s Freshman Academic Scholarship program.

**University Association-Lucy Imholte Scholarship**—Presented to full-time sophomore students from the Morris area who have demonstrated scholastic achievement during their freshman year at UMM. Lucy Imholte, former president of the University Association, has been active in a number of Morris community organizations.

**Alice Weickert Memorial Scholarship**—This scholarship is awarded to UMM students demonstrating need and academic achievement. Alice Weickert was a longtime Morris elementary school principal.

**Leroy Welfare Scholarship**—Established by his granddaughter Judy Blair, a UMM alumna. This scholarship is awarded annually to a political science major.

**Carrie Wickstrom Scholarship**—Awarded annually to students seeking teaching licensure in elementary education and based on financial need.

**Seventh District Minnesota Federation of Women’s Club Scholarship**—Awarded to deserving students based on financial need.

**Other State and Federal Programs**

**Robert C. Byrd Honors Scholarship**—This federal program provides renewable scholarships of $1,500 for the first year of postsecondary education to high school seniors who have demonstrated outstanding academic achievement. Students can apply through their high school and should contact their principal or counselor for the application. For more information, contact the Minnesota Department of Education, Office of State and Federal Programs (651/282-5088 or 651/296-2181).

**Division of Rehabilitation Services Grant (DRS)**—Educational benefits are available to students with a disability that is considered a handicap to employment. The amount received is based on individual needs and program requirements. Contact the local DRS Office or the Minnesota State Office (651/296-5616) to apply for these benefits.

**Minnesota Indian Scholarship and Tribal (BIA) Scholarship**—These scholarships are awarded to students who show membership in a state or federally recognized American Indian tribe. To receive funding from the Minnesota Indian Scholarship Program (MISP), a student needs to have at least one-fourth blood quantum and be a Minnesota resident. The scholarship is based on financial need.

Students enrolled with a state or federally recognized tribe are encouraged to apply for BIA funds by directly contacting the BIA Higher Education Program. The amount awarded is based on financial need and availability of funds. Students are encouraged to apply with their tribe as early as possible before beginning their enrollment.

Students receive an official notification of an award from the Minnesota Indian and/or Tribal Scholarship Program and the Office of Admissions and Financial Aid.

**Special Eligibility Programs**

**Students With Disabilities**—In addition to the usual financial aid, students with disabilities may be eligible for other types of aid.

- Blind students may be eligible for additional assistance available through the Minnesota State Services for the Blind, 2200 University Avenue West, Suite 240, St. Paul, MN 55114 (651/642-0500).
The Survivors’ and Dependents’ Educational Assistance Program provides assistance and training opportunities to eligible dependents of certain veterans. Contact the Department of Veterans Affairs, Regional Office and Insurance Center, Bishop Henry Whipple Federal Building, 1 Federal Drive, Fort Snelling, St. Paul, MN 55111 (1-800-827-1000, TDD 1-800-829-4833).

Financial aid for other students with disabilities may be available through the Minnesota Division of Rehabilitation Services. For more information, contact the DRS Liaison Office, 390 North Robert Street, St. Paul, MN 55101 (651/296-5616), or a local DRS office.

American Indian Tuition Waiver—In recognition of the Morris campus’s history as an Indian Boarding School in the 1800s, the Minnesota legislature mandated that American Indians attending Morris are not required to pay tuition. To be eligible for the tuition waiver, students must show membership in a state or federally recognized American Indian tribe or provide other documentation or certification of American Indian ancestry/heritage. Applicants are not required to be residents of Minnesota. For more information, contact the Office of Admissions and Financial Aid, 105 Behmler Hall, 600 East 4th Street, Morris, MN 56267-2199.

Nonresident Students—Nonresident students in the top 25 percent of their high school graduating class and nonresident transfer students with at least one year of transferable credits and a GPA of 3.00 or greater qualify for Minnesota resident tuition rates.

Tuition Reciprocity—Tuition reciprocity allows residents of other states that have agreements with Minnesota to pay in-state tuition rates. Students from South Dakota, North Dakota, and Manitoba qualify for the Minnesota in-state tuition rate. Students from Wisconsin pay their comparable state rate.

Midwest Student Exchange Program—The Midwest Student Exchange Program is an agreement with Kansas, Michigan, Missouri, and Nebraska. Students from these states pay 150 percent of the Minnesota resident tuition.

Minority Encouragement Program—This academic support program for St. Paul, Minnesota, school students enables more minority students to complete four-year college degrees. Each year, students with potential are selected by the St. Paul Public School District to participate in this program. UMM covers the cost of tuition, fees, and course books once students have been admitted to UMM as full-time students. Financial assistance is available until the student graduates or for a maximum of five years.

Disadvantaged Students—Nonresident students who demonstrate a very high level of financial need and no means of family support for college expenses may be considered for resident tuition. Requests for such consideration should be made in writing to the Office of Admissions and Financial Aid, 105 Behmler Hall, 600 East Fourth Street, Morris, MN 56267-2199.

Veterans’ Education Benefits—UMM is approved by the Minnesota State Approving Agency to participate in all Veterans’ Education Assistance Programs. These programs include benefits for those who have served on active duty and their eligible dependents, as well as members of the Reserve and National Guard.
At UMM, students will find a wide range of activities and services that can enhance their education and enrich their personal experience. They will be part of a learning community that is continually changing and growing. UMM is a friendly campus where students will come to know many fellow students and staff members on a first-name basis. Each person is not just another student, but an individual responsible for making his or her own decisions and using the many resources of the campus to make the most of her or his education.

Listed below are descriptions of many of the student services and extracurricular opportunities available at UMM. Described here are some of the services offered by professional staff, ranging from financial aid to the college Health Service, as well as the varied social, educational, and recreational programs of the college. Opportunities range from work on the campus newspaper or student radio station to participation in more than 85 student clubs and organizations concerned with a variety of interests from theatre to international affairs. A complete program is available—for men and women, teams and individuals—of intercollegiate athletics and intramural sports and recreation. Each of these services and activities is provided to enhance the college experience.

**Briggs Library**

The Rodney A. Briggs Library and its reference staff provide a full range of library services to support UMM academic programs. Its collection includes more than 180,000 volumes and more than 900 journal subscriptions. The library is also a partial federal and state documents depository, providing access to census and other statistical and governmental information. It maintains a quality collection of children’s books and teaching preparation materials in support of students majoring in education. It also has a computerized catalog and circulation system that can be searched from terminals in the library and at various locations around campus. The library’s Web page is a gateway to a variety of free and fee-based Internet resources.

The library is open over 90 hours a week during the academic year. It provides individual carrels, group study rooms, and an “absolute quiet” study area.

In addition to materials and services available on campus, Briggs Library is linked through the Internet to the University of Minnesota, Twin Cities campus libraries and other libraries in Minnesota and the world. The library’s interlibrary loan service has a 97 percent success rate for obtaining materials from other libraries, so UMM students can do academic work that would not otherwise be possible on a campus this size.

**Media Services**

Media Services supports the instructional, research, and outreach mission of the UMM campus by providing a wide range of instructional media services. It maintains a pool of instructional equipment, including laptop computers and data projectors, that is available for instructional and institutional use. All general-purpose classrooms are equipped with an overhead projector and screen, and many rooms are equipped with videotape players and television monitors. Select classrooms are equipped with data/video projection systems.

Media production services include video and audio production, photography, slide production, multimedia, and digital graphics. Workshops are provided to the campus community on the use of computer graphics software, including PowerPoint, PhotoShop, digital imaging, and World Wide Web page design. Television studios and associated video production equipment are available for curricular and extracurricular activities. Media Services maintains four interactive television sites, which provide ITV service through two networks: 1) all-University and 2) statewide to all higher education institutions.

As well as producing classroom materials for faculty, Media Services helps students when their coursework calls for the use of media, equipment, or the production of instructional materials.

**Computing Services**

Computing Services supports all UMM instructional, research, and administrative programs. It provides central host computers, a network running Novell NetWare, and many attached Macintosh and Windows microcomputers. Seven public access user areas are available: the Student Center 24-hour study area, the third floor of the library, the basement of Camden Hall, the basement of the Office of
Residential Life (ORL), and two locations in the basement of Behmler Hall. The lab in 10 Behmler Hall is staffed during all hours of operation. The labs in the Student Center, ORL, and 39 Behmler Hall are open 24 hours per day, seven days per week during the academic year. Use of all UMM Computing Services’ computers is restricted to noncommercial and nonprofit activities.

Training on many of the available software packages is offered through hands-on tutorials, informational handouts, and noncredit workshops. Schedules of upcoming free workshops are posted on the bulletin board outside 10 Behmler Hall and are published in the UMM Computing Services newsletter as well as the Weekly Bulletin.

Access to all computing facilities is free to students, faculty, and staff. World Wide Web browsers, electronic mail, word processing, statistical packages, graphics, spreadsheets, databases, and compilers are all available. Students retain their system accounts until they leave UMM. UMM has its own World Wide Web server at <http://www.mrs.umn.edu>.

UMM is connected to the Internet. The Internet domain name for the UMM campus is mrs.umn.edu. UMM users can communicate with any other computer on the Internet. The electronic library system, Student Access System, and central services are all accessible from ResNet network connections in every UMM residence hall room.

Computing Services is also available on the World Wide Web (see the UMM World Wide Web directory in this catalog).

### Registrar’s Office

Staff members in the Registrar’s Office are available to help students with questions and problems concerning academic records. Assistance is available on a walk-in basis, by appointment, or by telephone. The Registrar’s Office is located in 212 Behmler Hall (320/589-6030).

The Registrar’s Office integrates the Morris campus academic record-keeping system, the transcript system, and student self registration through the World Wide Web or Student Access. Students may also come to the Registrar’s Office, where staff will register for them on the all-University PeopleSoft computing system. The office manages registration procedures, controls the permanent records for day school students, and monitors fulfillment of general education, degree, and honors requirements.

Other services available to students include provision of Academic Progress and Advising System (APAS) reports, transcripts of academic records, certification of full-time attendance for loan deferments and scholarships, processing of graduation applications, and certification of eligibility for good-student discounts on auto insurance.

### Student Counseling

Students face more than just academic challenge while attending UMM. Many of them face their passage into adulthood. Student Counseling at Morris helps students through this passage on intellectual, physical, spiritual, emotional, occupational, and social levels. Counseling staff help students become aware of potential problems, pitfalls, and opportunities during this exciting, challenging, and often difficult transition in life.

Students are offered short-term, individual, personal, or undecided major/career counseling. Many students use this service to share feelings and concerns or to discuss problems in a
comfortable and confidential setting. All students are entitled to this service free of charge.

Student Counseling is committed to working closely with student leaders. In an advisory capacity, the counseling staff supports the resident advisers, the Third Ear Program, and Peer Health Educators. The Third Ear Program is a student organization that serves as a referral and information service and provides programming and peer support on emotional issues and concerns. Peer Health Educators is a select group of volunteer students who provide information and programs to students on primarily physical health and wellness issues. Both groups work in the Wellness Center on the ground floor of Gay Hall, next to the Health Service.

Student Counseling is UMM’s testing center for institutional placement exams (mathematics and foreign language), exams for credit (CLEP), and national undergraduate and graduate school admission or licensing exams (ACT, GRE, MCAT, MAT, DAT, PCAT, OCAT, VCAT, LSAT, GMAT, PPST). Questions regarding test registration and procedures can be answered by the staff.

Student Counseling staff also serve as a confidential resource for students who feel victimized by sexual, racial, or transgender harassment. When students believe they have been harassed, they can speak to staff in a completely confidential and safe environment.

### The Career Center

The Career Center offers a variety of career planning, field experience education, and job placement services. These services are available to both current students and alumni who need assistance in establishing career planning and job search strategies.

Career planning activities offer the opportunity to evaluate skills, values, and interests that affect career decision making. The process of career planning may include personal counseling, exploration of current information in the Career Library, occupational testing, and participation in life/work planning and career outreach groups.

Field experience education at UMM is offered through an internship program. Internships provide the opportunity to earn credit for study and work in one’s chosen field. UMM has established internships in business, counseling, public relations, television and radio production, social work, public administration, computer programming, education, scientific research, and many other fields.

Placement services assist students and alumni in seeking employment or admission to graduate or professional schools. These services include publishing job vacancies in education, government, business, and industry; establishing and maintaining credentials for graduates and alumni who register with the office; arranging on- and off-campus interviews between employers and registrants; collecting and maintaining current information about salary and employment trends; and offering assistance with résumé and letter writing, job search, and interviewing techniques.

### Minority Student Program

The Minority Student Program (MSP) was instituted as a response to the educational and socioeconomic problems fostered by racism and prejudice in our society. The MSP works in cooperation with other UMM student personnel services and academic offices to provide individual responses to the special needs of minority students. Services include academic, personal, and financial advising to enhance successful academic progress and full participation in campus life.

MSP encourages minority students to participate in the many activities of the college and the community so others may broaden their understanding of the multicultural society around them.

### Commission on Women, Women’s Resource Center, and Women of Color

UMM is the home of various organizations that promote the growth and development of women faculty, staff, and students. The Commission on Women (CW) is an all-University organization of women faculty and staff created in 1988 by the University’s Minnesota Plan II as part of a system-wide initiative to improve the working and learning environments for women at the University. Under the leadership of a
coordinator, the UMM Commission on Women Advisory Board sponsors campus events that promote discussion of issues of interest to women. The UMM Commission on Women and the Women’s Resource Center share an office in the lower level of the Student Center (Room 28) (320/589-6419).

The Women’s Resource Center (WRC) is a campus organization for all students who support women’s rights and equality. The WRC is also an educational center with books and periodicals available to the public.

Women of Color is a campus organization that promotes understanding of the experiences of women of color while helping to develop the diverse strengths and cultural values of these women. For more information, contact the Office of Student Activities, Student Center (320/589-6080).

Gay, Lesbian, Bisexual, Transgender, and Allied Resources

Two UMM organizations address issues concerning gay, lesbian, bisexual, and transgender (GLBT) people—the Queer Issues Committee and E-Quality.

The Queer Issues Committee, a subcommittee of the Student Services Committee, is composed of staff, faculty, and students who identify with or support the GLBT community. This committee sponsors the annual “Hearing All the Voices” week, coordinates the Safe Haven Program, and works to create a supportive campus environment.

E-Quality is a student organization that also identifies with and supports the GLBT community. Through social events, educational programs, and political activism, E-Quality promotes understanding to end stereotyping. E-Quality members coordinate the Gay, Lesbian, Bisexual, Transgender, and Allied Resource Center which is located in the Windflower Room on the lower level of the Student Center (320/589-6091). The center contains many publications relevant to GLBT issues, including videotapes, pamphlets, books, current newspapers, and national magazines. The center is staffed by UMM students, faculty, and staff dedicated to creating and maintaining a safe, confidential space for open dialogue and learning about issues of diverse sexuality. The center is open to the public.

Health Service

The Health Service functions as an outpatient clinic providing services similar to those of a family physician. The Health Service is located in Clayton A. Gay Hall.

All regularly enrolled students who pay the health service fee may use the Health Service. The following clinical services are free of charge: outpatient treatment of injuries and illnesses, immunizations, medications, and certain laboratory work. All Health Service records are confidential. Students should report emergencies and illnesses requiring a physician’s care directly to the Health Service. When the Health Service is closed, students may use the Stevens Community Memorial Hospital emergency room.

Because the health service fee does not pay for medical or surgical inpatient services at a hospital, all students should have insurance to cover these services. Student health insurance is offered through the Health Service. Applications are sent with registration materials. (See Health Insurance Fee under Supplemental Fees.)

Students With Disabilities

Because UMM is a small, student-centered college, it is a suitable choice for students with disabilities. Students with disabilities receive personal attention and are accommodated on an individualized basis.

UMM’s Disability Services office is located in 362 Briggs Library. Disability Services provides support for students with physical, mental, and/or cognitive disabilities. The disability services coordinator works with students to ensure that they receive appropriate accommodations and learn self-advocacy skills to protect their rights.

Students with disabilities are accommodated through a variety of means such as alternate print formats, alternate testing, note-takers, building orientation, classroom relocation, priority registration, sign language interpreters, and taped lectures and books. A strong peer
tutoring program, under the direction of the Academic Assistance Center, offers additional academic support.

The UMM campus is a mixture of old and new structures, and several of the older buildings on campus are only partially accessible. All teaching facilities and the library, student center, administration building, and food service building are accessible and have elevators. Students requiring wheelchair access to inaccessible buildings are served by faculty and staff at alternate locations. There is accessible living space in both conventional residence halls and campus apartments.

Students with disabilities are responsible for requesting accommodation far enough in advance for accommodations to be made. Persons with disabilities seeking assistance or information should contact Disability Services in 362 Briggs Library (320/589-6178 V/TDD; e-mail angfa@caa.mrs.umn.edu).

Residential Life

Living on campus at UMM means being part of a very special community. Residence hall living gives students a unique opportunity to meet new friends and interact with a variety of people. Living on campus means being close to classes and facilities and encourages involvement in college activities. All residence hall rooms have direct UMM network access—one connection for each resident. This is an added attraction for students who own computers.

Variety makes living on campus attractive. UMM has five residence halls, ranging from a small, traditional setting like Blakely Hall to a large, contemporary setting like Independence Hall. Apartment living is also available in furnished, two-bedroom units designed for four students. Residential life at UMM includes the following options.

Blakely Hall is one of the original residence halls at UMM. Offering the only fireplace in a campus residence hall and a home-like atmosphere, Blakely Hall accommodates about 70 students. It is coeducational by alternate floors and has open visitation.

Clayton A. Gay Hall accommodates 235 students with 35 students living on each floor. There are two separate lounge areas and kitchenette-utility rooms on every floor. Gay Hall is coeducational by wing, floor, or alternating rooms and has open visitation.

Independence Hall accommodates 250 students in double rooms, with 20-30 students living in each wing. There are kitchenette-utility areas on each floor. Independence Hall is coeducational by either alternating rooms or wings and has open visitation.

Pine Hall, known for its unique location of privacy in a secluded area near the Humanities Fine Arts Center, houses 85 students. A kitchen and game room are located on the ground floor. All floors have an open guest policy and are coeducational by alternating floors.

Spooner Hall is a traditional-style residence hall. Designed to accommodate 90 students, it features large rooms and a comfortable atmosphere distinguished by the Inner Lounge, which is noted for its charm and warmth. Spooner Hall is coeducational by alternate floors and has open visitation.

The apartment complex at UMM offers facilities for 284 students. The four-person apartments have wall-to-wall carpeting, two double bedrooms, a kitchen-living room, and a private bath. They provide the privacy of off-campus living arrangements with the convenience of being on campus.

Students living in the residence halls may choose to have single rooms, if space is available, at a slightly higher rate than that for double rooms. The residence halls are served by a central Food Service facility that is within easy walking distance. The apartments have cooking facilities in each unit.

For more information about on-campus housing, write to the Office of Residential Life (ORL) at Office of Residential Life, University of Minnesota, Morris, Morris, MN 56267-2134 (or by e-mail at housing@mrs.umn.edu). ORL also has a section on the UMM World Wide Web site at <http://www.mrs.umn.edu/services/reslife/>.

Student Center

The Student Center opened in 1992 and serves as a community center for UMM students, faculty, staff, alumni, and guests. The Student Center includes three primary gathering places: the Turtle Mountain Cafe, a popular location for lunch, studying, socializing, and meetings; Oyate Hall, a large multipurpose room with a fireplace lounge and panoramic view of the mall; and Edson Auditorium, home to many campus performances and events. In addition, the Student Center provides a campus
information center, lounge and study space (including a 24-hour student lounge and computer lab), offices and meeting places for student activities and organizations, outdoor recreation and international travel services, and recreation areas including a TV lounge, game room, and vending area.

The facility is a center for cocurricular activity on the campus. The activities, events, and functions that take place in the Student Center—club meetings, dances, comedy performances, conferences and rallies, issue forums and spontaneous debate, world-class performances and lectures—enrich student life and are an integral part of the UMM experience.

**Student Activities**

The Office of Student Activities coordinates and supports UMM’s extracurricular social, educational, cultural, and recreational programs. It provides professional assistance to student organizations and is perhaps the single best source of information and technical expertise for individuals or groups of students who would like to get something done, see something happen on campus, or simply become involved. Through participating in student organizations, UMM students develop leadership and organizational skills, meet new people, make a difference on campus, and have fun.

**Student Organizations**

UMM has more than 85 student organizations, clubs, committees, and special interest groups. These organizations provide opportunities for involvement in the academic, social, cultural, religious, and recreational activities of the campus, as well as in local, national, and international issues. During new student orientation, UMM sponsors an Activity Fair that serves as a showcase for the many student organizations. The Activity Fair provides new students with an opportunity to meet students active in a particular organization and learn about the group’s activities and events, gain an understanding of each organization’s purposes and goals, and join the organizations that match their interests.

UMM student organizations include the Art Club, Asian Student Association, Big Friend/Little Friend, Black Student Union, Campus Activities Council, Concert Choir, Chronicle Alternative, Circle of Nations Indian Association, Dance Ensemble, E-Quality, Fencing Club, Imani, International Student Association, Inter-Varsity Christian Fellowship, Jazz Ensembles, KUMM student radio, Meiningens, Minnesota Public Interest Research Group (MPIRG), Morris Campus Student Association, Nontraditional Student Association, Orchestral Society, Outdoor Club, Peer Health Educators, Psychology Club, Saddle Club, Soccer Club, United Latinos, University Register (student newspaper), and Women’s Resource Center.

**Morris Campus Student Association**

The Morris Campus Student Association (MCSA) exists to represent the interests of students on the Morris campus of the University of Minnesota. The central policy-making body of UMM, the Campus Assembly, consists of faculty, staff, and elected student representatives. These students, along with other elected or appointed student representatives, form the student government, the MCSA Forum. The Forum provides nearly all of the recommendations for student membership on campus committees. It is the major source for expressing student opinion and initiating legislative action to promote and protect student interests. Freshmen can become involved in the MCSA through the First-Year Council, an organization that provides information, social activity, and involvement in student government.

**Campus Activities Council**

The Campus Activities Council (CAC) is the major activities and events planning organization on the UMM campus. Through funds provided by the Activities Fee, CAC offers a wide variety of cultural, social, recreational, and educational programs. CAC events range from professional music, theatre, and dance performances to an annual lecture series, free weekly films, stand-up comedy, live
music, and community-building picnics and activities. Each year CAC works to “bring the world to UMM.”

Involvement in CAC may range from simply attending and enjoying a variety of events to becoming an active member of any of the five student committees: Concert and Variety Entertainment (CAVE), Performing Arts, Homecoming and Traditions, Films, and Convocations (lectures). Each committee selects, organizes, and promotes events in its specific program area. Committees also work with other campus organizations to present unique special events.

Campus Activities Programming

In addition to the activities presented by the Campus Activities Council, a variety of other options for cultural enrichment and entertainment are available. A large number of student organizations and residence hall groups organize events and programs of their own. The UMM bands, choirs, and theatre also present outstanding performances.

Several week-long themes are addressed through a variety of program activities on campus each year. Early in the fall, Homecoming activities include a pepfest, a parade, the traditional football game, a homecoming dance, and more. The UMM Women’s Resource Center addresses women’s issues and recognizes women’s accomplishments during Women’s Week, Black History Month and Cultural Heritage Week focus campus attention on the issues, accomplishments, culture, history, and art of U.S. ethnic minorities.

Fine Arts Programs

The Campus Activities Council Performing Arts Series sponsors several performances by artists of national and international stature each year. The seven-event series of dance, music, and theatre includes the annual spring Jazz Festival featuring professional guest artists and jazz at its finest.

The UMM art faculty arrange regular exhibits in the Art Gallery during the year. These exhibits include original works of artists from many periods and mediums, as well as displays of paintings, drawings, and sculptures by UMM students and faculty.

University theatre students and faculty produce classical and contemporary plays each semester during the academic year. In addition, the Meiningens, a student group dedicated to providing theatre experience for its members, offers dramatic productions.

Concerts are scheduled throughout the year by the UMM Concert Band, Orchestral Society, University Choir, Concert Choir, Jazz Choir, and Jazz Ensembles. Student and faculty recitals, vocal and instrumental, are scheduled frequently for student and community enjoyment.

Frequently changed displays of rare books are exhibited in the library. Included are general and specialized exhibits of books ranging from the medieval period to modern times.

Campus Media

KUMM—the U-90 Alternative (89.7FM) and The University Register provide the campus community with campus news, information, student opinions, and entertainment. KUMM broadcasts alternative radio seven days a week, 24 hours a day during the academic year. The student newspaper, The University Register, is published weekly throughout the academic year and is available in campus news boxes or online. KUMM and The University Register are student run organizations staffed by hundreds of dedicated volunteers.

Religious Organizations

Religious student organizations offer fellowship, service, and religious activities for UMM students. The Inter-Varsity Christian Fellowship, the Fellowship of Christian Athletes, Morris Community Church Campus Ministries, Free Church Campus Ministries, and Positive Spirituality provide an opportunity to meet together in study, prayer, and fellowship. The Catholic and Lutheran Campus Ministries provide off-campus fellowship and worship at their respective centers and offer a diversity of events throughout the year.
Sports and Recreation

Recreational activities and organized sports are important features of life at UMM. Since their inception, the intercollegiate and intramural athletic programs have attempted to contribute to the individual participant’s general education. Through these athletic and recreational experiences, the student has the opportunity to improve her or his level of personal fitness. The wellness and sport science staff is dedicated to helping the individual participant realize this goal.

UMM is a member of the Northern Sun Intercollegiate Conference (NSIC). On the men’s varsity level, the UMM Cougars compete in seven sports within the NSIC, including football, basketball, wrestling, baseball, golf, tennis, and track and field. UMM is also a member of the National Collegiate Athletic Association (NCAA).

In women’s varsity athletics, UMM competes within the NSIC in volleyball, basketball, track and field, softball, tennis, golf, cross-country, and soccer. In addition, there is a U.S.A. wrestling program for women.

The men’s intramural program, under the supervision of the athletic director and student directors, features a wide variety of activities. Seasons of competition are scheduled in flag football, basketball, volleyball, and slow pitch softball.

The women’s intramural program, under the supervision of the athletic director and student directors, provides a diversified activity program. Seasons of competition are scheduled in basketball and volleyball.

Coeducational recreational activities are also a vital part of the UMM program. Coeducational football, volleyball, slow pitch softball, and basketball are ongoing events. A number of sports clubs have been organized as a result of student-faculty interest. Fencing, karate, and saddle clubs have many enthusiastic members.

A wide variety of leisure-time recreational opportunities are available to all students. There are pool and table tennis facilities in the residence halls. Swimmers and divers spend many hours in the regulation NCAA/AAU pool and separate diving tank. All students and faculty are encouraged to use these facilities whenever possible.

Finally, for the outdoor enthusiast, there are excellent recreational facilities for fishing, hunting, boating, and skiing within a few miles of the Morris campus. An outdoor recreation club is active on the campus.

Alumni Association

The UMM Alumni Association offers students opportunities for networking with alumni across the United States and around the world. Alumni often are willing to assist students in locating internships and jobs as well as offer advice about the “real world.” An annual Alumni Career Fair brings alumni to campus for a day spent discussing educational and career development. The Minority Student Program Alumni Association, operating within the overall UMM Alumni Association, extends the alumni network specifically to students of color.

Each term, all UMM students receive the publication *Profile*, which is produced by the UMM Office of University Relations in cooperation with the Office of Alumni Relations.

Students can visit the Office of Alumni Relations on the World Wide Web (see the UMM World Wide Web directory in this catalog).
College Regulations
Grading Policy

1. This policy became effective fall quarter 1997 for the Crookston, Morris, and Twin Cities campuses, replacing all previous grading policies. It may not be applied retroactively to any grades or symbols awarded before that time.

2. The above campuses have two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course.

   In addition, there are registration symbols that do not carry grade points or credit.

3. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol. The amount and quality of work required for an S may not be less than that required for a C-.

4. 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 pluses or minuses). Each campus, college, and department may choose not to accept academic work receiving a D (with or without a plus).

   Each campus, college, and department determines to what extent and under what conditions each grading system is used, may specify what courses or proportion of courses must be on one system or the other, and may limit a course to either system.

5. When both grading systems are available, students must choose one when registering for a course. The choice may not be changed after the end of the second week of classes (the first week in summer terms).

6. The University’s official transcript, the chronological record of the student’s enrollment and academic performance, is released by the University only at the student’s request or in accord with state or federal statutes; mailed copies have the University’s official seal printed on them. Students may obtain an unofficial transcript, at their request, except when they have a transcript hold on their record.

7. The University calculates for each student, both at the end of each grading period and cumulatively, a grade point average (GPA), the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Both the periodic and cumulative GPA appear on each student’s record.

8. When a student is allowed to repeat a course, all grades for the course appear on the transcript, the course credits may not be counted more than once toward degree and program requirements, and only the last enrollment for the course counts in the student’s GPA.

9. Students may petition the college scholastic committee or other appropriate body about this policy.

10. The following grades (with grade points as indicated) and symbols are used on transcripts.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A-</td>
<td>4.67</td>
</tr>
<tr>
<td>A</td>
<td>5.00</td>
</tr>
<tr>
<td>A+</td>
<td>5.33</td>
</tr>
<tr>
<td>A-</td>
<td>5.67</td>
</tr>
<tr>
<td>A</td>
<td>6.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B-</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>4.33</td>
</tr>
<tr>
<td>B-</td>
<td>4.67</td>
</tr>
<tr>
<td>B</td>
<td>5.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C-</td>
<td>2.67</td>
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<tr>
<td>C</td>
<td>3.00</td>
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<tr>
<td>C+</td>
<td>3.33</td>
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<tr>
<td>C-</td>
<td>3.67</td>
</tr>
<tr>
<td>C</td>
<td>4.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
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<tr>
<td>D+</td>
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<td>D-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>2.00</td>
</tr>
<tr>
<td>E</td>
<td>2.33</td>
</tr>
</tbody>
</table>

The instructor assigns an I when, due to extraordinary circumstances, the student was prevented from completing coursework on time. 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 during the next year.

For undergraduates and adult special 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 A-F registration) or N (if S-N registration).

The instructor is expected to turn in the new symbol within four weeks of the date work is submitted.
When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or N, it may be converted to any other symbol by petition of the instructor (or department if the instructor is unavailable).

K ...................... Indicates the course is still in progress and a grade cannot be assigned at the present time.

T ...................... Transfer, a prefix to the original grade that indicates credits transferred from another institution or from one University college or campus to another.

V ...................... Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.

W ...................... Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student’s transcript. The W is recorded if the student withdraws from the course during the third through sixth week of class (second or third week of summer terms). Withdrawal in the seventh or later week of classes (fourth or later in summer terms) requires college approval and will be granted solely for extenuating nonacademic reasons.

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

X ...................... Indicates a student may continue in a sequence 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 completes the sequence.

**Academic Transcript**—The transcript is the record of the student’s enrollment and academic performance. The University of Minnesota campuses share a student records computing system, which includes transcript information from all of the University of Minnesota campuses the student has attended during her or his undergraduate program. Coursework is displayed in a manner consistent with the all-University transcript and grading policies as well as with the unique policies of the college of registration. Transcript and grading policies for the University of Minnesota are detailed on the back of each official transcript. Courses in progress are shown with no grades indicated.

In compliance with the federal Family Educational Rights and Privacy Act, transcript requests must contain the student’s signature. Grades cannot be given to the student by telephone. Transcript requests can be submitted in person, by mail, or by fax to the Registrar’s Office, University of Minnesota, Morris, Morris, MN 56267 (fax: 320/589-6025). “Official transcripts” are those issued to any second party. A second party is anyone other than the student (or alumnus) requesting the transcript. Unofficial transcripts are available at no cost to currently registered students. Official transcripts are issued to currently enrolled students for all off-campus use and to alumni. Current prices are available by calling the Registrar’s Office at 320/589-6027. *Regular Service* transcripts are the most economical, but students should allow up to a week for processing. *Same Day Service* is available for urgent requests. For *Overnight Delivery*, students must provide the express mailer prepaid and completely addressed. Fax service is available if students provide a credit card number. Requests by mail should include payment, the student’s full name, UMM ID number, dates of enrollment, the complete address to which the transcript should be sent, and the student’s signature. Transcripts will not be issued without the student’s *signed* authorization. Students must have met all financial obligations to the University before official transcripts can be released for any purpose.

**Student Access to Records**

Students have password access to their personal information. One password accesses information at the following sources:

- **Registrar’s Office World Wide Web Site**
- **Student Access System**: registration queue times, holds, registration approvals, section status, registration system.
- **World Wide Web Registration**: user-friendly, with the above services and more.
- **Morris Student Line (320/589-6490)**: registration queue times, holds, and registration approvals.

For more information, see the Registrar’s Office World Wide Web site and the *UMM Class Schedule*.

**Classes, Schedules, and Final Examinations**

**Mandatory Attendance at First Class Session**—Students must attend the first class meeting of every course in which they are registered, unless they obtain approval from the instructor for an intended absence before the first class meeting; without such prior approval, a student may lose his or her place in the class to another student.
If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the instructor should be contacted as soon as possible. In this circumstance, instructors have the right to deny access to the class if other students have been enrolled and the course is full. Instructors are encouraged, however, to take into account extenuating circumstances (e.g., weather) which may have prevented a student from attending the first class session. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the instructor must receive prior notification of the absence and the reason; in this instance, the place for the student will be retained.

Students must officially cancel any course for which they have enrolled and subsequently been denied admission.

**Class Attendance**—In addition to officially sanctioned excuses, an instructor may excuse a student for any reason the instructor deems acceptable. Instructors have the responsibility of informing their classes of attendance policies.

Students should not be penalized for absences due to unavoidable or legitimate circumstances. Such circumstances include, but are not necessarily limited to, verified illness; participation in group activities sponsored by the University, including athletic events; serious family emergencies; subpoenas; jury duty; military service; and religious observances. It is the responsibility of the student to notify faculty of such circumstances as far in advance as possible and to obtain an official excuse.

At UMM, official excuses, which faculty are obligated to honor, are available from either the Health Service, in the case of verifiable illness, or the Vice Chancellor for Student Affair’s Office, in the case of a personal and family emergency or when the student is performing a function in the interest of the University. In these cases students remain responsible for making up the work that they have missed and faculty are responsible for making a reasonable effort to assist students in completing work covered during excused absences.

**Standard Class Schedule and Class Period**—A standard class schedule at the University of Minnesota, Morris consists of 65-minute classes on MWF or 100-minute classes on TTh with an appropriate change period between classes. Classes of lengths other than 65 or 100 minutes are permitted, subject to University Senate policies governing the relationship between contact hours, credits, and student workload.

Examinations during the term (e.g., midterms) may be given only during the regular class sessions; they may not be held at times other than the regularly scheduled class period, subject to the following conditions:

- Exceptions may be made by instructors only for the purpose of giving make-up examinations.
- Any examinations outside of regular class time during the term must be approved by the vice chancellor for academic affairs and dean.
- Any examinations to be held outside of regular class time must be listed in the published Class Schedule.
- Accommodation must be provided to any student who encounters an academic conflict, such as between an examination scheduled outside of regular class time and the regular class period of another course, or if two exams are scheduled to be held simultaneously outside of regular class time.
- Take-home examinations, by their very nature, are specifically exempted from this policy.

**Overlapping Classes**—No student will be permitted to register for classes that overlap. Classes that have any common meeting time are considered to be overlapping, as are any back-to-back classes that have start and end times closer together than 10 minutes.

Only under extenuating circumstances will petitions for overrides for such conflicts be permitted, and will require the signatures of all faculty members involved. The decision to approve or disapprove such an override petition is entirely discretionary with each faculty member involved.

**Final Examination Policy**—The examination week is part of the regular school year and must be taken into account by students in planning for any other activities or work outside of school hours. The final examination schedule is printed in the UMM Class Schedule. Final examinations for summer session will be scheduled during the regular meeting time of the course on the last day. Students are expected to know the times for their final examinations and to attend the examinations as scheduled.

Students who have final examinations scheduled at conflicting times, or who have three (or more) examinations in one calendar day, should contact the Office of the Vice
Chancellor for Academic Affairs and Dean. Students will be expected to make the appropriate rescheduling arrangements with the instructors by the end of the second week of the term, so that conflicts will be eliminated well in advance of the final examination period. Instructors must agree to give an alternative final examination to these students.

Instructors are not permitted to hold their final examinations ahead of the regularly scheduled time except under unusual circumstances and by approval of the appropriate division chairperson. These regulations which require faculty to abide by the final examination schedule are not, however, intended to prohibit faculty from accommodating the special needs of students by offering examinations at other times. If a final is given at another time, faculty should also offer a final at the scheduled time.

It is University Senate policy to prohibit classes, University-sponsored trips, or extracurricular events on study day and during the final examination period. Under certain rare circumstances, exceptions to the prohibition on trips or events are possible from the chancellor, upon recommendation of the Scholastic Committee. To obtain approval the unit must provide written documentation showing the numbers involved and the educational benefit to the participants, and demonstrating that the trip or event cannot be scheduled at another time. An exemption granted pursuant to this policy shall be honored and students who are unable to complete course requirements during final examination period as a result of the exemption shall be provided an alternative and timely means to do so.

Repeating a Course

Credit will not be awarded twice for the same or an essentially equivalent course. (Topics courses may be repeated when the topic changes.) After consultation with their advisers, students may repeat courses for which they have received a grade of D, F, or N. Courses with a grade of C-, S, or higher may be repeated only with the permission of the Scholastic Committee. In accordance with all-University grading policy, (a) all grades for the course will 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 shall count in the student’s GPA.

Special Ways to Earn Credit or Advanced Placement

Examinations for Credit—Credit for acquired knowledge that is comparable to the content of specific University courses may be obtained by special examination. Special examinations for credit may provide official University recognition for a variety of previous educational activity (classes at unaccredited, international, private proprietary, vocational/technical, or armed services schools; certificate learning; foreign study or travel; noncredit-based transfer work; training programs; job experience; independent preparation). The examination administered by a department may be a typical final examination, an oral test, written papers or projects, or any other combination of work which will satisfy the examiners that the student has adequately achieved the values of the course. Special examinations do not allow credit for skill courses in reading, writing, or speaking a native tongue, or for high school-level language or mathematics courses.

Minimum standards for awarding credits by examination are determined by the academic department giving the examination. No department will be required to give examinations for credit.

To receive assistance in determining whether they have prior learning that may translate into college credits, students should contact the Regional Advising Service (320/589-6456). To arrange a special examination for credit, students should obtain a Request for Special Examination form from the Registrar’s Office and take it to the coordinator of the Scholastic Committee, 223 Community Services, for processing. The committee determines eligibility to receive credit and the appropriate grading system before the examination is scheduled and before the special fee of $30 is paid. The coordinator of the committee notifies the division chairperson of the request for a special examination, who in turn arranges for an instructor to give it. The instructor then notifies the student of the scheduled time, and the student pays the fee at the Business Office before taking the examination. No fee is charged for examinations for credit taken during the student’s first term in residence or the first term after an absence of a year or more. Otherwise, the fee is charged. Credits earned by
examination do not count as resident credit. The instructor reports the results to the Registrar’s Office on the Request for Special Examination form.

A student must do “C-” quality work on an examination for credit to earn credit; a notation is then placed on the transcript showing the course and credits earned. The discipline awarding the credit determines whether or not a grade is to be assigned in addition to the notation of credits earned. If a grade is assigned, it will count in the GPA. If the student fails to do “C-” quality work on the examination, no notation will be made on the transcript.

Portfolio Evaluation—This method of evaluation involves faculty review of a portfolio in which the student translates prior learning experiences into educational outcomes, and documents those experiences for academic credit. A special fee is required. For more information, contact the Regional Advising Service.

Proficiency Examinations—Students who believe they have not been properly placed in a sequence of courses may apply to the appropriate division for a proficiency examination. Students who believe they possess sufficient competency to be exempted from prerequisite courses may also apply to take such an examination. Proficiency examinations must be arranged through Student Counseling. Proficiency examinations are administered by the appropriate academic discipline, require no fee, and yield no credit or grade. Proficiency examinations may be taken at any time, and if the student’s work is of passing quality, a notation is made on his or her transcript, “Course X satisfied by proficiency examination.”

Nationally Administered Examinations for Credit—The Scholastic Committee, with the concurrence of the appropriate discipline, recognizes and awards credits based on nationally administered examinations which are taken as part of the Advanced Placement program, the CLEP program, and the International Baccalaureate program. Minimum standards are established by the Scholastic Committee. The national examinations will be reviewed every five years to determine whether the minimum standards remain appropriate. Credits may be awarded for a particular course, if the academic discipline reviewing the national examination determines that the material in the test is substantially similar to that of an existing course. If the material is judged to be of college level but not substantially similar to an existing course, general departmental credits are assigned. No discipline will be required to offer credits for nationally recognized tests.

Examinations for Advanced Placement—Entering freshmen may receive recognition for advanced scholastic achievement demonstrated on the Advanced Placement (AP) Examinations of the College Entrance Examination Board.

Recognition may take the form of advanced placement, the granting of nonresidence credit, or both. Advanced placement involves the waiving of prerequisite coursework in areas where the appropriate faculty agree that sufficient competency has been demonstrated through test results. Nonresident credit provides college credit for advanced high school work demonstrated through examination performance. Credit granted may be applied toward college degree requirements but may not be used to fulfill residency requirements.

Advanced Placement Examination scores of 1 and 2 do not qualify for recognition. Recognition may be granted for scores of 3 or above through Scholastic Committee action, which follows consultation with appropriate faculty.

The cases of entering freshmen who seek credit or advanced placement through the submission of evidence other than the Advanced Placement Examination scores may be considered by the Scholastic Committee.

CLEP—Registered students will be awarded credit for obtaining satisfactory scores on the nationally standardized general examinations of the College Level Examination Program (CLEP). These credits may be counted toward the 60-credit liberal arts requirement and the 120 credits required for graduation. CLEP credits do not satisfy the residency requirement, however. Four of the CLEP general examinations may be taken for credit: Humanities, Mathematics, Natural Science, and Social Science.

For each examination passed, credits will be entered on a student’s transcript without a grade. If a student has earned or is registered for college credits in the area of the examination before taking it, he or she will receive only the difference between these credits and the credit maximum permitted. If a student has previously earned and/or is registered for more credits than the area of the examination awards, no credit will be given for successful completion of the test. However, a student will be permitted to receive credit for courses taken after successful
completion of a CLEP examination in a particular subject area. In order to receive credit for a CLEP examination, a student must earn a score that equals or exceeds the 75th percentile among a national sample of college sophomores.

The CLEP general examinations are available to freshmen during freshman orientation week and by arrangement. Students may sign up for examinations by contacting Student Counseling. A fee is charged.

Students may also earn credit by successfully passing the CLEP subject examinations, which measure achievement in specific college courses. There are over 30 CLEP subject examinations covering the content of a variety of courses ranging from Spanish to psychology. UMM allows credit for most. A special fee is charged. To earn credit a student must meet the national qualifying score, based on a norm group of college students who have already passed the course for which the examination is intended. Interested students should inquire about the full list of CLEP subject examinations at Student Counseling where the examinations are given.

Students who have taken CLEP examinations elsewhere should submit an official transcript of their scores to Student Counseling, where they will be processed for appropriate credit allocation. Students are notified of scores received and credit granted. The Registrar’s Office makes appropriate entries on students’ transcripts in cases where credit is granted.

International Baccalaureate—Students who complete an international baccalaureate (IB) diploma with a score of 30 or higher and have no examination scores lower than 4 are awarded credit for each of the higher-level examinations, plus credits for each of the subsidiary exams, for a total of 30 credits. If a test covers material that is substantially similar to an existing University course, credit for that course is awarded. If a test covers material that is college level but not substantially similar to an existing course, the registrar awards blanket credits in appropriate areas.

No credit is given for subsidiary-level exams other than those included as part of the IB diploma, but students may receive credit for any higher-level exams with a score of 5 or higher as described above. If appropriate, blanket credits may be used to meet general education requirements.

To receive credit, students who have completed IB examinations should provide an official record of their scores to the Office of Admissions and Financial Aid. The Registrar’s Office makes an appropriate entry on the student’s transcript when credit is granted.

Military Service School Experience—UMM does not grant college credit for military service. The Scholastic Committee will, however, grant credit for military service school experience when formal training courses have substantial content and have counterparts in the normal liberal arts curriculum. In evaluating such training, the Scholastic Committee uses the Guide to the Evaluation of Educational Experiences in the Armed Forces published by the Commission on Accreditation of Service Experiences of the American Council on Education. To obtain credit, a student must verify the service school attendance as well as successful completion of the work for which credit is requested. For more information, consult the registrar, 212 Behmler Hall.

Organizational Sponsored Instruction—The University of Minnesota, Morris may grant credit for formal educational programs and courses sponsored by noncollegiate organizations if they have substantial content and have counterparts in the normal liberal arts curriculum. In evaluating such training, the Scholastic Committee uses the Guide to Educational Programs in Non-Collegiate Organizations of the American Council on Education and similar guidelines published by other national agencies. To obtain credit, a student must verify successful completion of the work for which credit is requested. For more information, consult the coordinator of the Scholastic Committee, 223 Community Services.

Academic Progress Requirements

The UMM Campus Assembly has established minimum academic progress requirements that apply to both student status and eligibility for financial aid, with provisions for possible suspension and loss of eligibility for aid. The authority for administering the requirements and taking action, when necessary, rests with the Scholastic Committee.

Academic progress is audited annually at the end of spring semester; students who meet the annual requirements will continue in good standing and will remain eligible for financial aid.
aid during the subsequent year. Students who do not meet the requirements for good standing but fall within specified guidelines will be placed on Level One Probation. Students who fall below the requirements for Level One Probation will be suspended. Students who successfully appeal their suspension will be allowed to return on conditions for one semester; this period of conditions is called Level Two Probation. Students on probation remain eligible for financial aid.

**Minimum Academic Progress Requirements**

There are two criteria for meeting minimum academic progress requirements: one considering performance over time (cumulative GPA) and the other measuring performance during the short term (annual completion ratio of 75%). The student must meet both.

To remain in good standing, all students who earn more than 5 credits must maintain a minimum cumulative GPA of 2.00 and an annual completion ratio of 75 percent. A lower GPA or completion ratio will result in probation or suspension.

<table>
<thead>
<tr>
<th>Credits earned</th>
<th>Cum GPA</th>
<th>Annual Completion Ratio*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>2.0</td>
<td>75%</td>
</tr>
<tr>
<td>30-59</td>
<td>2.0</td>
<td>75%</td>
</tr>
<tr>
<td>69-89</td>
<td>2.0</td>
<td>75%</td>
</tr>
<tr>
<td>90-120</td>
<td>2.0</td>
<td>75%</td>
</tr>
</tbody>
</table>

*UMM uses a formula for determining the completion ratio (N and I are included in the calculation; W, V, K, and X are not): percentage of successful completion = ABCS/ABCSDFNI.

**Probation**

Students whose annual completion ratio is between 50 percent and 75 percent, or whose cumulative GPA falls in the ranges given below, will automatically be placed on probation.

**Criteria for Level One Probation:**

<table>
<thead>
<tr>
<th>Credits earned</th>
<th>Cum GPA</th>
<th>Annual Completion Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.50-1.99</td>
<td>50-74%</td>
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<tr>
<td>30-59</td>
<td>1.65-1.99</td>
<td>50-74%</td>
</tr>
<tr>
<td>69-89</td>
<td>1.80-1.99</td>
<td>50-74%</td>
</tr>
<tr>
<td>90-120</td>
<td>1.95-1.99</td>
<td>50-74%</td>
</tr>
</tbody>
</table>

Students who are placed on Level One Probation are sent letters of notification from the Scholastic Committee, as are their advisers, along with information about resources for improvement. Students on probation need their adviser’s signature in order to register. A signature implies that the student and adviser have discussed the registration. Level One Probation students can be returned to good standing for the following semester by earning a cumulative GPA of 2.00 and a semester completion ratio of 75 percent.

**Suspension**

Students with an annual completion ratio below 50 percent or a GPA below the requirements for Level One Probation will be suspended and will lose their eligibility for financial aid. Students may appeal their suspension to the Scholastic Committee. If their appeal is approved, special conditions will be imposed for the following semester. The conditional period in lieu of suspension is called Level Two Probation.

The Scholastic Committee has the authority to prescribe special academic requirements for those students who successfully appeal their suspensions, requiring them to complete a specified number of credits and to maintain an acceptable GPA (e.g., 12 credits of C or better) during the single semester of their return. Students and their advisers will be notified of the conditions imposed through the successful appeal. The adviser’s signature will be required on the student’s registration form.

**Readmission**

Students who have been suspended and have lost their aid eligibility may apply to the director of admissions for readmission after one semester. Readmission following suspension is not automatic. The director will consult with the Scholastic Committee for a recommendation. It is expected that prior to readmission, the student will present an academic plan for improvement; evidence of successful completion of evening, summer, or transfer courses; and/or evidence that his or her personal difficulties are being addressed. Previous records, circumstances, and intervening experiences, including successful college work, employment, or other indicators of potential success, will be evaluated by the Scholastic Committee. Readmitted students must again meet academic progress requirements. Under certain circumstances, the Scholastic Committee may prescribe special requirements.
Exemption From Regulations

Through the college regulations, the Campus Assembly expresses its judgment concerning the best procedures for most students. These regulations are, in most cases, general statements that give students an opportunity to make certain choices. Occasionally students may find that, even with the choices open to them, the regulations work to their educational disadvantage. In this event, they may petition the Scholastic Committee for an exemption. Petitions should contain a clear statement of the reason for the request and be prepared in consultation with the Scholastic Committee coordinator, 223 Community Services. After the Scholastic Committee has acted on a petition, notification of its decision will be sent to the student, the student’s adviser, and the Registrar’s Office.

Grievance Procedures

Students with complaints about an instructor or criticisms about course content, procedures, or grading should, in almost all instances, bring the matter directly to the instructor. Where this is clearly inappropriate or when such action does not bring about a mutually satisfactory solution, the student should take the problem to the chairperson of the division administratively responsible for the course (see the section on Division Structure located elsewhere in this catalog). The chairperson will attempt to resolve the matter informally. Grievances involving an instructor’s judgment in assigning a grade based on academic performance may be resolved only through the informal resolution procedures. In other instances, if a resolution is not achieved, a UMM Grievance Committee will be appointed. Appeals of the UMM Grievance Committee’s decisions may be referred to the all-University Grievance Committee in accordance with the Regents’ Policy on Student Academic Grievance, available from the UMM Office of the Vice Chancellor for Academic Affairs and Dean.

Sexual Harassment

Sexual harassment will not be tolerated. Policies pertaining to sexual harassment are governed by the All-University Policy Statement on Sexual Harassment. That policy, which forbids all forms of sexual harassment, applies to the entire campus community—faculty, staff, and students—while engaged in University activities and to any individual supervising or evaluating University faculty, staff, or students engaged in University activities. It defines sexual harassment as follows: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement at the University; (2) submission to or rejection of such conduct by an individual is used as the basis for University employment or academic decisions affecting this individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment at the University.”

At UMM, any person seeking assistance in either resolving or making a complaint in a matter of sexual harassment should contact the Office of Human Resources at 320/589-6021. Students may also seek confidential assistance from Student Counseling at 320/589-6060. Staff may also seek confidential assistance from the Employee Assistance Program: SCMC Life Center at 320/589-1313 or Prairie Counseling Center at 320/589-2222.

Racial/Ethnic Harassment

UMM is committed to providing a safe environment for all students and employees. It is committed to equal educational access and opportunity for all persons without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Acts of racial or ethnic harassment are incompatible with these commitments. Whenever complaints of harassment are filed, UMM will make every effort to protect the rights and concerns of both the complainant and the respondent.

At UMM, students or staff seeking confidential assistance with a racial or ethnic harassment incident may contact Student Counseling at 320/589-6060. Additional resources are identified in a racial/ethnic harassment brochure available in the Office of the Vice Chancellor for Student Affairs.
Academic Integrity and Student Disciplinary Action Procedures for UMM

The Board of Regents has adopted a University-wide Student Conduct Code that specifically prohibits scholastic dishonesty, falsifying information provided to the University, falsely identifying one’s self, failing to comply with a proper order, disorderly conduct, threats, theft and property damage, violations of residence and other University rules, possession of weapons on campus, disruptive demonstrations or noise, and violation of federal or state laws of special relevance to the University. The entire Student Conduct Code is reproduced in the student handbook, Student Life at UMM.

The Policy on Academic Integrity, the All-University Policy Statement on Sexual Harassment, and the Student Conduct Code brochure further explain prohibitions regarding scholastic dishonesty and sexual harassment. Copies of those documents may be obtained from the Office of the Vice Chancellor for Student Affairs.

The UMM Campus Assembly has enacted a set of policies and procedures to maintain a climate of academic integrity and responsible behavior on the Morris campus. These policies and procedures are governed by a Committee on Academic Integrity and a Student Behavior Committee.

The Committee on Academic Integrity is a subcommittee of the Scholastic Committee and is made up of four students and four faculty members charged with the responsibility of educating students regarding the need for standards of academic honesty, advising faculty and students on questions of procedure in the event of a suspected violation of these standards, and determining the guilt or innocence of students involved in cases of alleged academic dishonesty brought before the committee.

The college prefers that questions of academic dishonesty be settled directly by the instructor and student(s) involved. Procedures specify that if the standards of academic integrity have been violated, the instructor should meet with the student(s) involved and, after informing the student(s) of the allegation and supporting evidence, attempt to reach an agreement regarding the veracity of the charges and whether a penalty will be levied. If a decision is reached, the instructor will prepare and submit a written report to the vice chancellor for student affairs, presenting the details of the incident, evidence, and penalties imposed. A copy of the report will be provided to the student(s) in question; students have the right to file their own versions of the incident with the vice chancellor for student affairs, should they desire to do so. These reports will be maintained in a confidential University file. If an agreement between the student(s) and the instructor cannot be reached, the matter may be referred by either of the parties to the Committee on Academic Integrity for resolution.

The Student Behavior Committee is a subcommittee of the Student Services Committee. The Student Behavior Committee is made up of three faculty, three students, and a representative appointed by the chancellor who serves as secretary without a vote. Formal disciplinary action at UMM is the responsibility of the Student Behavior Committee. The committee normally does not take action in cases involving violations of civil law, except when such violations are clearly detrimental to the interests of the academic community.

The major objective of the formal disciplinary system at the University of Minnesota, Morris is to maintain standards of conduct and order commensurate with the educational goals of the institution. These procedures help students understand and accept the consequences of their behavior in relation to themselves and others. The procedures are designed to guarantee the rights of the accused and to protect the welfare of all members of the University community. The regents affirm the right of students to equitable and prompt action on alleged violations of student conduct. In this regard it is expected that most complaints can be heard and settled informally. Under circumstances in which these preferred methods fail to resolve the difficulty, formal disciplinary action with proper procedural safeguard will be taken by the Student Behavior Committee.

Advice or consultation regarding any matter of academic integrity or student conduct may be obtained from the chairperson of the appropriate committee or the vice chancellor for student affairs. Detailed statements of policies and procedures regarding academic integrity and student disciplinary action are available from the Office of the Vice Chancellor for Student Affairs.
Academic Information

UMM is committed to providing as many learning opportunities for students as possible. The faculty are dedicated not only to teaching, but to research, writing, creative work, and involvement in state, regional, national, and international professional organizations. Many encourage students to work with them on research projects, and a number of UMM students have co-authored scholarly articles or papers.

UMM offers 27 majors as well as interdisciplinary and preprofessional programs. Programs and courses in education, the humanities and fine arts, the social sciences, and science and mathematics provide a breadth of knowledge that is an excellent background for a major. Students can complement their coursework through the Honors Program, study abroad, internships, field trips, and directed studies. In addition, many lectures, concerts, films, and special programs are offered on campus to enhance the educational experience.

Helping students make the most of their education is UMM’s primary goal. UMM’s programs challenge students to think critically, make decisions wisely, develop their creativity, and increase their awareness of the worlds around them.

Program Planning

Students are responsible for planning programs that will satisfy their own educational and vocational goals. Academic advisers, teaching faculty, and the staffs of Student Counseling and Academic Advising are available to assist with such program planning, and students should seek this assistance to assure well-organized and balanced programs of study as well as to avoid errors that might arise in planning. In preparing their programs, students should use this catalog in conjunction with the UMM Class Schedule. The Class Schedule lists all of the courses offered each semester and the hours during which each class meets.

Academic Progress and Advising System (APAS)

Before registration each semester, the Registrar’s Office distributes APAS reports to students. The APAS reports are designed by the Registrar’s Office to display completed and in-progress coursework within each student’s degree, general education, and major requirements. The APAS report also displays courses students may select to complete remaining requirements.

The report assists students, advisers, and the University in determining students’ progress toward completion of their program requirements and serves as a graduation check. Advisers may obtain APAS reports for their advisees at any time by contacting Academic Advising, 223 Community Services (320/589-6011).

Advising

Academic advising by faculty is considered an integral part of UMM’s central mission. Connections between students and faculty outside the classroom contribute to a successful educational experience.

Faculty Advisers—Academic Advising, 223 Community Services, is responsible for coordinating the advising program. Adviser assignments are based on students’ particular needs and academic interests. Faculty advisers help with academic planning, encouraging students to pursue their interests within the liberal arts. First- and second-year students are required to discuss their course selections with their advisers each semester. Students must prepare an academic plan: freshmen for their sophomore year and sophomores for their final two years. Advisers can help students enhance their college experience by eliciting academic goals, talking through ways to meet requirements, and considering the effects of their choices on preparing for a career or graduate training.

Changing Advisers—Advisers have expertise in the general education program as well as in the discipline of the major and can provide important information about career preparation or further study. Students may arrange to have different advisers assigned at any time by contacting Academic Advising.

Career Planning—Student Counseling, 231 Behmler Hall, can assist students who are undecided about a major. Trained professional counselors help students consider their options for majors and/or careers through workshops, individual counseling, and the use of interest and vocational inventories. Student Counseling is also the Test Center for graduate school admission examinations, CLEP exams for college credit, and math and foreign language placement exams.
Regional Advising Service

University College’s Regional Advising Service is a “first stop” for regional adults who want to learn more about the educational opportunities available to them at UMM, the University of Minnesota, or nearby colleges in west central Minnesota. Prospective students need not know what they wish to study before contacting the center. Staff help PSEOA (Post-Secondary Enrollment Options Act) students, nontraditional students, or students with highly individual needs define their educational goals and identify learning resources such as UMM’s day, summer, and evening courses; independent and distant learning; certificate programs; and prior learning evaluation. They work with students on and off campus to design individual areas of study or to chart a course over a period of time to work toward a degree. Call 1-800-842-0030 toll free or 320/589-6456 to arrange to talk with an adviser. The Regional Advising Service is located on the second floor of the Community Services Building.

Academic Assistance Center

The services provided by UMM’s Academic Assistance Center (AAC) help students achieve their academic goals, whatever they might be. AAC programs are available free of charge to all students at UMM.

The AAC provides peer tutors for most courses offered at UMM, drop-in assistance for mathematics courses, workshops in study skills and reading efficiency, Spanish conversation practice sessions, and English as a Second Language tutoring. AAC provides some computer-assisted instruction in a variety of disciplines. In addition, AAC provides services for students with disabilities (see also Students With Disabilities under the Student Services and Opportunities section).

Academic Enrichment

UMM believes in providing a variety of opportunities for students to participate in academic endeavors. They will find many ways to become involved in nontraditional learning experiences and to use the professional tools of their field.

For example, UMM students might spend a semester as an intern at the state capitol, become an assistant for UMM’s Gateway Program, travel to Ecuador on an anthropology field trip, help to organize a model United Nations program, or use primary research materials to recreate historical events for a paper filed in the archives of the West Central Minnesota Historical Research Center. They might do an internship in social service organizations ranging from welfare agencies to group homes, or they might have their poetry published on UMM’s Prairie Gate Press or their artwork exhibited. They might work with a faculty member on atmospheric or energy research or a study of birds of prey.

There are opportunities to write computer programs, learn important skills as a teaching assistant, and take field trips, exploring a broad variety of habitats ranging from the coastal areas of Florida and Texas to the desert areas of Arizona, New Mexico, and Oklahoma to various areas within Minnesota and the surrounding region.

There are also opportunities to become involved in the kinds of research that at many schools are reserved for graduate students only. Students may have a chance to collaborate with faculty members, and they may, as a number of students have done, publish scholarly work with the faculty.

Undergraduate Research Opportunities Program (UROP)

The Undergraduate Research Opportunities Program (UROP) is a competitive, merit-based program throughout the University of Minnesota that offers financial awards to undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. UROP awards include stipends (up to $1,000) and expense allowances (up to $300). All full-time undergraduates at UMM are eligible to apply. All UMM faculty may serve as UROP sponsors. Further information about UROP awards may be obtained from the UROP Office, 225 Community Services.

Minority Mentorship Program

The Minority Mentorship Program has been developed by UMM to promote awareness of cultural diversity on campus and in the community. Minority students are matched with faculty/staff who have similar academic and career interests. Students enjoy long-term working relationships with their mentor and have an educationally meaningful paid work
Acaademic Information

experience. Up to $1,000 per year in student employment funds are available to selected students for work supervised by their mentor. Further information about the Minority Mentorship Program may be obtained from the Minority Student Program Office, 110 Minority Resource Center.

**Morris Academic Partners**
UMM has established a program for advanced students called Morris Academic Partners. Receiving a stipend of $1,500 for the year, Morris Academic Partners undertake assignments that enhance their intellectual competence and increase their interest in graduate or professional study. Projects involve assisting faculty and professional staff in their research and/or teaching and are more complex than typical work-study assignments. Students entering their third year of study are nominated by faculty for a Morris Academic Partnership and are named by the appropriate division chairperson with the concurrence of the dean. Further information about the Morris Academic Partners program may be obtained from the Office of Admissions and Financial Aid, 105 Behmler Hall.

**Morris Administrative Interns**
The Morris Administrative Internship (MAI) program pays a stipend of $1,500 per year. The internships are designed to enable selected students in the junior year to work in administrative or faculty offices performing tasks that are essentially managerial in nature. Interns might, for example, administer and compile surveys, help to organize cocurricular organizations, or assist in planning significant campus events. The MAI program is organized by the Office of the Vice Chancellor for Academic Affairs and Dean.

**Campus Compact**
UMM belongs to the National Campus Compact Association that promotes and supports public and community service and service learning at colleges and universities. Coordinated service activities at UMM include individual volunteerism, group projects, and service learning courses that integrate service into existing coursework. The goal of these activities is to connect UMM students with members of the Morris community while encouraging leadership, civic participation, and career preparation. Contact the Campus Compact coordinator at 320/589-6083.

**Study Abroad**
UMM is committed to providing an education that prepares students to become global citizens by expanding their world view and deepening their understanding of world issues. Because firsthand knowledge of other societies and cultures builds international awareness, UMM encourages students to study abroad as part of their academic program. UMM maintains a study abroad office, the Center for International Programs (CIP), that, together with a student-run International Student Travel Center (ISTC), provides overseas study, work, and travel information for students. The CIP office is located at 225 Community Services, and the ISTC office is in 17 Student Center.

Because UMM is part of the larger University of Minnesota, its students have the opportunity to take part in an especially broad range of programs all over the world, offered not only by UMM, but also by other University of Minnesota colleges and other institutions as well. Students may consult guides and publications on foreign study and travel in the CIP and ISTC offices. Students also are assisted by staff with expertise in foreign study opportunities. Note: Enrolling in a study abroad program offered by another institution and approved for credit by UMM is the same as enrolling at UMM, for the purpose of applying for federal student aid.

**Directed Study and Internships**
The term “directed study” refers to those on- or off-campus learning experiences individually arranged between a student and a faculty member for academic credit in areas not covered in the regular curriculum. Directed study courses (with 1993, 2993, 3993, or 4993 course numbers) may be added to the registration any time during the term. A directed studies project may, with the approval of the Honors Program Committee, be counted as an honors course (the form needed for requesting this approval is available in the Honors Office, 225 Community Services). An “internship” is a supervised opportunity to apply one’s academic learning at a job site. It is arranged among a student, an on-site supervisor, and a University faculty member. For more information about finding an internship, contact the Career Center at 320/589-6065. Directed study and internship offerings include the following courses:

- **Discipline Directed Study**—1993, 2993, 3993, 4993 (1-5 cr per semester)
- **Interdisciplinary Directed Study**—IS 1993, 2993, 3993, 4993 (1-5 cr per semester)
Interdisciplinary Internship—IS 3996 (1-16 cr per semester)
Prior Learning Directed Study—IS 3893 (1-4 cr per semester)
Prior Learning Internship—IS 3896 (1-16 cr per semester)

In addition to listing the directed study or internship course on the regular Course Enrollment Request or Cancel/Add form, a special Directed Study Approval form or Internship Approval Form and Learning Contract is required for registration. These forms, available at the division offices, essentially establish a contract between the student and the supervising faculty member. The contract includes a statement of the objectives of the project, the methods to be employed, and the procedures for evaluating the project.

In addition to faculty evaluation, student evaluation of the project is mandatory. When the work of the project is completed, the faculty member will provide the student with an evaluation questionnaire, which is part of the approval form. The student completes the questionnaire and delivers it to the Office of the Vice Chancellor for Academic Affairs and Dean. The faculty member will not submit a grade until the student’s evaluation of the project has been completed.

**Credits**

Amount of work is expressed in semester credits. Each credit represents an average of three hours a week of a student’s time and effort, one hour in class with two hours of preparation or three hours of laboratory work, for example.

A student with fewer than 30 credits is classified as a freshman; 30 to 59 credits, sophomore; 60 to 89 credits, junior; 90 credits or more, senior.

At least 120 credits are required for graduation. Programs must include specified general education requirements and a major or area of concentration (see below). The number of courses required for graduation varies because courses are assigned varying amounts of credit.

The college year is divided into two semesters of approximately 15 weeks each, followed by an optional intersession. Except in special cases, full-time students carry 12 to 16 credits each semester; an average course load is 16 credits, usually three or four courses, per semester.

**Majors Offered**

The University of Minnesota, Morris offers the following majors:

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<tr>
<th>Major</th>
<th>Area of Concentration</th>
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<tr>
<td>Art History</td>
<td>Liberal Arts for the</td>
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<tr>
<td>Art, Studio</td>
<td>Human Services</td>
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<tr>
<td>Biology</td>
<td>Management</td>
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<td>Chemistry</td>
<td>Mathematics</td>
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<tr>
<td>Computer Science</td>
<td>Music</td>
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<td>Economics</td>
<td>Philosophy</td>
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<tr>
<td>Elementary Education</td>
<td>Physics</td>
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<tr>
<td>English</td>
<td>Political Science</td>
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<tr>
<td>European Studies</td>
<td>Psychology</td>
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<tr>
<td>French</td>
<td>Social Science</td>
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<tr>
<td>Geology</td>
<td>Sociology</td>
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<tr>
<td>German</td>
<td>Spanish</td>
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<tr>
<td>History</td>
<td>Speech Communication</td>
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<tr>
<td>Latin American Area Studies</td>
<td>Theatre Arts</td>
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Students may also choose to complete an area of concentration. This is an individualized, often interdisciplinary, group of courses that meets the requirements for a major.

Specific requirements for UMM majors are listed in the Division Structure and Course Descriptions section in this catalog. Completion of a given major, however, usually involves fulfillment of more than the minimum requirements. Once a student has selected a major, she or he should seek the counsel of a faculty member in the discipline to plan a well-organized and balanced program.

Many students enter college with no clear choice of a major in mind. General education requirements, many of which are completed during the first two years, will often acquaint students with disciplines from which they may select a major that best fits their interests and abilities.

**Teacher Education**

The requirements for teacher education programs are listed in the Division Structure and Course Descriptions section of this catalog. These programs are selective. An admission process must be completed for entry into either the elementary or secondary education programs. Students who intend to seek licensure as an elementary school teacher should contact the Division of Education as soon as possible (no later than the fall semester of their sophomore year) if they expect to complete degree and licensure requirements in four years.
Students who intend to seek licensure as a secondary school teacher must select a major or field that is taught in the secondary schools and complete a sequence of courses in secondary education. Such students should contact the Division of Education as soon as possible (no later than the spring semester of their junior year) if they expect to complete degree and licensure requirements in four years.

Honors Program

The Honors Program represents an opportunity for UMM students to enhance their education and work toward graduation “with honors.” All UMM students are eligible to participate in the Honors Program. Applications are available at the Honors Office, 225 Community Services. Students wishing to register for an honors course must be enrolled in the Honors Program. If spaces remain in an honors course at the end of registration, non-honors students may enroll with the permission of the instructor.

To graduate “with honors,” participants must (1) complete one honors course per year of participation; (2) participate in four honors co- and extracurricular activities per year of participation; (3) successfully complete a senior honors project (which counts as an honors course); and (4) earn A’s for half of their UMM credits. Transfer students who wish to graduate from UMM “with honors” must complete the requirements expected of a student entering the program as a sophomore. They take two honors courses, complete the senior honors project, and engage in the number of honors activities required for each year they are in the Honors Program. Honors courses taken at another institution will count in the UMM Honors Program if the director of the program finds them equivalent.

Honors courses are limited to a class size of 20. The courses encourage active learning through writing, experimentation, creative activity, or discussion and emphasize primary texts and materials. Honors students do original work that demonstrates a consistently high level of academic commitment. Honors courses are based, therefore, on evaluating the quality, not the quantity, of students’ active participation, and they differ significantly from other curricular offerings either in content or pedagogy. A directed studies project (course numbers—1993, 2993, 3993, 4993) may, with the approval of the Honors Program Committee, be counted as an honors course. The form needed for requesting this approval is available in the Honors Office. In general, honors courses provide learning opportunities not ordinarily available in the UMM curriculum. Proposals for new honors courses are submitted to the Honors Program Committee for approval; the appropriate forms are available from the division offices.

Although honors courses are rigorous, the grading standards are the same as for all UMM courses. Honors courses are not intended to produce an abnormally heavy workload. Because of staffing constraints, the list of honors courses may change from year to year. The listing below represents a sampling of courses that have been offered in the past and which may be offered in the 1999-2001 biennium. Actual course offerings appear in the Class Schedule.

Honors activities are designated by the honors director and the Honors Program Committee. These activities include lectures, artistic performances, field trips, colloquia, and the like. Honors students attend and respond to at least four activities per year, at least two per semester. Juniors and seniors act as mentors in the program. See the Honors Program brochure for details.

The senior honors project is a substantial scholarly or creative work that shows the student’s engagement in the intellectual life of the discipline(s) in which the project is completed. It is the responsibility of the student to secure a project adviser from an appropriate discipline, as well as a second adviser from outside the project’s discipline, to oversee each project. Participants submit a proposal for their project by the end of their junior year. The project advisers certify to the Honors Program Committee that the project has been completed satisfactorily. Each project is appropriately presented to the UMM community of scholars (e.g., public presentation, archived paper, performance, or exhibit). Finally, a copy or a description of the project is submitted to the Honors Program Committee.

Sample Honors Courses—Updated listings are available through the honors coordinator. For complete course descriptions, see the Division Structure and Course Descriptions section; symbols are explained near the beginning of that section.

Chem 1111f. Honors: General Chemistry I. (Sci-L; 4 cr; SP–1 yr high school chem, ¶Math 0901 or placement beyond Math 0901 using ACT/placement exam score; 3 yrs high school math recommended)
Honors and Awards

Honors and awards recognize exceptional scholarship and related achievements within the student body. Such scholarship can be demonstrated in a variety of ways. General academic excellence, as traditionally measured by the grade point average (GPA), is one way. Exceptional scholarship, however, may not always be reflected by the GPA. For this reason, UMM also recognizes creative scholarship as demonstrated in a particular discipline.

Graduation With Distinction—Students graduating “with high distinction” have an overall GPA of 3.90 or higher; those graduating “with distinction” have a GPA from 3.75 to 3.89. These standards apply to students who entered fall 1998 or later. Students who entered at an earlier date should consult the catalog for their year of entry.

Graduation With Honors—Students graduating with honors have successfully completed the UMM Honors Program, including honors courses, honors activities, and a senior honors project, and have earned A’s for half of their UMM credits. (See Honors Program above for detailed program requirements.)

Dean’s List—The Dean’s List recognizes students who have achieved an outstanding academic record during a given semester. To qualify, students must have earned a GPA of 3.50, have registered for a minimum of 12 credits, taken at least two-thirds of these credits on the A-B-C-D-F grading system, and completed all credits for which they were registered during that semester. The Dean’s List is announced each semester by the vice chancellor for academic affairs and dean, and a certificate is sent to each student named on the list. The Dean’s List is also sent to the hometown newspapers of all students named to that semester’s Dean’s List.

There are instances in which coursework may extend beyond a single academic semester or a serious illness or justifiable emergency may make it impossible for work to be completed by the end of a semester. In such cases, students who meet all other criteria for the Dean’s List stated above may petition the Functions and Awards Committee, in writing, for an exception; petitions must be filed within two weeks after the beginning of the next semester for which students register. Students who seek such exceptions should consult with the Office of the Vice Chancellor for Academic Affairs and Dean for more information.

Scholar of the College Award—Presented annually to students who have demonstrated scholarly work by making a valuable contribution to one or more of the academic disciplines. Nominations are made by the faculty, reviewed by the Functions and Awards Committee, and approved by the Campus Assembly.
In addition to the above scholastic honors, the University of Minnesota, Morris recognizes campus-wide student leadership through the following awards:

**Abbott Award in Physics**—Presented to a graduating senior who plans to attend graduate school and shows great potential for achieving a professional career in physics. This award honors the contributions of Robinson and Rose Marie Abbott to the UMM community and their three sons who graduated from UMM with majors in physics. Robinson Abbott, a biology professor, was a faculty member for 30 years and served as the Division of Science and Mathematics chairperson in the 1960s. Rose Marie Abbott also taught at UMM.

**American Indian Salt Springs Award**—Presented to an outstanding American Indian student on the basis of academic excellence and contribution to the Indian and campus community. To be eligible, the student must be returning to UMM the following year.

**Natalie Benoit Memorial Award**—Presented to a junior or senior art student. Established in honor of the late Natalie Benoit by her parents, George and Joan Benoit.

**Chris Berg Memorial Award**—Presented annually to an outstanding senior majoring in economics who has demonstrated academic excellence in that field. It is presented by the economics/management faculty of UMM in memory of their late colleague.

**Keith Carlson Memorial Jazz Award**—Presented annually to the outstanding jazz musician at the University of Minnesota, Morris. This award was established in memory of Keith Carlson by Mr. and Mrs. Jack Carlson.

**Chancellor’s Award**—Presented to outstanding students on the basis of academic excellence and contribution to campus life. The Executive Committee of the Morris Campus Student Association and student members of the Campus Assembly nominate students for this award. Students in turn are endorsed by the Functions and Awards Committee; UMM’s Chancellor makes the final selection.

**SPS Chemistry Award**—Presented annually to a senior chemistry major who has demonstrated outstanding scholarship, potential, and service in chemistry.

**Allen W. Edson Award**—Presented annually in recognition of a student’s total contribution to campus life. Selection is made by the Executive Committee of the Morris Campus Student Association, student members of the Campus Assembly, and the faculty. Allen Edson was superintendent of the West Central School of Agriculture and Experiment Station from 1948 until his death in 1958.

**Millard R. Gieske Award**—Presented annually to a political science major who has demonstrated academic excellence and has completed a minimum of 100 credits. The Gieske Scholar stipend is in support of either undergraduate research or an internship in community affairs, professional organizations, or government institutions. This award is in memory of Millard R. Gieske, professor of political science at UMM from 1963 to 1991.

**Roy Grohs Award**—Presented to an outstanding management or economics junior who has demonstrated academic excellence and provided service to the discipline and will be returning to UMM. The award is in honor of Roy Grohs, who joined the UMM faculty in 1969 and served as assistant professor of economics until 1984.

**Arnold Henjum Award**—Presented to a senior athlete on the basis of academic and athletic excellence and integrity. The award is in honor of Arnold Henjum, professor of education at UMM from 1964 to 1992.

**Willis Kelly Award**—Presented annually to a senior woman athlete who most exemplifies the spirit of competition in women’s athletics at the University of Minnesota, Morris. The award is in memory of Willis Kelly, a physical education coach and athletic director at UMM for more than 20 years. She became the first director of women’s athletics in 1975 and served as director of men’s and women’s athletics from 1982 until her retirement in 1987.

**Curtis H. Larson Award**—Presented to the graduate chosen as senior class speaker. Established in honor of the late Curtis H. Larson, the first class speaker in 1964, who died in an automobile accident while serving in the Peace Corps in Ecuador.

**Mary Martelle Memorial Award**—Presented annually to a student and to a staff member deemed to have made outstanding contributions to campus life. This award perpetuates the memory of Mary Martelle, senior secretary in the Office of Student Activities from 1965 to 1976. Recipients of this award are named by a special selection committee appointed by the chancellor.

**Betty Peterson Memorial Award for Accompanying**—Presented annually to recognize a major project in keyboard accompanying.
Jay Y. Roshal Award—Presented to a senior student majoring in biology at UMM who demonstrates promise and interest in a career in the biological sciences. The award is in honor of Jay Y. Roshal, professor of biology at UMM from 1960 to 1984.

William R. Scarborough Award—Presented annually to a senior student enrolled in either the elementary or secondary education program, this award recognizes a student’s demonstrated competence and potential for becoming an outstanding member of the teaching profession. The award perpetuates the memory of William Scarborough, who joined the UMM faculty in 1966 and served as chairperson of the Division of Education until his death in 1979.

Student Leadership Award—Presented annually to recognize student achievements in student initiated and directed activities. These include the student organizations, committees, and special groups whose activities or programs are coordinated with or administered by Student Activities or Residential Life.

Wall Street Journal Award—Presented annually to an outstanding senior majoring in economics who has shown individual initiative through independent study, directed study projects, and honors courses, and who has provided service to the discipline.

For more information about these and other awards, contact the respective division chairperson.

Intersession

The intersession is primarily for courses that are more unique in purpose and format than those offered during the fall and spring semesters and summer sessions. Courses include, but are not limited to, short-term study abroad experiences; topics that are innovative, experimental, interdisciplinary, and explored in greater depth; or special internships. The intersession lasts for three weeks beginning after the end of spring semester.

Course offerings and enrollment requirements are determined by the UMM Summer Session Office.
University of Minnesota Degrees

Degrees from the University of Minnesota are granted by the Board of Regents upon the recommendation of the faculty of the University school or college, in this case the Morris campus, in which the student is enrolled. Requirements vary to some extent among the undergraduate colleges of the University, and students must meet all course, credit, and grade point average requirements of the college in which they are enrolled. The Morris Catalog is in effect for nine years; this catalog is in effect from fall 1999 through the end of summer session 2008. However, students may choose to use the catalog in effect their first term and year at UMM (provided it has not expired) or any subsequent catalog. The University of Minnesota converts from quarters to semesters beginning fall 1999. This transition will not impede UMM students’ progress toward graduation. Consult faculty advisers, the Academic Advising Office, or the vice chancellor for academic affairs and dean about semester conversion questions.

Bachelor of Arts Degree at UMM

Requirements for the bachelor of arts (B.A.) degree of the University of Minnesota, Morris consist of two parts, general education and the major. General education, in turn, consists of three parts: The Common Experience, Skills for the Liberal Arts, and Expanding Perspectives. First-semester freshmen are required to have The Common Experience. All students must meet the requirements listed in Skills for the Liberal Arts and in Expanding Perspectives. The major is a field of specialization whose requirements are specified by faculty in that discipline or academic area.

The Skills component of general education aims at helping students acquire the intellectual and communication skills needed for successful advanced work. The Expanding Perspectives component aims at helping students gain enough understanding of the principal areas of human endeavor to continue learning in the future and to have a sense of the limits of their knowledge. Work in the major aims at giving students learning in depth and making them reasonably expert in one area.

Because new students need to lay the foundation for liberal learning early, they are expected to complete a significant part of the Skills component during their first and second years of college. The emphasis is on establishing an intellectual framework for future work, a framework consisting of writing, linguistic reasoning, and artistic skills. Students will continue to develop these skills in advanced courses. It should be noted that in most Skills categories, the requirements may also be met through assessment of prior learning, transfer of credit, individual projects, testing, and other means. These methods may be especially helpful in the case of nontraditional students.

The Expanding Perspectives component is aimed at producing liberally educated people who are distinguished by their ability to understand how knowledge is acquired in many different fields. These people usually have broad interests and know where to obtain information on almost any subject. They can solve problems because they bring ideas and techniques from one field to bear on another in innovative ways. In a world of diverse peoples, activities, and value systems, all of which are increasingly interrelated, it is especially important that college graduates have breadth as well as depth in their education and that they expand the horizons of their knowledge.

Expanding Perspectives is subdivided into two parts. One part consists of a traditional core of liberal studies roughly organized around the subjects of history, social sciences, humanities, fine arts, and the biological and physical sciences. The other part addresses contemporary themes, which are grouped under the heading The Global Village. In these the aim is to expand students’ perspectives on human diversity, people and the environment, the international scene, and issues of ethical and civic responsibility. In some cases, students may also satisfy Expanding Perspectives requirements through independent study, transfer credit, internships, study abroad, special examinations, and other means. Students will gradually fulfill the Expanding Perspectives requirements throughout their college career.

During the freshman year, students should explore possible majors or fields of specialization, keeping in mind that, in a liberal arts B.A. program, the major is more often their intellectual “home base” than preparation for a specific occupation.
Courses taken to complete general education requirements may also apply to requirements in the major. However, all students must complete 60 credits of general education that are not drawn from the discipline of the major.

Degree Requirements

1. General Education Requirements (60 credits)

   Provision i

   UMM courses designated as appropriate for meeting general education requirements are those which, if passed successfully, demonstrate the student’s competency in a given skill or area.

   Students are required to complete a minimum of 60 credits of general education coursework outside the discipline of the major and must meet the requirements listed below within those 60 credits. The requirements may be met not only through UMM courses, but also by transfer of credit, examinations for proficiency or credit, assessment of prior learning, individual projects, and other means. For details, students should consult with their advisers.

   In some instances the specific general education requirements may be met using fewer than 60 UMM credits. If this occurs, then elective courses, introductory or advanced, from any discipline outside the major, with the exception of courses in elementary or secondary education, wellness and sport science, or accounting courses in management, may be used to fulfill the remaining credits of the 60-credit general education requirement.

   Note: The designation following each category below, e.g., CE for The Common Experience, appears at the beginning of the parenthetical information for each course that is appropriate for that category.

   I. The Common Experience (CE)—One 2-credit course.

   II. Skills for the Liberal Arts—One to five courses.*

   These requirements emphasize the development of the intellectual skills, the communication skills, and the framework for learning needed for successful advanced work. Because new students need this foundation early, they are expected to complete many of these requirements during their first and second years.

   A. College Writing (CW)—One course.*
   B. Foreign Language (FL)—Two courses.*
   C. Mathematical/Symbolic Reasoning (M/SR)—One course.*
   D. Artistic Performance (ArtP)—One course.

   III. Expanding Perspectives—Eight courses of at least 2 credits each.

   A. Historical Perspectives (Hist)—One course.
   B. Human Behavior, Social Processes and Institutions (SS)—One course.
   C. Communication, Language, Literature, and Philosophy (Hum)—One course.
   D. Fine Arts (FA)—One course.
   E. Physical and Biological Sciences (Sci—without lab; Sci-L—with lab)—Two courses, one with lab.
   F. The Global Village—Two courses, one from each of two areas.
      1. Human Diversity (HDiv)
      2. People and the Environment (Envt)
      3. International Perspective (IP)
      4. Ethical and Civic Responsibility (E/CR)

   *This requirement may be reduced or eliminated through exemption.

   Provisions ii through v

   Provision ii—Goals will be used to match courses to general education requirements (see below).

   Provision iii—Only courses of two or more credits will satisfy an Expanding Perspectives requirement.

   Provision iv—A course can satisfy only one of the general education categories.

   Provision v—In the description of each major, there will be a statement about how students majoring in that area formally acquire computing and writing skills. Students should contact their faculty adviser for current information.

   Goals of the General Education Requirements

   I. The Common Experience: First-year seminar aims not only to teach students to think critically and to assess sources of information, but also to help students to become aware of the lenses through which they perceive and to recognize that their perceptions are not universal.
II. A. College Writing: To understand the writing process through invention, organization, drafting, revising, and editing, and develop writers who can write about a range of ideas for a variety of readers.

II. B. Foreign Language: To develop some fluency in the skills of speaking, listening, reading, and writing in a second language, and critical insight into another culture.

II. C. Mathematical/Symbolic Reasoning: To strengthen students’ ability to formulate abstractions, construct proofs, and utilize symbols in formal systems.

II. D. Artistic Performance: To introduce an understanding of the creative process through individual performance, and demonstrate skill in such activities as composition, theater, dance, studio art, and music.

III. A. Historical Perspectives: To increase students’ understanding of the past, the complexity of human affairs, the ways in which various forces—economic, cultural, religious, political, scientific—influence efforts to control events, and the ways historians verify and interpret their findings.

III. B. Human Behavior, Social Processes and Institutions: To increase students’ systematic understanding of themselves as functioning humans, their individual similarities to and differences from others, their awareness of the nature and significance of their conscious experience, and the forces that shape their interpersonal attachments and interactions; or to increase students’ understanding of methods of analyzing modern society or some significant legal, political, economic, religious, social, or scientific component of it.

III. C. Communication, Language, Literature, and Philosophy: To expand students’ capacity to understand, analyze, discuss, and evaluate discourse concerning the complexity of the human condition through the study of languages and works of thought and imagination.

III. D. Fine Arts: To develop students’ understanding, analysis, and appreciation of the arts.

III. E. Physical and Biological Sciences: To increase students’ understanding of the structure and dynamics of the physical and biological worlds, and of the scientific method.

III. F. The Global Village: To increase students’ understanding of the growing interdependence among nations, peoples, and the natural world.

III. F. 1. Human Diversity: To increase students’ understanding of individual and group differences (e.g., race, gender, class) and their knowledge of the traditions and values of various groups in the United States.

III. F. 2. People and the Environment: To increase students’ understanding of the interrelatedness of human society and the natural world.

III. F. 3. International Perspective: To increase students’ systematic understanding of national cultures substantially different from those in which they received their prior schooling.

III. F. 4. Ethical and Civic Responsibility: To broaden and develop students’ capacity to question and reflect upon their own and society’s values and critical responsibilities, and to understand forces, such as technology, that cause them to modify these views and often mandate creation of new ways to resolve legal, social, and scientific issues.

2. Major or Area of Concentration

The major at UMM is defined as an intensive and coherent program of study reflecting the structure of one or more fields of knowledge. The major complements the essential skills and the broad base of knowledge provided by general education.

The purpose of the major is to ensure that each student pursues a particular field of knowledge in depth, investigates advanced theories and schools of thought, and becomes competent in using the language and methods of inquiry of the field. It is through such concentrated study, conducted over an extended period of time, that a student begins to master an existing body of knowledge and comes to understand the nature of expertise in the chosen field, including both its power and its limitations.

Students complete a major in an academic discipline by fulfilling the requirements for that major as specified elsewhere in this catalog. Some students may choose instead to complete an area of concentration, which is an individualized, often interdisciplinary, group of courses that meets the requirement of study in depth of a specific field of knowledge. (Students wishing to complete an area of
**Degree Requirements**

*concentration* instead of a defined major must have that program approved by appropriate faculty advisers and the vice chancellor for academic affairs and dean. A copy of the approved program must be filed with the Registrar’s Office. Detailed procedures and forms are available from the Office of the Vice Chancellor for Academic Affairs and Dean.

3. **Minor or Area of Emphasis**

The minor shares the essential characteristics of the major but differs from it quantitatively. It indicates a special interest and expertise beyond general education and provides sufficient skills and knowledge of the field to form a basis for further study. The requirements for minors are listed in this catalog under the appropriate academic discipline.

Students may choose instead to complete an area of emphasis, a group of courses that meets the same standards used for minors. (Students wishing to complete an area of emphasis must follow the same procedures used to define an area of concentration.)

A minor or area of emphasis is not required for graduation.

4. **Minimum Required Credits**

(120 credits)

A student can fulfill the course requirements for graduation in most programs within the 120-credit minimum, but some combinations of general education courses, major, and teacher education licensure programs may require more than 120 credits. The 120 credits required must include a minimum of 60 credits of general education outside the discipline of the major.

In addition, no more than 40 of the 120 credits required for graduation may be taken in any one discipline.¹ No more than 8 credits in Mus 1300 through Mus 1330, no more than 4 credits in WSS 1401 through WSS 1411, and no more than 4 credits in Psy 4896 may be applied to the 120-credit degree requirement. No more than 10 credits of D may be applied to the 120-credit degree requirement. The use of the grade of D in the major may be further restricted by the discipline.

5. **Quality of Work**

A student must earn at least a C (2.00) average in all coursework that is applied to the B.A. degree and in the major or area of concentration.

6. **Residency**

A UMM student must earn 30 credits from UMM; 15 credits must be earned in residence during the senior year. Credits earned through University of Minnesota University College classes are considered residence credits. AP, CLEP, and IB credits are considered nonresident for purposes of the residency requirement.

¹ For the purpose of this policy all secondary education methods courses are considered to belong to the secondary education discipline. College composition credits do not count toward the 40-credit maximum in English. Introductory foreign language courses do not count toward the 40-credit maximum in the language disciplines. Introduction to public speaking courses do not count toward the 40-credit maximum in speech communication. Credits earned through the CLEP general examination in mathematics do not count toward the 40-credit maximum in the mathematics discipline. For music majors with teaching licensure, Mus 1300, 1310, and 1320 credits are allowed to count toward the 60-credit general education requirement.