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Note: The information in this catalog is subject to change without notice. Often changes are made in the major/minor requirements and course descriptions between printings of the catalog. For the most current information, check with the division offices.
2007-08 Academic Calendar

Fall Semester 2007
New student orientation ................................................................. Sunday-Tuesday, August 26–28, 2007
Fall semester classes begin .............................................................. Wednesday, August 29, 2007
Labor Day holiday ........................................................................ Monday, September 3, 2007
Fall break ...................................................................................... Monday–Tuesday, October 22–23, 2007
Thanksgiving holiday ..................................................................... Thursday–Friday, November 22–23, 2007
Last day of instruction .................................................................. Friday, December 14, 2007
Study day ....................................................................................... Saturday, December 15, 2007
Fall semester examinations ............................................................... Monday–Thursday, December 17–20, 2007
Christmas holiday ......................................................................... Monday–Tuesday, December 24–25, 2007
New Year’s holiday ...................................................................... Monday, December 31, 2007–Tuesday, January 1, 2008

Spring Semester 2008
Martin Luther King, Jr. holiday ...................................................... Monday, January 21, 2008
Spring semester classes begin ....................................................... Tuesday, January 22, 2008
Spring break ................................................................................. Monday–Friday, March 17–21, 2008
Floating holiday ............................................................................ Friday, March 21, 2008
Last day of instruction ................................................................. Friday, May 9, 2008
Study day ...................................................................................... Saturday, May 10, 2008
UMM Commencement ................................................................. Saturday, May 17, 2008

May Session 2008
May session classes begin ............................................................. Monday, May 19, 2008
Memorial Day holiday ................................................................. Monday, May 26, 2008
May session classes end ............................................................... Friday, June 6, 2008

Summer Session 2008
Summer session term 1 ............................................................... Tuesday, May 27–Friday, June 27, 2008
Summer session term 2 ............................................................... Monday, June 30–Friday, August 1, 2008
Memorial Day holiday ................................................................. Monday, May 26, 2008
Independence Day holiday .......................................................... Friday, July 4, 2008

2008-09 Academic Calendar

Fall Semester 2008
New student orientation ................................................................. Sunday-Tuesday, August 24–26, 2008
Fall semester classes begin .............................................................. Wednesday, August 27, 2008
Labor Day holiday ........................................................................ Monday, September 1, 2008
Fall break ...................................................................................... Monday–Tuesday, October 20–21, 2008
Thanksgiving holiday ..................................................................... Thursday–Friday, November 27–28, 2008
Last day of instruction ................................................................. Friday, December 12, 2008
Study day ...................................................................................... Saturday, December 13, 2008
Fall semester examinations ............................................................... Monday–Thursday, December 15–18, 2008
Christmas holiday ......................................................................... Thursday-Friday, December 25–26, 2008
New Year’s holiday ...................................................................... Thursday-Friday, January 1-2, 2009

Spring Semester 2009
Martin Luther King, Jr. holiday ...................................................... Monday, January 19, 2009
Spring semester classes begin ....................................................... Tuesday, January 20, 2009
Spring break ................................................................................. Monday–Friday, March 16-20, 2009
Floating holiday ............................................................................ Friday, March 20, 2009
Last day of instruction ................................................................. Friday, May 8, 2009
Study day ...................................................................................... Saturday, May 9, 2009
Spring semester examinations ....................................................... Monday–Thursday, May 11–14, 2009
UMM Commencement ................................................................. Saturday, May 16, 2009

May Session 2009
May session classes begin ............................................................. Monday, May 18, 2009
Memorial Day holiday ................................................................. Monday, May 25, 2009
May session classes end ............................................................... Friday, June 5, 2009

Summer Session 2009
Summer session term 1 ............................................................... Tuesday, May 26–Friday, June 26, 2009
Summer session term 2 ............................................................... Monday, June 29–Friday, July 3, 2009
Memorial Day holiday ................................................................. Monday, May 25, 2009
Independence Day holiday .......................................................... Friday, July 3, 2009
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**—This catalog covers academic years 2007–2008 and 2008–2009.

The *Morris Catalog* is in effect for nine years; this catalog is in effect from fall 2007 through the end of summer session 2016. **Students returning to UMM after an absence should contact the Registrar’s Office to determine which catalog will best fit their program plans.** 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, produced by University Relations, is also available in electronic format on the Internet and may be accessed at www.catalogs.umn.edu.
Evening and summer courses are featured in the UMM Continuing Education Catalog and the UMM Summer Session Catalog respectively.

**Class Schedule**—The online Class Schedule lists course offerings with class times, rooms, instructors, and prerequisites. The Class Schedule is available online at [www.morris.umn.edu/services/registrar/register.html](http://www.morris.umn.edu/services/registrar/register.html).

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

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455; 612-624-9547; eoaa@umn.edu. Web site at [www.eoaffact.umn.edu](http://www.eoaffact.umn.edu).

**Immunization**—Students born after 1956 who take more than one University class are required under Minnesota law to submit a Health History form, available at [www.mrs.umn.edu/services/hlth_serv/HSHistoryform.pdf](http://www.mrs.umn.edu/services/hlth_serv/HSHistoryform.pdf), 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.

**E-Mail**—University-assigned student e-mail accounts shall be an official means of communication of the University with all students. Students are responsible for all information sent to them via the University assigned e-mail account. Students who choose to forward the University e-mail account are still responsible for the information (including attachments) that was sent to the University e-mail account.

Questions regarding this policy statement can be sent to the Office of the Vice Chancellor for Academic Affairs and Dean.
Morris Campus

Located on 160 acres in west central Minnesota, the University of Minnesota, Morris continues the educational service that began on the campus in 1887. The campus was originally an American Indian boarding school, 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 high school experience for rural young people 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 1959 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 to provide an educational opportunity for students throughout the state who sought a rigorous and focused 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 more than four decades.

With approximately 1,800 students and 125 teaching faculty, UMM combines the residential environment of the small liberal arts college with the advantages of being a campus 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 14-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 diverse and talented. Campus currently is the collegiate home for students from throughout Minnesota, approximately 30 other states, and 15 foreign countries. In 2005, 19 percent of entering freshmen ranked in the top 5 percent of their high school class; 32 percent were in the top 10 percent; and 54 percent were in the top 20 percent.

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

UMM helped found the Council of Public Liberal Arts Colleges (COPLAC) in 1992. This national organization has 24 member colleges which 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. The COPLAC Web site can be viewed at www.coplac.org.

Mission

The University of Minnesota, Morris is recognized as one of the best public liberal arts colleges in the nation because of its instructional excellence, commitment to research, numerous extracurricular programs and services, and strong sense of community. UMM’s mission as a rigorous, undergraduate, residential, liberal arts college is distinctive within the University of Minnesota. The Morris campus shares the University’s mission of teaching, research, and outreach. UMM provides undergraduate students with the resources of the University of Minnesota, yet it is a small personal school where students can shape their own education. The campus serves undergraduate students from Minnesota, and across the nation, and is a highly valued educational resource and cultural center for residents of West Central Minnesota. UMM attracts and serves a student body, faculty, and staff reflective of our multicultural society. The college empowers the campus community to participate fully and thoughtfully in a diverse society, regionally, nationally, and globally.

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.

- Anthropology
- 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
- Statistics
- Theatre Arts
- Women’s Studies

UMM students can also work closely with faculty and counselors to design their own interdisciplinary program or “area of concentration.” Prototypes for areas of concentration already given provisional approval by the dean—including actuarial science, American Indian studies, American studies, animal behavior, art therapy, biochemistry with forensics science, biology with forensics science, biostatistics, chemistry with forensics science, criminal justice (see LAHS major on page 134), digital media studies, environmental studies, international studies, journalism, peace studies, and sports management—can be found online at [www.morris.umn.edu/academic/areas](http://www.morris.umn.edu/academic/areas). Students must fill out the appropriate forms and request final approval. The area of concentration forms are available online at [www.morris.umn.edu/services/acad_affairs/aavarious.html#areaconcentration](http://www.morris.umn.edu/services/acad_affairs/aavarious.html#areaconcentration).

Students can also choose from among one- to four-year liberal arts curricula that offer preparation for admission to a variety of professional schools. (See the Preparation for Professional Degrees in Other Colleges section in this catalog.)

Honors Program

The UMM Honors Program offers a distinct, academically challenging, intellectual experience that amplifies and complements the liberal arts mission of UMM for motivated and high-achieving students. It does this by relying upon an interdisciplinary curriculum. Successful completion of the Honors Program provides students a UMM degree “with honors” as a recognition of their achievements and willingness to explore ideas beyond disciplinary boundaries.

All Honors students must enroll in “Traditions in Human Thought,” a course that explores significant works from history, literature, philosophy, and science from an interdisciplinary perspective. Students may then choose from several elective offerings each semester that examine a particular topic from an interdisciplinary perspective. The courses are often team-taught by faculty from different UMM academic divisions. As seniors, Honors students complete an Honors Project: a substantial scholarly or creative interdisciplinary work designed by the student working cooperatively with a project adviser. Upon completion, the project is defended before a panel of faculty from different disciplines. In
addition to these requirements, Honors Program students often volunteer for service initiatives; attend public presentations, music, and theatrical performances; enjoy occasional field trips and outings; and mentor those just starting in the program.

All UMM students are eligible to participate in the Honors Program. Students normally apply to the program in the spring semester of their freshman year and begin coursework in their sophomore year. While everyone may apply, academic success in the fall semester, faculty recommendations, and a short essay may be used to limit the number to students with the proven motivation and likely ability to succeed in the program. A more detailed description of the Honors Program courses and requirements appears in the Academic Information section in this catalog.

Continuing Education at UMM

Continuing Education, Regional Programs and Summer Session (CERP), which shares in the liberal arts mission of UMM, serves as the primary educational outreach unit of the campus. CERP provides access to the academic resources and services of the University of Minnesota for current and potential students, as well as residents of western Minnesota and beyond. CERP organizes and administers evening, May Session, and summer term offerings, including a wide range of undergraduate and graduate, credit and noncredit courses and programs, mostly on campus (with some offered online). The courses offered through CERP are either 1) offerings unique to UMM that have no other divisional home and are frequently taught by faculty who have no ongoing appointment in the day school program, or 2) courses that are enhancements or special topics in specific disciplines. In conjunction with colleges on the University’s Twin Cities and Duluth campuses, CERP offers several post baccalaureate programs. CERP develops and sponsors conferences, institutes, and workshops; it administers regional public service programs and provides educational advising for nontraditional students. CERP, especially through the Center for Small Towns (CST), serves as a liaison between the University and west central Minnesota communities by assisting with economic development initiatives, technology transfer, grant projects, and conducting applied research on the educational needs of communities, groups, and individuals in the area.

CERP frequently serves as a first stop for adults in the region who want to learn more about the educational opportunities available to them at UMM, the University of Minnesota, or other colleges and universities in Minnesota. CERP staff help nontraditional students with referrals to appropriate UMM resources or educational resources available elsewhere. Call 800-842-0030 or 320-589-6450, or e-mail cerp@morris.umn.edu to arrange a meeting with an adviser.

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 campus recently completed a state-of-the-art renovation of Imholte Hall, and added a new artificial turf football stadium. 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 20th-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, 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 more than 220,000 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.

The new science building and renovated existing science facilities give the campus a state-of-the-art science complex. The new 60,000-square-foot science building houses laboratories and computer classrooms to support the science and mathematics curriculum.

The 40,000-square-foot Regional Fitness Center, a campus/community partnership, houses a walking/jogging track, low impact cardiovascular area, warm water pool and water slide, and multipurpose court areas.

Admissions

The Office of Admissions 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 1-888-UMM-EDUC. 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 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 may request an application online at www.morris.umn.edu/prospective. Each application submitted must be accompanied by a nonrefundable fee of $35, payable by check or money order to the University of Minnesota, Morris (please do not send cash through the mail). Online applications are also available at www.morris.umn.edu/prospective and must be accompanied by a nonrefundable fee of $25.

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 approximately 500 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 or SAT test scores, educational objectives, extracurricular activities, and other relevant information are all taken into consideration in the admission decision. If a student did
not complete high school, a GED (General Equivalency Diploma) may be accepted in lieu of high school transcripts.

Applications for first-year applicants are reviewed on a rolling basis beginning September 1. Priority deadline for admission and competitive scholarships is December 15. Complete applications postmarked by December 15 will be considered for admission, UMM Competitive Scholarships, and UMM Automatic Scholarships. The final deadline to apply is March 15. Applications received after December 15 will be considered for admission and UMM Automatic Scholarships.

All admitted applicants are required to confirm their acceptance with a $125 nonrefundable confirmation fee due on or before the national candidate’s reply date of May 1. The confirmation fee reserves space in the class, and the date of receipt of the student’s confirmation fee gives priority consideration for housing assignments and course registration. Students are encouraged to send their confirmation fees as soon as possible.

**High School Preparation**

Successful applicants to UMM must complete 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. Applicants who are missing this requirement will not be denied admission if they are otherwise admissible.

5. *Three years of social studies*, including U.S. history. Applicants who are missing this requirement will not be denied admission if they are otherwise admissible.

Students are strongly urged to include visual and performing arts and computer skills courses in their college preparation program.

**Standardized Test Scores**

Freshmen must submit scores from the American College Testing (ACT) Assessment Program or the College Board’s SAT Reasoning Test. As a basis for admission, applicants’ ACT/SAT scores should clearly indicate strength in their aptitude and preparation. Applicants should complete the ACT/SAT assessment during one of the national testing periods (preferably spring or summer of the applicant’s junior year of high school or fall of their senior year of high school) and have their assessment report sent to UMM (ACT code 2155, SAT code 6890). In certain instances in which the ACT/SAT is not readily available, scores from the on-campus residual ACT can be used for UMM admission purposes only. Please contact the Office of Admissions to schedule a residual ACT exam.

**Freshmen With College Credit**

**Former PSEO (Post Secondary Enrollment Options) Students**—Students who have acquired college credits from regionally accredited post secondary institutions through Minnesota’s Post Secondary Enrollment Options Act must provide the UMM Registrar’s Office with an official transcript of courses taken from a college or university during their junior and/or senior year in high school.

**Special Admissions Status**

**Returning UMM Students**—UMM students who interrupt their enrollment for less than one year must be re-enrolled through the Registrar’s Office before they can register for classes. Those who interrupt their enrollment for more than one year, need to apply for readmission through the Office of Admissions. Former Morris students are considered for readmission on the basis of their past performance as space is available. Former Morris students who interrupted their enrollment to transfer to another college, must submit official transcripts from that institution with their application for readmission.

**Non-Degree Students**—Non-degree student enrollment is reserved for students, whether part- or full-time, who are not degree-seeking candidates, who are admitted on a term-by-term basis, and who have access to courses if space is available. Non-degree student status is reserved for six 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 students taking courses for
enrichment; 5) PSEO students carrying a part- or full-time Morris freshman course load on campus; and 6) students from other colleges or universities enrolled for a single term in the Global Student Teaching or English Language Teaching Assistant Program. PSEO high school students interested in on-campus attendance should contact the Office of Admissions directly for applications materials. All others should contact the Office of Continuing Education, Regional Programs and Summer Session.

**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 $125 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) or SAT Reasoning Test is also required of all students applying from outside the United States unless their native language is English. A minimum score of 550 paper or 213 electronic 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. Students not holding U.S. citizenship and entering the country on a student visa are assessed the standard tuition rate which is equal to that of resident tuition.

**Senior Citizens**

Minnesota residents age 62 years or older may be admitted to UMM classes at a minimal cost when space is available after tuition-paying students have been accommodated. Persons wishing to take a course without credit pay only materials or other special fees. Those seeking credit for a course pay $10 per credit as well as materials or other special fees. Further information is available from the UMM Office of Admissions.

**Multi-U Enrollment**

A consortium agreement among the University of Minnesota campuses allows students planning to earn their degree at their home college to attend another University of Minnesota college. Petition forms for attending another campus are available in the Registrar’s Office. Requests to enroll through the consortium agreement should include academic reasons supported by the student’s adviser or extenuating circumstances such as a student’s need to be close to a medical facility or family in times of crisis. Registration and applications for financial aid are processed through the home college. Tuition and fees vary according to rates at the instructional unit(s).

**Nonresidents and Reciprocity**

Under reciprocity agreements, residents of North Dakota, South Dakota, Wisconsin, and Manitoba who attend UMM may pay a specially designated tuition rate. To obtain current figures and necessary forms, contact the student’s home state higher education services office, the UMM Office of Admissions, or the appropriate office listed below:

- North Dakota residents—Reciprocity Program, North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58501
- South Dakota residents—Reciprocity Program, South Dakota Board of Regents, Box 41, Brookings, SD 57007
- Wisconsin residents—Reciprocity Program, Wisconsin Higher Educational Aids Board, 137 East Wilson Street, Madison, WI 53707
- Manitoba residents—Office of Admissions, University of Minnesota, Morris, 600 East 4th Street, Morris, MN 56267

The University of Minnesota, Morris is a national public liberal arts college and does not charge nonresident tuition as part of its efforts to make a high quality UMM education available to students from across the country and around the world. This policy applies only to the Morris campus of the University.
Planning to Transfer to Morris?
Minnesota’s public colleges and universities offer course transferability information; visit www.minnesotacas.org. Students can streamline the process 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 1-888-UMM-EDUC.
• call or visit UMM. Students should request the following materials:
  —the UMM college catalog
  —information on financial aid
    (how to apply and by what date)
  —a transfer brochure
  —information on UMM admission criteria and materials required for admission
    (e.g., transcripts, test scores). Note that elementary education and secondary education 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.
• make an appointment—after reviewing the above materials—to talk with the transfer coordinator. Be sure to ask about course transfer and degree requirements.

Applying for Transfer Admission to UMM
Applications submitted to UMM are reviewed on a rolling basis beginning September 1. The deadline for spring admission is November 1; for fall admission, May 1. Applicants may obtain a paper application from UMM or may request an application online at www.morris.umn.edu/prospective/. Each application submitted must be accompanied by a nonrefundable fee of $35 payable by check or money order to the University of Minnesota, Morris (please do not send cash through the mail). Online applications are also available at www.morris.umn.edu/prospective/ and must be accompanied by a nonrefundable fee of $25. A $125 confirmation fee is due within 30 days after notification of admission.

Applicants must submit the following:
—A completed application for admission
—Official transcripts from every previous institution attended, whether courses were completed satisfactorily or not.

Students with less than one year of college must include high school transcripts and ACT/SAT scores. 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 are considered for admission.

After a student has applied for admission, her or his transcript is evaluated. An Academic Progress Audit System (APAS) report showing how the courses meet specific degree requirements will be sent to the student as soon as transcripts from previously attended colleges are processed. If the student has questions about the evaluation, the student may contact the transfer specialist. 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 which 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.”

• Credits and grades are assigned by the previous college. The University of Minnesota posts only the name of each previous college with the number of credits accepted on students’ official transcripts. Transfer courses appear in the Academic Progress Audit System (APAS) reports. Transfer courses may be applied, with appropriate approval, to general education requirements and major and minor requirements. Grades earned in a transfer course cannot be applied to the GPA on the University of Minnesota transcript or to GPA-based degree honors. Under no circumstances will grades earned at other institutions be calculated into the University of Minnesota GPA.
• Religious studies from public regionally accredited colleges go through the normal transfer review. Religious studies from private colleges and colleges that do not have regional accreditation go through a special faculty review committee.

• In addition to coursework from the traditional liberal arts disciplines, UMM accepts for transfer courses in those specialized programs offered on the Morris campus—education and management.

• 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 accepts 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 proprietary 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 must be made that instruction is collegiate level and appropriate for UMM’s liberal arts mission before credit is awarded.

• 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 in the College Regulations section of this catalog.)

• When grading systems are not compatible, credits are transferred with a grade of “S.”

Understanding UMM Degree Requirements for Transfer Students

• Not everything that transfers will help the student graduate. UMM’s bachelor of arts degree program requires coursework in several categories: general education, major/minor courses with their prerequisites, and electives. The key question is, “Will the student’s credits fulfill requirements of the degree or program chosen?”

• The MINNESOTA TRANSFER CURRICULUM, an agreement for transferring general education requirements as a package from colleges within Minnesota Schools, Colleges, and Universities (MNSCU) will be honored for students who have fully completed that curriculum before transfer to UMM. 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.

Adding UMM Programs After Earning a Degree from Another College or University

Students transferring to UMM after earning a degree from another college should note the following:

Teaching licensure:

• Students need to be admitted to both UMM and the education program.

• Students may earn a bachelor of arts degree that would be recorded on the University of Minnesota official academic transcript.

• Students may elect a “teaching licensure only” option without a degree notation on the official transcript.
General Information

Liberal Arts non-licensure major:
- Students must meet all bachelor of arts degree requirements at UMM; a major is one component of the degree.
- Catalogs are in effect at UMM for nine years from the first semester covered by the catalog.
- Students may use catalog requirements in effect at the time they enter UMM and later, but not catalogs in effect before their entrance date.
- The major, one of the components of the degree, is recorded with the UMM degree information on the official transcript.

Liberal Arts minor:
- Students meet all bachelor of arts degree requirements at UMM; a minor is an optional component of the degree.
- All of the items listed under adding a major at UMM (see the previous section) also apply to adding a UMM minor to a degree earned at another college or university.

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) the transfer student provides 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 receives 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 2.50 GPA are considered for admission.
- Students with less than a year of college must meet the admission requirements for freshmen and should have at least a 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, available at www.mrs.umn.edu/prospective [applynow/transf rotheruofm.htm], serves as the application for admission.
- Students should apply as early as possible before their expected date of transfer.

Registration and Orientation
Registration and up-to-date registration publications and information are available on the Registrar’s Office Web site at www.morris umn.edu/services/registrar.

New Students
Designated registration periods are held on campus 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 during the previous term. Registration instructions and materials are issued from the Registrar’s Office using the official University e-mail account and the Web.

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 60 semester credits (freshmen and sophomores), notification of the adviser’s approval of the Annual Plan is required in the Registrar’s Office before students may register for fall semester.

Re-Enrollment
Students at Morris who do not register for two consecutive semesters (excluding summer) become inactive. They must contact the Office of Admissions for approval to regain active status before registering for another term.

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. A student who believes that the policy of witholding 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 and deadlines are available online at [www.morris.umn.edu/services/registrar/register.html](http://www.morris.umn.edu/services/registrar/register.html). Registration/Cancel-Add forms are available in the Registrar’s Office or online at [www.morris.umn.edu/services/registrar/forms.html](http://www.morris.umn.edu/services/registrar/forms.html).

After the first week of the semester, faculty permission is 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.

Withdrawal from or changes to classes may affect refunds, 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. The refund schedule is published online.

Withdrawals
Students may withdraw from classes without special permission through Week 9 of the semester. If a student withdraws during the first two weeks of classes, that course registration is not recorded on the student’s transcript. If a student withdraws during Week 3 through Week 9, a symbol of W appears on the transcript. Detailed course cancellation deadlines are online at [www.morris.umn.edu/services/registrar/canceladd.html](http://www.morris.umn.edu/services/registrar/canceladd.html).

Withdrawal after the cancellation deadline requires college approval and will be granted only for extenuating nonacademic reasons.

Discretionary Course Cancellation
Each student, during his or her undergraduate enrollment at the University of Minnesota, may withdraw from a course after the deadline- once, up to and including the last day of class for that course, without proof of extenuating circumstances. This “one-time-drop” must be processed at the Registrar’s Office, and a W appears on the transcript.

Canceling Out of College
Students who choose to discontinue their enrollment after registering for classes must process a complete Cancellation from College.

In this situation, students must contact the Registrar’s Office. Cancellation processing includes notification of other campus offices and may involve financial aid repayment. Final clearance for cancellation takes place 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.

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 Request to Suppress Directory Information form in the Registrar’s Office or
visit the “Directory Suppression” Quicklink on the Web at [www.morris.umn.edu/onestop/](http://www.morris.umn.edu/onestop/).

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.

**Refunds**

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 Continuing Education students. There is an eight-week refund period.

Week one of both fall and spring semesters ends the following week, on the same day of the week that classes began. This allows Continuing Education students whose first course meeting is the Monday of Week 2 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 (refund schedules, including May session and summer session, can also be found on the Web at [www.morris.umn.edu/services/business/refundschedules.html](http://www.morris.umn.edu/services/business/refundschedules.html)).

**Refund Schedule**

(for day school courses)

- 100% through the 6th class day
- 75% through the 10th class day
- 50% through the 15th class day
- 25% through the 20th class day
- 0% after the 20th class day

The Office of Admissions, the Office of 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 is recovered first, as required by the aid programs involved. The Business Office cashier either processes a refund to or collects 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 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 Student Life Handbook for details at [www.morris.umn.edu/services/reslife/slhandbook](http://www.morris.umn.edu/services/reslife/slhandbook).

**Expenses**

All UMM fees, deposits, and refund policies are subject to change without notice. Current information may be obtained from the UMM Business Office or online at [www.morris.umn.edu/admissions/financialaid/costs.html](http://www.morris.umn.edu/admissions/financialaid/costs.html).

**Estimated Cost of Attendance**

**Per Year**—The approximate yearly cost of attendance for a UMM student living on campus is currently $17,362. 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. (Reciprocity tuition rates vary from state to state.)

**Per Semester**—A breakdown of expenses per semester for a typical student in 2006-07 follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident and nonresident tuition</td>
<td>$4,360</td>
</tr>
<tr>
<td>Room and board</td>
<td>$3,075</td>
</tr>
<tr>
<td>(19 meals/week)</td>
<td></td>
</tr>
<tr>
<td>Mandatory fees</td>
<td>$796</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>$450</td>
</tr>
<tr>
<td>Total</td>
<td>$8,681</td>
</tr>
</tbody>
</table>

**Tuition Fees**

Semester rates for students taking 15 to 20 credits:

- **Resident and nonresident**: $4,360

Per-credit-hour tuition for students taking fewer than 15 credits per semester:

- **Resident and nonresident**: $290.67 per credit

Students taking more than 20 credits are assessed the tuition amount shown in the 15-20 credit table plus $290.67 for each additional credit in excess of 20 credits.

**Example**: A student taking 23 credits would be charged tuition as shown below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition band (15-20 credits)</td>
<td>$4,360.00</td>
</tr>
<tr>
<td>Additional 3 credits ($290.67 x 3)</td>
<td>$872.01</td>
</tr>
<tr>
<td>Total tuition</td>
<td>$5,232.01</td>
</tr>
</tbody>
</table>
General Information

Student Services Fees

Activities Fee—A fee of $92 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 $60 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.)

University Center Fee—A fee of $39 per semester is charged to all students and consists of: $20—debt service for the facility, $13—services and operating expenses, $6—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 that are of direct benefit to students and their educational programs.

RFC (Regional Fitness Center) Fee—A fee of $50 per semester is charged to all students registered for 6 or more credits and helps fund student memberships and programs at the Regional Fitness Center.

Special Course Fee (charged in addition to tuition):

Music Lesson Fee—A fee of $350 per credit is charged to students registered in Individual Performance Studies (Mus 1200 through 1223), Class Piano (Mus 1044), and Class Guitar (Mus 1045). (Note: Applied music instructors are not expected to make up sessions for unexcused student absences from scheduled lessons.)

Studio Art Materials Fee—A materials fee is charged for supplies that are consumed by students who are registered in many of the Studio Art (ArtS) courses. The amount of the fee varies by the course being taken.

Supplemental Fees

Application Fee—A nonrefundable fee of $35 must be submitted with a paper application for admission to UMM. The online application fee is $25.

Admissions Confirmation Fee—A fee of $125 is necessary for students to show their intent to enroll at UMM.

Credit by Examination Fee—A fee of $50 per credit 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—All UMM students who are registered for 6 credits or more are required to provide proof of health insurance. Students who are unable to provide such proof are required to carry insurance through a group plan provided by an outside agency contracted through UMM Health Services. The annual cost for the insurance premium is $1,360. Students from foreign countries are required to purchase the UMM group insurance or they may seek a waiver based on proof of equivalent coverage. For more information, call Health Services at 320-589-6070.

U-Card Replacement Fee—A fee of $15 is charged to replace a U-Card, the University’s identification card. The fee applies to registered UMM students who have lost or damaged their cards.

Locker Fee—A fee of $10 per year is charged for use of a locker and towel service in the Physical Education Center. Lockers also are available in the lower level of the Student Center and are accessible in two ways. Coin operated lockers are 25 cents per use and an unlimited use locker may be rented for $5 per semester ($3 for the summer). These lockers are located on the west wall across from Louie’s Lower Level. Unlimited use lockers may be rented from the Information Center.

MPIRG Fee—The Minnesota Public Interest Research Group (MPIRG) is a nonprofit, nonpartisan, student-run organization funded by an optional student fee of $4.13 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—A fee of $75 per academic year is charged for a permit to park in campus lots.

Testing Service Fees—Students are not assessed any testing fees for placement exams (foreign language and math) at UMM. Exams for national testing companies or agencies, i.e., for admissions, licensing, or CLEP, are administered by the UMM Test Center and students register with and pay fees to the respective testing company. UMM’s Test Center is located in the Student Counseling office, 235 Behmler Hall.

Transcript Fees—Unofficial transcripts are available online at no cost to currently registered students. If a student has no financial holds on his/her record, official transcripts are issued for a fee at the student’s signed request. Transcripts are processed in two to three working days. Rush and fax service are also available at a higher rate. For current prices, students may call the Registrar’s Office, 320-589-6030, or view them online at www.morris.umn.edu/services/registration.

University Fee—The University fee helps cover infrastructure and administrative support costs in a wide variety of areas. It is not dedicated to one particular need or to one particular office. This fee is assessed to all students and is prorated as follows: $48.75 per credit for students taking 1-9 credits; $487.50 for students taking 10 credits or more.

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.

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

Students may elect to pay their tuition and fees in three installments. Under this plan, one third of the total amount due for the semester must be paid in each installment. A $10 installment fee is added to each payment. Students who do not pay through the installment plan are expected to pay their bill in full by the due date on the first bill produced for the term.

Late Payment Fees

Students who fail to pay at least one third of the amount due on their first bill of the term are assessed a $20 late fee. Accounts not paid in full by the due dates on all subsequent bills are assessed an additional $20 late fee each time a due date passes.

Financial Aid

The University of Minnesota, Morris financial aid program is dedicated to providing students with the most comprehensive and simplified methods of financial aid delivery. The financial aid program is designed to provide financial assistance to as many students as possible in an equitable and consistent manner. For more information on financial aid programs visit www.morris.umn.edu/financialaid.

Financial Aid Application Procedure

The priority deadline to complete and submit the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA for the University of Minnesota, Morris to the federal processor is March 1. Visit www.morris.umn.edu/financialaid/applying.html for more information on applying for financial aid.

Eligibility Requirements

The Free Application for Federal Student Aid (FAFSA) is the only application needed to receive federal, state, or institutional financial aid at UMM.

The financial aid awarded to students is based on financial need and/or the eligibility criteria of scholarship, grant, loan, and employment programs. The student’s Expected Family Contribution (EFC) and financial need is determined by federal methodology based on information provided in the FAFSA. The EFC determines what the student/parent(s) can reasonably be expected to pay toward the student’s educational costs. UMM uses the EFC to determine financial need and eligibility for federal, state, and institutional financial aid based on federal, state, and institutional formulas, criteria, policy, regulations, and the availability of funds under the direction of the University administration.
Unusual Circumstances
When/if a family’s financial situation changes after the Free Application for Federal Student Aid (FAFSA) has been received by the federal processor, the student should contact the Financial Aid Office at 1-800-UMM-EDUC or 1-320-589-6035.

Death, separation, divorce, unemployment, loss of employment, unusual medical or dental expenses, tuition expenses for children attending a private elementary or high school, or loss of non-taxable income or benefits are unusual circumstances that may affect financial aid eligibility.

A financial aid officer can help determine whether unusual circumstance adjustments should be made to the processed FAFSA by requesting the appropriate documentation.

Satisfactory Academic Progress (SAP)
Each term, the Financial Aid Office is required by federal and state regulations to determine if students receiving financial aid are making Satisfactory Academic Progress. To maintain eligibility for federal, state, and institutional aid, students must meet University of Minnesota, Morris academic progress standards. Visit [www.morris.umn.edu/financialaid/sap.html](http://www.morris.umn.edu/financialaid/sap.html) for more information on Satisfactory Academic Progress.

Academic Progress Requirements
The UMM Campus Assembly has established minimum academic progress requirements based on two measures: the cumulative GPA, which measures performance over time; and the term GPA, which measures performance within the term. The authority for administering the requirements and taking necessary action rests with the Scholastic Committee. Visit [www.morris.umn.edu/Scholastic/AcademicProgress/](http://www.morris.umn.edu/Scholastic/AcademicProgress/) for more information on academic progress requirements.

Types of Scholarships and Grants
Unless otherwise noted, a student must be enrolled for at least 12 credits to receive scholarships and grants. Visit [www.morris.umn.edu/financialaid](http://www.morris.umn.edu/financialaid) for more information on scholarships and grants.

Automatic First-Year Academic Scholarships—Automatic First-Year Academic Scholarships are awarded based on high school class rank and other criteria. Home-schooled students and those attending high schools that do not have high school ranks are considered for these scholarships individually based on additional criteria.

- **Chancellor’s Scholarship:** Students graduating in the top five percent of their high school class receive $12,000 with this automatic $3,000/year scholarship (high school rank in the 95-to-99th percentile).
- **Dean’s Scholarship:** Students graduating in the top 10 percent of their high school class receive $8,000 with this automatic $2,000/year scholarship (high school rank in the 90-to-94th percentile).
- **Associate’s Scholarship:** Students graduating in the top 20 percent of their high school class receive $4,000 with this automatic $1,000/year scholarship (high school rank in the 80-to-89th percentile).

These scholarships are renewable for four-years by maintaining a 2.50 GPA.

Note: Automatic First-Year Academic Scholarships may not be combined with the Prairie Scholars Award, Morris Scholars Award, or National Merit Scholarship.

Automatic Transfer Academic Scholarships—Students transferring to UMM from an accredited institution with 30 transferable credits and a 3.75 GPA qualify for a $2,000 non-renewable scholarship; those with at least a 3.50 GPA qualify for a $1,000 non-renewable scholarship. These scholarships can be used during a student’s first year at UMM. Only credits earned after high school graduation are considered. University of Minnesota transfer students, those readmitted to UMM, and students who have already earned a bachelor’s degree are not eligible for this scholarship.

National Merit Scholarship Winners—National Merit Scholarship winners who choose UMM as their first-choice college receive the full-tuition National Merit Scholarship. This scholarship is renewable for four years by maintaining a 2.50 GPA.

Note: National Merit Scholarship winners are not eligible to receive the Prairie Scholars or Morris Scholars Awards.

National Merit Semi-Finalists and Commended Scholars—National Merit Semi-Finalists or Commended Scholars receive $4,000 with this automatic $1,000/year scholarship, renewable for four years by maintaining a 2.50 GPA. This scholarship is given in addition to the Automatic First-Year Academic Scholarship.
Note: National Merit Semi-Finalists or Commended Scholars who have been awarded the Prairie Scholars Award or Morris Scholars Award will have the Automatic First-Year Academic Scholarship and National Merit Semi-Finalists or Commended Scholars Awards replaced by the Prairie Scholars Award or Morris Scholars Award.

**Prairie Scholars Award**—Prairie Scholars are selected during a competitive interview process. This award is based on a scholarship essay and an outstanding academic and leadership record. The Prairie Scholars Award is a full-tuition scholarship, renewable for four years by maintaining a 2.50 GPA.

**Morris Scholars Award**—Morris Scholars are selected during a competitive interview process. This award is based on a scholarship essay and an outstanding academic and leadership record. The Morris Scholars Award is a half-tuition scholarship, renewable for four years by maintaining a 2.50 GPA, along with a one-time, $2,500 scholarly stipend. The stipend may be used during the second, third, or fourth year at UMM to engage in an eligible scholarly experience (e.g., to study abroad, to participate in a research or artistic project, or for travel to academic conferences).

**Founders Opportunity Scholarship**—The Founders Opportunity Scholarship is a special UMM award that benefits qualified new incoming students from Minnesota. This scholarship guarantees grant and gift assistance in an amount at least equal to tuition and required fees for all new incoming students who are Minnesota residents and who are eligible for federal Pell grants. As part of this commitment, the University will match whatever Pell grant award a student receives. Students must complete the Free Application for Federal Student Aid (FAFSA) by March 1 each year, be enrolled full-time in a degree program, maintain consecutive term enrollment for four years, and maintain satisfactory academic progress. This scholarship is renewable.

**Clyde Johnson Music Scholarship**—Students who plan to enter UMM as music majors and who have demonstrated outstanding music ability and performance may be eligible for this scholarship. A separate application is necessary. Applicants are evaluated on the basis of an audition CD or cassette and a statement describing his/her musical background and career goals. New transfer and first-year students are both eligible. Visit www.morris.umn.edu/financialaid/merit1.html for the application.

**Donor-Funded Scholarships**—UMM offers more than 60 scholarships with funds donated to UMM by private donors. Review scholarship information at www.morris.umn.edu/financialaid/scholarships.html.

**Josephine L. Merriam Scholarship**—This scholarship is awarded to first-year male students who demonstrate financial need as determined by Financial Aid Office criteria.

**William W. Stout Scholarship**—This scholarship is awarded to first-year female students who demonstrate financial need as determined by Financial Aid Office criteria.

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

**Pell Grant**—This grant is awarded to students who are pursuing a first undergraduate degree or teaching certification. The actual Federal Pell Grant award depends on the cost of education, financial need, enrollment status, and the availability of funds.

**Minnesota State Grant**—The Minnesota State Grant is awarded to students who are pursuing a first undergraduate degree and are Minnesota residents attending an eligible Minnesota institution. This grant is based on financial need and is limited to eight semesters or the equivalent of four years at full-time status. Students must be enrolled for 15 credits to receive the maximum Minnesota State Grant. When students are enrolled for fewer than 15 credits, the Minnesota State Grant will be prorated.

**University Grant**—The University Grant is restricted to undergraduate students. This grant is awarded based on the institution’s Financial Aid Office criteria, the availability of funds, enrollment status, and the amount of other aid the student is receiving.

**Academic Competitiveness Grant**—This grant is a federally-funded gift program. Students who are Federal Pell Grant recipients, enrolled full-time in a degree program, and have successfully completed a rigorous secondary school program are eligible for this grant. Freshmen can receive an award of up to $750 and sophomores can receive up to $1,300.

**National Smart (Science and Mathematics Access to Retain Talent) Grant**—This grant is a federally-funded gift program. Students who are Federal Pell Grant recipients, enrolled...
full-time in a degree program, have a college cumulative GPA of 3.00 or higher, and are juniors or seniors majoring in one of the following: physical, life, or computer science, engineering, mathematics, technology, a critical foreign language (UMM does not offer a major in a “critical” foreign language) can receive $4,000.

**Multicultural Excellence Program (MEP)—**
This is an academic support program for St. Paul, Minn., school students and is designed to enable more multi-ethnic students to complete a four-year college degree. Each year, students with potential are selected by the St. Paul Public School District to participate in this program. UMM strongly supports this program and covers the cost of tuition, education related fees, and course books. Students must be enrolled for at least 12 credits. The MEP is available until the student receives an undergraduate degree or up to a maximum of five years.

The MEP award ensures that the total support from the Federal Pell Grant, Minnesota State Grant, and UMM grants cover the costs of tuition, fees, and books.

Visit [www.morris.umn.edu/financialaid/mep.html](http://www.morris.umn.edu/financialaid/mep.html) for more information.

### Types of Loan Programs

Visit [www.morris.umn.edu/financialaid/loanprograms.html](http://www.morris.umn.edu/financialaid/loanprograms.html) for more information about the following Loan Programs.

**Ford Federal Direct Subsidized Loan**—This loan has a fixed interest rate of 6.8 percent. The Ford Federal Direct Subsidized Loan is a need-based loan program, subsidized by federal funds, that allows students to borrow money interest-free while in school at least half-time.

**Ford Federal Direct Unsubsidized Loan**—This loan has a fixed interest rate of 6.8 percent. The Ford Federal Direct Unsubsidized Loan is a non-need-based program. Students will be charged interest on this loan, but have the option to defer the interest while in school at least half-time.

**Federal Perkins Loan**—The Federal Perkins Loan has a fixed interest rate of 5 percent. This loan is awarded using the institution’s financial aid office criteria, and is based on financial need, the availability of funds, enrollment status, and the amount of other aid the student is receiving.

**Ford Federal Direct PLUS Loan**—This loan has a fixed interest rate of 7.9 percent. Parents of a dependent student may apply for a Ford Federal Direct Parent Loan for Undergraduate Students (PLUS), a non-need-based program that allows a parent to borrow an amount up to the cost of attendance, minus other financial aid awarded.

### Alternative Loan Programs

UMM recognizes that even with the assistance of traditional aid resources, not all students and their parents will have the financial means to pay for a college education. UMM cannot recommend an alternative loan program. Since each student’s needs are unique, students and their co-signers should evaluate each loan program to determine the best loan for their educational plans.

### Student Employment at UMM

There are three types of student employment: Federal Work-Study (FWS), State Work-Study (SWS), and Institutional Work-Study (IWS). All employment programs are handled in the same manner, however, eligibility requirements differ for each. Students must be registered for a minimum of 6 credits per semester to maintain eligibility for all student employment. Visit [www.morris.umn.edu/financialaid/studentemployment.html](http://www.morris.umn.edu/financialaid/studentemployment.html) for information on student employment.

### Research and Mentorship Programs

**Morris Academic Partnership (MAP) Program**—This program benefits full-time juniors by allowing them to assist faculty in research and/or teaching endeavors through assignments designed to enhance the students’ intellectual pursuits and increase interest in graduate or professional study. Contact the Office of the Vice Chancellor for Academic Affairs and Dean or visit [www.morris.umn.edu/services/acad_affairs/mapguide.html](http://www.morris.umn.edu/services/acad_affairs/mapguide.html) for more information.

**Morris Student Administrative Fellow Program (MSAFP)**—This program benefits students by providing the experience of working in administrative or faculty offices. Students undertake projects that enhance their intellectual competence and support their interest in graduate or professional study while assisting in administrative and managerial projects campus wide. Contact the Office of the Vice Chancellor for Academic Affairs and Dean or visit [www.morris.umn.edu/services/acad_affairs/MSAFP_Guidelines.html](http://www.morris.umn.edu/services/acad_affairs/MSAFP_Guidelines.html) for more information.
Multi-Ethnic Mentorship Program (MMP)—The Multi-Ethnic Mentorship Program benefits students of color with a second-year standing of 24 to 60 cumulative credits by allowing them to work with faculty and/or staff mentors on long-term research projects. Students gain practical academic skills and a clearer sense of their academic and career interest. MMP places emphasis on developing the talents of students and ensuring their success at UMM and beyond. Contact the Multi-Ethnic Student Program Office or visit www.morris.umn.edu/services/msp/programs/MMP.htm for more information.

Undergraduate Research Opportunities Program (UROP)—This program benefits students by allowing them to work with a faculty member on research, scholarly, or creative projects. Students develop detailed knowledge of research methods and have unique access to the faculty and facilities of the entire University of Minnesota system. Contact the UROP Office or visit www.urop.umn.edu for more information.

American Indian Programs

American Indian Tuition Waiver—In recognition of the Morris campus’ history as an American Indian boarding school in the 1800s, the Minnesota Legislature mandated that American Indians attending Morris are not required to pay tuition. Students must complete the American Indian Tuition Waiver application and present acceptable documentation of blood quantum or blood line/heritage, such as Tribal Registration, Certificate of Indian Blood, or other legal documentation of American Indian heritage. Applicants are not required to be residents of Minnesota. For the application, visit www.morris.umn.edu/financialaid/forms/tuitionwaiver.pdf.

Minnesota Indian Scholarship Program (MISP)—Students who show membership in a federally recognized Indian tribe, possess one-fourth or more Indian ancestry, are Minnesota residents, and have financial need are encouraged to apply with the Minnesota Department of Education at http://education.state.mn.us/MDE/Academic_Excellent/Indian_Education/index.html. Students receive an official notification of their award from the MISP. Students must be enrolled for at least 12 credits.

Bureau of Indian Affairs Scholarship (BIA)—Students who are enrolled with a state or federally recognized tribe are encouraged to apply for BIA funds by directly contacting their BIA Higher Education Program at www.doi.gov/bureau-indian-affairs.htm. The amount awarded is based on financial need and availability of funds through the BIA. Students are encouraged to apply with their tribe as early as possible. Students receive an official notification of an award from the BIA. The student must be enrolled for at least 12 credits.

Ethel M. Curry Indian Scholarship—This scholarship is awarded to new first-year students and may be renewed for an additional consecutive three years if students remain in satisfactory academic standing. This scholarship is awarded by the Financial Aid Office. There is no application required or available for the scholarship. Students are notified by the Financial Aid Office. The student must be enrolled for at least 12 credits.

Programs for Students with Disabilities

Blind and Deaf Student Tuition Waivers—Students may be eligible for full-tuition waivers if they are legally blind Minnesota residents, or for partial assistance if they are currently enrolled deaf students. To apply for either of these tuition assistance programs students must complete the Tuition Waiver/Assistance for Blind or Deaf Students form.

Vocational Rehabilitation—Students may be eligible for vocational rehabilitation if they have a physical or mental disability that makes it difficult for them to find or keep a job. When students are determined eligible for services, Minnesota’s vocational rehabilitation program does consider students’ eligibility for other financial aid and may fund some direct costs such as tuition, student service fees, books, supplies, and equipment. For more information, contact the Division of Rehabilitation Service (DRS), 390 North Robert Street, St. Paul, MN 55101; 651-296-5616 or 1-800-328-9095; or a local DRS office in the student’s home county. Visit www.deed.state.mn.us/rehab/index.html for more information.
Other Educational Programs

**Minnesota War Orphans Tuition Waiver**—Students may be eligible for a full-tuition waiver and assistance to help with other education expenses at a Minnesota institution. To be eligible for this program, students must have lost a veteran parent through death as a result of a service-related injury or disease. Contact a Veterans Service Officer in the student’s county to help apply for these education benefits. Visit [www.mdva.state.mn.us/education.htm](http://www.mdva.state.mn.us/education.htm) for more information.

**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. The student must be enrolled for at least 12 credits. Visit [www.morris.umn.edu/financialaid/veterans.html](http://www.morris.umn.edu/financialaid/veterans.html) for more information. Contact the director of financial aid for coordinated veterans’ services support at UMM.
Student Services and Opportunities

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.

Many of the services and extracurricular opportunities available at UMM are described in the following pages. Campus services from Financial Aid to Health Service support students during their college experience. Varied social, educational, and recreational programs extend learning beyond the classroom and provide a full range of night and weekend activities. Opportunities include participation in more than 85 student clubs and organizations where students write for the campus newspaper, deejay on the student radio station, and pursue interests from theatre to international affairs. Intercollegiate athletics, intramurals, club sports, and personal fitness opportunities are available for women and men, teams and individuals. Each of these services and activities enhances the UMM college experience. For the most complete listing of resources and student services on the Morris campus, students should refer to the Student Life Handbook, available online at www.morris.umn.edu/services/reslife/slhandbook.html.

Briggs Library

Rodney A. Briggs Library occupies a position at the heart of the UMM campus from physical, virtual, and intellectual perspectives. Located just a few steps from the Student Center in the middle of campus, the library building houses more than 220,000 volumes, as well as journals, music scores, DVDs, CDs, videos, and other materials. More than 50 networked computers are available, and there is wireless capability throughout the building. The library is also a federal documents depository and maintains a collection of children’s books and materials to support UMM’s highly rated teacher education program. In addition to housing the UMM Archives and West Central Minnesota Historical Research Center, the library includes a growing number of additional special collections (print and digital) to support historical and other specialized research. Extensive online resources are provided via the library’s Web site. This site serves as the gateway to the library’s more than 120 subscription databases and 20,000 online journals, and provides links to other scholarly resources. The library’s interlibrary loan service has a high success rate of obtaining materials not available locally.

Open 94 hours a week (with extended hours during exam weeks), the library provides a variety of quiet study areas as well as group activity space.

All new students receive instruction in finding and using print and electronic resources at information literacy sessions offered by the library team. Briggs Library staff provide reference assistance in person, by phone, and by e-mail.

Media Services

Media Services supports the teaching, research, and outreach mission of the UMM campus by providing a wide range of instructional technology services. It is responsible for designing technology enhanced classrooms and installing and maintaining electronic systems and equipment. All general purpose classrooms are equipped with overhead projectors, screens, network connections, and DVD/VCR playback. All science building classrooms are equipped with computers, data projectors, and DVD/VCR players. In Imholte Hall, all classrooms are equipped with LCD touch panels for controlling all equipment, including computers, data projectors, DVD/VCR players, and sound systems.

A 12-station digital media lab is available for faculty teaching classes in studio art, broadcasting, and theatre scene design. The lab also is available to all UMM students who are interested in digital media production. Supported software includes Photoshop, Final Cut Pro, iMovie, InDesign, Dreamweaver, PowerPoint, and other digital imaging programs. Media Services offers workshops on the use of these programs to the campus community throughout the year.

The department provides a pool of equipment for instructional use that includes Mac and PC laptop computers, data projectors, digital still and video cameras, and portable video production equipment. Students may check
out this equipment on a short-term basis—at no cost—for use on class presentations and individual media projects.

Media Services supports and maintains the interactive television network for the campus. Activities requiring the use of interactive video networks to connect with other networks worldwide can be requested through the department office.

Costs for media assistance and production services, except for consumable materials, are not charged to academic and administrative units, student organizations, and registered students engaged in instructional activities.

**Computing Services**

Computing Services supports all UMM instructional, research, and administrative programs. It provides the UMM campus network, including wireless access points in all residence halls; central Internet, Web, and e-mail services; the computing help desk; and five student labs with approximately 130 Macintosh and Windows computers. Two of the computer labs are open 24 hours a day during the academic year. The Computing Services main facility—including the help desk, which is staffed 45 hours a week—is located in 10 Behmler Hall.

Access to UMM computing facilities is free to all students. Software available on Computing Services’ lab computers includes Internet utilities for e-mail, Web browsing, and Web page creation; word processing, spreadsheet, and related office productivity programs; and academic discipline-specific tools, such as statistical packages, graphic and video editors, databases, geographic information systems, and computer language programming environments. All UMM students have e-mail and Web server accounts, and students may retain their system accounts for up to five years after leaving UMM.

The University library’s extensive online resources and student services are accessible directly from high-speed, switched ResNet network connections in every UMM residence hall room. Once students register with Computing Services, they can use numerous wireless access points in more than a dozen buildings on campus. For details, visit [www.morris.umn.edu/wireless](http://www.morris.umn.edu/wireless).

Additional information is available online at the Computing Services Web site, [www.morris.umn.edu/cs](http://www.morris.umn.edu/cs).

**Registrar’s Office**

The mission of the Registrar’s Office is to provide a service-oriented environment that promotes and supports the academic goals of students, faculty, and staff in accordance with University and federal guidelines. Assistance is available on a walk-in basis, via the Web, by telephone, or by appointment. The Registrar’s Office is located at 212 Behmler Hall, 320-589-6030. The Registrar’s Office Web site provides links to details about these services at [www.morris.umn.edu/registrar](http://www.morris.umn.edu/registrar).

The Registrar’s Office is responsible for class schedule production, registration, processing grades, transfer credit evaluation, the Academic Progress Audit System (APAS), degree clearance, transcript distribution, certification of full-time attendance for loan deferments and scholarships, 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, personal counseling for personal concerns, or help with academic major and career decision making. Many students use this service to share feelings and 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 and Peer Health Educators. Peer Health Educators (PHE) is a select group of volunteer students who provide information and programs to students on primarily physical, emotional, and sexual health and wellness issues. PHE meets 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, LSAT, PPST, and Praxis Exams). Questions regarding test registration and procedures can be answered by the staff. Student Counseling also provides clinical and personality testing inventories for UMM students.

Student Counseling staff also serve as a confidential resource for students who feel victimized by sexual, racial, or GLBT 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 and graduate/professional school transition 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. Career planning may include personal counseling, exploring the Career Library, occupational testing, and participation in life/work planning, career fairs, and 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.

Career transition services assist students and alumni in seeking employment or admission to graduate or professional schools. These services include providing information about job vacancies in education, government, business, and industry; arranging on- and off-campus interviews between employers and candidates; collecting and maintaining current information about salary and employment trends; and offering assistance with résumé and letter writing, job search, and interviewing techniques.

Multi-Ethnic Student Program

The Multi-Ethnic Student Program (MSP) is dedicated to working with student affairs and academic offices to meet the special concerns and needs of U.S. students of color. MSP was instituted in response to the educational and socioeconomic problems fostered by racism and prejudice in our society. MSP works to ensure a stable, strong, and supportive environment for students of color by providing academic assistance and other quality student support services designed to improve the opportunities for students of color to participate fully in the life of the University and to successfully transition from college to career.

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) was founded in 1988 and seeks to strengthen the entire community by enriching women’s working and learning environments. Under the leadership of a coordinator, the UMM Commission on Women Advisory Board sponsors campus events, primarily during Women’s Week, that promote dialogue on issues relevant to women. The Commission on Women has grant monies available and invites proposals for projects that will further one or more of its goals. Additional information is available on the Web at [www.morris.umn.edu/comwom](http://www.morris.umn.edu/comwom).

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

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 coordinates the Safe Zone 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.

A campus resource 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

Health Service is an outpatient health care clinic providing service to UMM students. Health Service is located in Clayton A. Gay Hall.

All students registered for six credits or more may use Health Service through a mandatory student health service fee paid with each semester’s tuition and fees. Students have on-campus access to physicians and nursing staff, medical treatment, routine laboratory tests, immunizations, and some prescription drugs. All Health Service records are confidential.

Students should report emergencies and illnesses requiring a physician’s care directly to Health Service. The health service fee does not pay for medical or surgical inpatient services at a hospital.

Health insurance is required for students enrolled for six credits or more. For those students not covered by parents’ policies or alternate coverage obtained elsewhere, UMM offers an insurance policy. Health insurance coverage must be verified each semester or students are automatically enrolled in the student health insurance program.

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. Along with the Academic Assistance Center, Disability Services provides support for students with physical, mental, and/or cognitive disabilities. Disability Services staff work with students to ensure that they receive appropriate accommodations and learn self-advocacy skills.

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 lectures and books in audio format. A strong peer-tutoring program, under the direction of the Academic Assistance Center, offers additional academic support. Disability Services also maintains a computer work station that is equipped with software such as JAWS, Kurzweil 3000, Naturally Speaking, and ZoomText.

The UMM campus is a mixture of old and new structures, and some 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 providing documentation and 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, or freyc@morris.umn.edu.
Students With Children

The Student-Parent Subcommittee of the Commission on Women provides information and support to students who are parents. The group’s goal is to support students with children in the challenging task of parenting while succeeding in college. The group makes information and contacts available on its Web site and organizes events that help student parents in this process.

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, high speed UMM computer network access—one connection for each resident. Wireless access is available in residence halls and in many locations across campus. Visit www.morris.umn.edu/wireless.

Variety makes living on campus attractive. UMM has five residence halls, ranging from small, traditional settings to larger, contemporary settings. 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 upper class 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.

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

Pine Hall, known for its unique, private location 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 upper class 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 upper class 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, contact the Office of Residential Life, University of Minnesota, Morris, MN 56267-2134 or visit the UMM Housing Web site at www.morris.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, 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, concerts, conferences, forums, and 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. By 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. At the beginning of each semester, UMM sponsors an Activities Fair that serves as a showcase for the many student organizations. The Activities 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, International Student Association, Inter-Varsity Christian Fellowship, Jazz Ensembles, KUMM student radio, Meiningens, Minnesota Public Interest Research Group (MPIRG), Morris Campus Student Association, Outdoor Club, Peer Health Educators, Psychology Club, Saddle Club, United Latinos, The University Register (the student newspaper), and Women’s Resource Center. A complete list is available online at www.morris.umn.edu/webbin/StudentActivities.

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 most 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. First-year students can become involved in the MCSA through the First-Year Committee.

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 activities. Each year CAC works to “bring the world to UMM.”

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

Campus 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, orchestra, 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. people of color.

**Fine Arts Programs**

The Campus Activities Council (CAC) Performing Arts Series sponsors several performances by artists of national and international stature each year. In addition to the dance, music, and theatre series, CAC co-sponsors with UMM Jazz Ensembles the annual spring Jazz Festival featuring professional guest artists and jazz at its finest.

The UMM studio art and art history faculty arrange regular exhibits in the Humanities Fine Arts (HFA) Gallery during the year. These exhibits include original works of artists from many periods and mediums, as well as displays of paintings, drawings, prints, 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 Symphonic Winds, UMM Orchestra, University Choir, Concert Choir, and Jazz Ensembles. Student and faculty recitals—vocal and instrumental—are scheduled frequently for student and community enjoyment.

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 (89.7 FM) 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. The Counterweight, a monthly conservative student publication, began publishing on campus in 2004.

**Religious Organizations**

Religious student organizations offer fellowship, service, and religious activities for UMM students. A number of active groups provide an opportunity to meet together in study, prayer, and fellowship. In addition, 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 contributed to participants’ general education. Opportunities for personal fitness, recreation, and team competition include state of the art fitness facilities in the Regional Fitness Center, intercollegiate and club sports, intramural leagues, wellness and sports science courses, and indoor and outdoor recreation clubs. Through these athletic and recreational experiences, students have the opportunity to improve their level of personal fitness. The staff in wellness and sport science, intramurals and recreation, and the Regional Fitness Center are dedicated to helping each individual participant realize this goal.

**Intercollegiate Athletics**—UMM is an NCAA Division III member of the Upper Midwest Athletic Conference. The UMM Cougars compete in seven sports for men and nine sports for women. Men’s varsity sports include soccer, football, golf, basketball, baseball, tennis, and track and field. Women’s varsity sports include soccer, cross country, volleyball, golf, basketball, softball, swimming and diving, tennis, and track and field.

**Intramural Sports**—Men’s, women’s and co-ed intramural leagues are offered each semester in a variety of sports including flag football, basketball, volleyball, slow pitch softball, kickball, and hockey. Weekend tournaments and opportunities for individual competition
typically include 3-on-3 basketball, ultimate frisbee, tennis, 4-on-4 basketball, and the annual Tinman Triathlon.

**Sports Clubs**—A number of sports clubs have been organized as a result of student-faculty interest. Men’s volleyball, ultimate Frisbee, fencing, karate, and saddle clubs have many enthusiastic members. Many of the clubs travel to other colleges and host tournaments at UMM.

**Regional Fitness Center**—The Regional Fitness Center’s recreation and fitness facilities serve members of the UMM and area communities. Cardio and strength machines, aerobics courses, court time, and a walking running track offer indoor recreation and fitness opportunities year round. Swimmers and divers spend many hours in the regulation NCAA/AAU pool, diving tank, and warm water pool.

All students and faculty are encouraged to use the Regional Fitness Center and Physical Education Center facilities. UMM students registered for 6 credits or more are members of the Regional Fitness Center through a student fee paid each semester with tuition and fees.

Students in residence halls have access to recreation facilities, including sand volleyball courts, pool tables, and table tennis.

Finally, for outdoor enthusiasts, 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 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.”

Each term, all UMM students have access to the publication Profile, which is produced by the UMM Office of External Relations in cooperation with the UMM Alumni Association.

Students can visit the Alumni Association at 123 Humanities Fine Arts Building, or on the Web at [www.morris.umn.edu/alumni](http://www.morris.umn.edu/alumni).

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**Community Service and Volunteerism**

UMM belongs to the National Campus Compact Association, which promotes and supports both community service and service-learning at colleges and universities. Community service activities at UMM include extracurricular service programs, such as the Tutoring, Reading, and Enabling Students (TREC) Program in the Morris school system and beyond; individual volunteerism including Big Friend/Little Friend mentor pairs; and numerous short-term group projects.

The goals of these activities are to develop leadership skills, encourage civic participation, and connect UMM students with community members in the area. For more information on community service and volunteer opportunities contact the Office of Student Activities. See also the section on Service Learning in the Academic Information section of this catalog.

**Campus Safety and Security**

UMM’s campus safety and security programs cover the academic buildings, residence halls, student service facilities, and campus grounds. UMM Campus Police emphasize crime prevention by minimizing crime opportunities and encouraging students and employees to be responsible for their own and others’ security. Campus safety programs include violence prevention programming, annual training on security measures and emergency/crisis management for residence life staff, regular lighting surveys of exterior campus lighting, and 24-hour access phones in public areas within campus buildings and parking areas.

UMM publishes an annual Campus Safety and Security Report in compliance with federal legislation, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This legislation requires all public and private colleges receiving federal financial aid to provide annual information on campus safety services, crime reporting and the university’s response, data regarding crimes occurring on campus, and relevant policies and procedures. The report is available online at [www.morris.umn.edu/services/police](http://www.morris.umn.edu/services/police).
Grading Policy

The complete University Senate grading policy can be found on the Web at [www1.umn.edu/usenate/usen/policies.html](http://www1.umn.edu/usenate/usen/policies.html).

1. This policy became effective in the fall of 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. The grading policy does not require any instructor to use pluses and minuses. Courses may be taken A-F or S-N unless otherwise noted. 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. 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).

4. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.

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

5. 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 or minus).

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.

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 include the University’s official seal printed on them. Currently enrolled students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.

7. The University calculates a grade point average (GPA) for each student, both at the end of each grading period and cumulatively. GPA is calculated as 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. When the degree is posted, the degree GPA is frozen on the transcript and appears on the official transcript.

8. Students may repeat a course once; however, students who received grades of S, C, or higher may repeat a course once only if space permits. Credit will not be awarded twice for the same or an essentially equivalent course. When a student repeats a course 1) both grades for the course appear on the official transcript, 2) the course credits may not be counted more than once toward degree and program requirements, and 3) only the last enrollment for the course counts in the student’s GPA.

9. All grades for all courses each semester are submitted to the Office of the Registrar no later than 3 business days after the last final examination for that term.

10. Students may petition the college scholastic committee or other appropriate body concerning the provisions of this policy. No student, however, may initiate an appeal of the grade earned in a course more than one calendar year after the grade was assigned. Changing a grade to W (withdrawal) is subject to the one-year limitation on appeal set forth in the preceding sentence.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Represents achievement that is outstanding relative to the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Represents achievement that is significantly above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Represents achievement that meets the course requirements in every respect.</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
</tbody>
</table>

12. Students choosing to use the S-N system will receive an S for satisfactory performance, an N for unsatisfactory performance, and a U for ungraded course work.
D+.......1.33
D.......1.00.......Represents achievement that is worthy of credit even though it fails to fully meet the course requirements.
S..................Represents achievement that is satisfactory. The performance required for an S must be the same as that required for a C-. The S does not carry grade points and is not included in GPA calculations, but the credits count toward the student’s degree program if allowed by the department.
F or N..........Represents failure or no credit and signifies that the work was either: 1) completed but at a level of achievement that is not worthy of credit or 2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The F carries 0.00 grade points and is included in GPA calculations; the N does not carry grade points and is not included in GPA calculations.
I................Incomplete, a temporary grade that indicates coursework has not been completed.
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.
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 (A-F registration) or N (if S-N registration). If an I changes automatically to an F or N, the instructor has the discretion to reinstate the I for another year.
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).
If a student graduates with an I on the transcript, the I remains permanently an I. A student may complete the work in the following calendar year and receive a grade. Although the degree GPA is frozen when the degree is posted, the cumulative GPA on the official transcript will reflect the change in GPA.
Interpretation of Policy on Incompletes for Students Called to Active Military Duty—When appropriate, instructors may make arrangements for a student to take an incomplete. When students are called to active military duty and reach agreement with their instructor(s) to take an incomplete, they have up to one calendar year following their discharge from active duty to complete their incomplete(s).
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 after prescribed deadlines. 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 ninth week of class (fourth week of half-term classes; second week of May Session; or third week of summer term). Withdrawal in the tenth or later week of classes (fourth or later in summer terms) requires college approval and may not be granted solely because a student is failing the course. There must be extenuating nonacademic circumstances justifying late withdrawal.
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.

**Appeals**—Students may initiate an appeal of the grade earned in a course up to one calendar year after the grade was assigned. Changing a grade to a W (withdrawal) is subject to the one-year limitation on appeal.

**Academic Dishonesty**—Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

**Academic Transcript**—The transcript is the chronological record of the student’s enrollment and academic performance. The University of Minnesota campuses share a student records computing system, which includes course 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. Transfer work is noted with the name of colleges or universities attended and the total number of credits accepted in transfer by the Morris campus. Unofficial transcripts are available at no cost to currently registered students. Official transcripts are issued to current students and alumni for all off-campus use. “Official transcripts” are those issued to any second party. A second party is anyone other than the student (or alumnus) requesting the transcript.

In compliance with the federal Family Educational Rights and Privacy Act, transcript requests must contain the student’s signature. Transcripts will not be issued without the student’s signed authorization. Grades cannot be given to the student by telephone. Transcript requests can be submitted in person; by mail to 212 Behmler Hall, 600 East 4th Street, University of Minnesota, Morris, MN 56267, or by fax to the Registrar’s Office at 320-589-6025. Current prices are available by calling the Registrar’s Office at 320-589-6030. Regular Service transcripts are the most economical, but students should allow time for processing. Rush Service is available for urgent requests. For Express Delivery, students must provide the express mailer prepaid and completely addressed. Fax service is available if students provide a credit card number and expiration date. 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. Students must have met all financial obligations to the University before official transcripts can be released for any purpose.
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. Absence from the first class 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 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 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 Affairs’ 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., mid-terms) 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 on the final exam link found on the registration Web site.
- 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 is 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 are petitions for overrides for such conflicts permitted; these petitions 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. Approved “time conflict” petitions must be submitted in person to the Registrar’s Office.
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 on the registration Web site. Final examinations for summer session are 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 are expected to make the appropriate rescheduling arrangements with the instructors by the end of the second week of the term so that conflicts are 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.

According to the Senate Committee on Educational Policy, the final exam is the last exam of the term, whether or not that exam is cumulative. The intent of the rule is to avoid having significant exams during the last week when out-of-class work would also normally be due. Faculty may not schedule an exam in the last week of class in lieu of an exam in the finals week. Thus, while a unit exam during the last week of class plus a cumulative final during final’s week is discouraged, it would be acceptable. Additionally, lab practicums may be given during the last week of classes. Term papers, take-home tests, and other out-of-class work that is assigned before the last week of class can be expected to be due the last day of the regular class. The rule also seeks to exclude take-home final exams being handed out and due during the last week, in effect the same thing as having a final exam the last week. Ideally, faculty would accept out-of-class work on the day of the scheduled final exam, if no final exam is scheduled.

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. Students may repeat a course once. However, students who receive a grade of S, C, or higher may repeat a course only if space permits. When a student repeats a course, 1) both grades for the course shall appear on the official transcript, 2) the course credits may not be counted more than once toward degree and program requirements, and 3) only the last enrollment for the course shall count in the student’s GPA. Transfer courses from other University of Minnesota campuses that are the same or essentially equivalent courses may be considered repeat courses for purposes of grade replacements. Introductory courses from within the University system will be reviewed by the Registrar with faculty consultation. Advanced courses must be approved by the faculty in the discipline of the course.

Special Ways to Earn Credit or Demonstrate Proficiency
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 that satisfies the examiners that the student has adequately achieved the values of the course. Special examinations do not allow credit for high school-level courses or for reading, writing, or speaking a native language at the introductory or intermediate level.

Minimum standards for awarding credits by examination are determined by the academic department giving the examination. No department is required to give examinations for credit. Credit by special examination falls under the jurisdiction of the Scholastic Committee. Assistance with determining eligibility and completing the Request for Special Examination form is available at the Scholastic Committee Office, 320-589-6011. An appropriate faculty member will be contacted to give the examination. Faculty are encouraged but are not required to support the request. The discipline giving the examination determines the material to be covered. Students have the right to review course syllabi or course texts prior to taking the examination. When the request is approved, a special fee is paid, whether or not the student passes 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. 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 the examination to earn credit; a notation is then placed on the transcript showing the course and credits earned. The grade will appear on the transcript as “T” designating “test credit” and will not count in the GPA. If the student fails to do “C-” quality work on the examination, no notation is 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 Scholastic Committee Office, 320-589-6011.

**Placement Examinations**—Placement examinations in math, French, German, and Spanish are administered by the Counseling Office, require no fee, and yield no credit or grade. These examinations may be taken by appointment. Proficiency examinations in other languages are arranged through the Scholastic Committee Office, 320-589-6011.

**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 (AP) Program, the College Level Examination Program (CLEP), and the International Baccalaureate (IB) Program. Qualifying scores are established by the Scholastic Committee based on all-University policy. The national examinations are reviewed every five years. The Scholastic Committee has approved the use of AP, CLEP, and IB credits in the General Education Requirements; faculty have approved the use of CLEP and AP credits in specific majors.

**Advanced Placement Examinations**—Entering freshmen may receive credit in more than 30 subjects for qualifying scores of 3 or higher on Advanced Placement examinations. Nonresident credit is awarded when the college processes an official report from the AP Program. Students who have taken AP examinations should submit an official transcript of their scores to the Registrar’s Office. Entering freshmen who seek credit or advanced placement through evidence other than the AP scores should contact the Scholastic Committee Office, 320-589-6011.

**CLEP**—Registered students are awarded credit for obtaining satisfactory scores on the nationally standardized CLEP general examinations. 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. Four of the CLEP general examinations may be taken for credit: Humanities, Mathematics, Natural Science, and Social Science. To earn credit, a student must attain national qualifying scores.

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 more than 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 attain the national qualifying score, based on a norm group of college students who have already passed the course for which the examination is intended. A chart of subject examinations and qualifying scores can be found at [www.morris.umn.edu/Scholastic](http://www.morris.umn.edu/Scholastic).

If a student has earned or is registered for college credits in the area of the examination before taking it, he or she receives 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 is given for successful completion of the test. However, a student is permitted to receive credit for courses taken after successful completion of a CLEP examination in a particular subject area.

Students who have taken CLEP examinations elsewhere should submit an official transcript of their scores to the Registrar’s Office, to be processed for appropriate credit allocation. Students are notified of scores received and credit 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 8 credits for each of three higher-level examinations, plus 2 credits for each of three subsidiary exams, for a total of 30 credits. 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. The Scholastic Committee has approved use of IB credits to meet specific general education requirements. Use of IB credits in the major is determined through discussions between students and faculty in each major. To receive credit, students who have completed IB examinations should provide an official record of their scores to the Registrar’s Office.

**Military Service School Experience**—UMM does not grant college credit for military service. The Scholastic Committee does, 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, contact the Scholastic Committee Office, 320-589-6011.

**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, contact the Scholastic Committee Office, 320-589-6011.

**Academic Progress Requirements**

The UMM Campus Assembly has established minimum academic progress requirements based on two measures: the cumulative GPA measures performance over time; the term GPA measures performance within the term. The authority for administering the requirements and taking necessary action rests with the Scholastic Committee. (The Financial Aid Office also monitors separate financial aid Satisfactory Academic Progress [SAP] requirements. See [www.morris.umn.edu/admissions/financialaid/SAP.html](http://www.morris.umn.edu/admissions/financialaid/SAP.html)).

All degree-seeking students who attempt more than 5 credits must maintain both a 2.00 cumulative GPA and a 2.00 term GPA to be in good standing. At the end of each term, students whose term or cumulative GPA falls below 2.00 are placed on probation; students who are on probation for two consecutive semesters and whose cumulative GPA falls below 2.00 will be suspended for one full academic year (two regular semesters). Post Secondary Enrollment Option (PSEO) students and non-degree candidates are exempted.
Probation and Suspension

Students are placed on academic probation if either the term GPA or the cumulative GPA falls below 2.00. Students on probation remain eligible for financial aid. Students whose term GPA is less than 2.00 for two consecutive terms and whose cumulative GPA falls below 2.00 are suspended. Suspended students are not eligible to receive financial aid.

Probation

Students are placed on academic probation if either the term GPA or the cumulative GPA falls below 2.00. A hold is placed on the student’s record and letters outlining information about resources for improvement are sent from the Scholastic Committee. Advisers receive copies of probation letters. Students on probation will be allowed to register for a maximum of 14 credits and must meet with their adviser to discuss appropriate courses; following that meeting the adviser will contact the Registrar’s Office to release the probation hold. The adviser may approve registering for more than 14 credits; the approved maximum credits must be stated in the hold release. Students on probation return to good standing by earning a term GPA and cumulative GPA of 2.00.

Suspension

Students whose term GPA is less than 2.00 for their last two consecutive semesters and whose cumulative GPA falls below 2.00 will be suspended. Suspended students are not eligible for financial aid.

1. Students who do not meet academic progress requirements may be suspended following fall or spring semester. The suspension is in effect for one full academic year (two regular semesters). May session and summer session are excluded from determining academic progress.

2. Suspension is for one full academic year. However, students may appeal to return after an absence of only one regular academic semester. All appeals will be heard following spring semester. Students suspended after the fall term may appeal to return the following fall semester; students suspended after spring term may appeal to return the following spring semester.

3. Suspended students who do not appeal or whose appeals are denied may apply for readmission one full academic year (two regular semesters) after suspension. They must present an academic plan for improvement; evidence of successful completion of evening, summer, or transfer courses; and/or evidence that personal difficulties are being addressed.

Appeal of Suspension

Suspended students may appeal to the Scholastic Committee. The online appeal form must be completed; procedures are included in the suspension notification letter. If the appeal is approved, the Committee determines the conditions that must be met during the semester they return. If those conditions are not met, the original suspension is reinstated at the end of the term.

Probation Following Approved Appeal

Students with an approved appeal remain on probation. The Scholastic Committee prescribes special academic requirements in an effort to improve the student’s chance for success. Students and their advisers are notified of these conditions. For example, students may be required to complete a specified number of credits and to earn a prescribed GPA during the single semester of their approved return.

Student Alert Systems

UMM’s Academic Alert/At Risk Student Intervention Team, working in collaboration with the Scholastic Committee, provides broad-based support for student success at UMM. The team coordinates intervention strategies and support for students who are at risk academically, working with faculty and staff from a variety of UMM programs. UMM has the use of two student alert systems: midterm alert and academic alert. Alerts are used if instructors are concerned about a student’s academic performance or personal situation. Advisers are informed of the alerts and work with students to determine strategies for success at UMM. The alert systems provide a way for the campus to coordinate its efforts to provide the best help and advice possible to students. There are two alert systems:

Midterm Alert This is an all-University alert that is available during weeks 6–8 of the semester. Alerts are automatically sent to both the adviser and the student. Only one midterm alert can be sent for each student in each class.

Academic Alert This is a UMM alert that is available all semester, including finals week. It can be used more than once for each student in each class. Instructors can send an alert using the Web submission form at https://www.morris.umn.edu/Scholastic/AcademicAlert. The adviser
and the student receive an e-mail from the Academic Alert Committee. Students may access general information about early alerts at [www.morris.umn.edu/services/dsoaac/aac/AcademicAlert](http://www.morris.umn.edu/services/dsoaac/aac/AcademicAlert).

**Exemption From Regulations**

Students having difficulty meeting academic regulations should contact the Scholastic Committee Office, 320-589-6011. The Committee acts on exceptions to requirements in the General Education Requirements (GER) and to policies governing grading, cancel/add, and credit limits. For exceptions in the major, students should consult discipline faculty.

**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 this informal resolution procedure. Decisions of the division chairperson can be appealed to the vice chancellor for academic affairs and dean. In other instances, if a resolution is not achieved, a UMM Grievance Committee is 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.

**Equal Opportunity and Discrimination Overview**

Equal opportunity means that every person has an equal chance to participate and succeed in employment or academic activities without discrimination based on membership in a protected class. Under state and federal law and University of Minnesota policy, individuals and groups are designated as protected class members by race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, and sexual orientation. The law, and basic fairness, demands that decisions about our employment and academic success should be made on the basis of merit.

Discrimination involves intended or unintended denial of recognition, power, privilege, and opportunity to certain people based on the groups to which they belong. Harassment on the basis of a person’s protected classification is a violation if the conduct creates an intimidating, hostile, or offensive work or educational environment, or interferes with an individual’s work or educational performance. Slurs or jokes and verbal or physical conduct motivated by an individual’s protected class are unacceptable in the University educational and work community.

Any person seeking assistance in either resolving or making a complaint of any of the forms of discrimination, including harassment, should contact the Office of Human Resources at 320-589-6021 or the all-University Office of Equal Opportunity and Affirmative Action (EE/OA) at 612-624-9547. Students may also seek confidential assistance from Student Counseling at 320-589-6060. Staff may seek confidential assistance from the Employment Assistance Program, SCMC Life Center at 320-589-1313.

**Discrimination: Age**

The Age Discrimination in Employment Act (ADEA) prohibits age discrimination against older workers (persons 40 or older) in all aspects of employment. The Minnesota Human Rights Act more broadly protects all people over the age of 18 years from age discrimination as students and employees.

It is unlawful to discriminate against an employee or applicant on the basis of age with respect to any term or condition of employment including but not limited to hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

**Discrimination: Disabilities**

The Americans with Disabilities Act and other related laws prohibit employers, units of government, and labor unions from discriminating against qualified individuals with disabilities as employees, students, and users of public accommodations and services.

An individual with a disability is a person who has a qualifying physical or mental impairment that substantially limits one or more major
life activities (walking, eating, breathing, sleeping, etc.), or is regarded as having such impairment. The person must be qualified to perform the essential functions of the job or the academic program with or without reasonable accommodation. Employment and academic standards are not lowered.

**Discrimination: Gender**

Making decisions on the basis of someone’s gender, or sex, is illegal under state and federal law. In employment, this includes decisions related to hiring, wages, terminations, promotions, leaves, and benefits. In education, this includes decisions related to admissions and grading. Both men and women are protected from discrimination.

**Discrimination: Race, Color, and National Origin**

Race discrimination is defined as unfair treatment of an individual based on characteristics traditionally associated with race, such as skin color, hair texture, and facial features. It also includes making decisions or taking adverse actions against an employee or student because of preconceived negative assumptions, biases, or judgments concerning race or color.

As an international institution, the University is enhanced by its many students and employees who reflect a wide variety of national origins. No individual can be denied equal opportunity because of birthplace, ancestry, or cultural or linguistic characteristics common to a specific ethnic group or national origin.

**Discrimination: Religion and Creed**

The University may not discriminate in any aspect of the work or educational environment on the basis of religion or creed. Religion and creed can have the same or equivalent meaning. They include all religious and spiritual observances, practices, and sincerely held beliefs.

As a public entity, the University cannot be in a position of supporting, or appearing to support, one religion or spiritual practice. Today’s world finds an increasing number of religions in our society. The University has long supported adjustments of work and exam schedules for staff and students when necessary to permit sincere religious practices.

The policy on Student/Employee Absences for Religious Holidays and the Calendar of Religious and Spiritual Festivals and Observances are available by links to the Office of Human Resources and the Religious and Spiritual Resource Directory on the EOAA Web page at [www.EOAffAct.umn.edu](http://www.EOAffAct.umn.edu).

**Discrimination: Sexual Harassment**

It is the University’s goal to maintain a work environment free from sexual harassment. The regents policy on sexual harassment applies to all members of the University community. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement in any University activity or program; 2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; 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 in any University activity or program.”

Sexual Harassment Policy adopted by the Board of Regents December 11, 1998, Section I, subd. 1.

Sexual harassment can occur between members of the same sex, and the victim as well as the harasser may be a woman or a man. If harassment is believed to be occurring, whenever possible the victim should directly inform the harasser that the conduct is unwelcome and must stop. The victim’s supervisor, administrator, or faculty member can also be informed to help prevent future incidents and to prevent retaliation. These people must take timely and appropriate action when they know or have reason to know that behavior that might be sexual harassment is occurring.

**Discrimination: Sexual Orientation**

University of Minnesota policy, as well as state law, prohibits discrimination on the basis of sexual orientation. At the University of Minnesota, this includes gay, lesbian, bisexual, and transgender people. The Minnesota Human Rights Acts defines sexual orientation as: “having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person, or having or being perceived as having an orientation for such an attachment, or having
or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.”

*Minnesota Human Rights Acts, Section 363.01, Subd. 45.*

In compliance with University policy on equal access to its programs, facilities, and employment, University policy also provides benefits to spouses and registered domestic partners of University employees and students.

**Additional Information**

More information about Equal Opportunity may be found in the booklet, Equal Opportunity and Affirmative Action at the University of Minnesota. A copy may be requested from the Twin Cities Office of EO/AA at 612-624-9547 or the UMM Office of Human Resources at 320-589-6024. It is also available online at [www.EOAffAct.umn.edu](http://www.EOAffAct.umn.edu).

**Reporting Bias Incidents or Hate Crimes**

Members of the University of Minnesota community have the right not to be discriminated against by any agent or organization of the University for reasons of actual or perceived race, color, creed, religion, national origin, gender, identification, age, marital status, disability, public assistance status, veteran status, and/or sexual orientation. The University of Minnesota, Morris does not tolerate such incidents and will seek resolution of such matters.

Any student, acquaintance of a student, or group within the University community who has experienced bias, discrimination, or hostility, should report it by completing the University Bias/Discrimination/Harassment Reporting form at [http://134.84.237.31/biasreportingform.htm](http://134.84.237.31/biasreportingform.htm).

**What is a Bias Incident or Hate Crime?**

Bias Incident or Hate Crime: Expressions of disrespectful bias, hate, harassment, or hostility against an individual, group, or their property because of the individual or group’s actual or perceived race, color, creed, religion, national origin, gender, identification, age, marital status, disability, public assistance status, veteran status, and/or sexual orientation can be forms of discrimination. Expressions vary and can be in the form of language, words, signs, symbols, threats, or actions that could potentially cause alarm, anger, fear, or resentment in others, or that endanger the health, safety, and welfare of a member or members of the University community, even when presented as a joke.

**Hate Crime**

Minnesota does not have a “hate crimes law.” Instead, the Legislature has identified particular crimes that, if perpetrated because of the victim’s actual or perceived race, color, religion, sex, sexual orientation, disability, age, or national origin, trigger heightened penalties. Included crimes are criminal damage to property, assault, and harassment/stalking.

**Bias Incidents not under the jurisdiction of the University of Minnesota**

Bias incidents impacting students, faculty, and staff but occurring beyond the campus should be reported through this process. The Response Team will coordinate with appropriate community agencies.

**Conduct and Free Speech**

The conduct underlying some bias incidents might be protected speech, but may still violate the University of Minnesota’s commitment to civility and diversity. Constitutional rights will continue to be protected and University community members will also exercise the right to speak, engage in educational dialogue, and seek a constructive response rooted in the University’s mission and vision.

**For More Information**

For more information and resources, see the UMM site for reporting and responding to bias incidents and hate crimes at [www.morris.umn.edu/services/hr/Bias%20Incidents.htm](http://www.morris.umn.edu/services/hr/Bias%20Incidents.htm).

**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; disruptive classroom conduct; falsification; refusal to identify and comply; attempts to injure or defraud; threatening, harassing, or assaultive conduct; illegal or unauthorized possession or use of weapons; illegal or unauthorized possession or use of drugs or alcohol; unauthorized use of University facilities and services; theft, property damage, and vandalism; unauthorized access; disruptive behavior; hazing; rioting; violation of University rules; and violation of federal or state law. The Student Conduct Code is available through the University Policy Library.
College Regulations


The Policy on Academic Integrity and the Student Conduct Code brochure further explain prohibitions regarding scholastic dishonesty and sexual harassment. Copies of these documents may be obtained from the Office of the Vice Chancellor for Student Affairs.

The UMM Campus Assembly has enacted 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 major objective of the 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.

To provide a system of student discipline capable of operating fairly and expeditiously under a variety of circumstances, a number of functional agents and agencies are authorized.

Formal Disciplinary Action

On the Morris campus, formal disciplinary action is the responsibility of a faculty-student-staff committee of the Campus Assembly. The constitution of the University of Minnesota, Morris makes explicit the role of the Student Services Committee in development of policy, consistent with the Board of Regents rulings, concerning student conduct on the Morris campus. To meet these responsibilities, each year the chair of the Student Services Committee appoints a Student Behavior Committee consisting of three students and three faculty. One of the three faculty serves as a voting chair. A non-voting secretary is appointed by the Chancellor.

Administrative Disciplinary Action

It is desirable that some instances of student misconduct be settled directly within the appropriate administrative unit. These persons and agencies investigate allegations of misconduct and work with the concerned parties to reach an administrative resolution of the dispute whenever possible. If at any time the accused party wishes to institute a formal hearing process, these persons and agencies assist with the implementation of a formal hearing process. Where disciplinary action taken by administrative units is involved, the accused to the dispute can, for cause, appeal decisions to the Student Behavior Committee.

Academic Integrity

The Committee on Academic Integrity is a subcommittee of the Scholastic Committee and is made up of two students, two faculty members, and the secretary of the Scholastic Committee. It is 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 prepares and submits 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 is 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 are 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.

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 and at www.morris.umn.edu/Scholastic.
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 30 majors as well as areas of concentration (self-designed majors), interdisciplinary, and preprofessional programs. Programs and courses in education, the humanities and fine arts, the social sciences, and science and mathematics provide an excellent background for any 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 world around them.

Program Planning

Students are responsible for planning programs that will satisfy their own educational and professional goals. Academic advisers, faculty, Career Center, Student Counseling, and Academic Advising staff are available to assist with program planning, and students should seek this assistance to assure well-organized and balanced programs of study as well as to avoid planning errors. In preparing their programs, students should use both the print and online versions of this catalog in conjunction with the online class planning materials available on the Academic Advising Web site and in the UMM Class Schedule. This catalog was published in March 2007. Links to the most current information about major requirements and courses can be found in the online catalog at www.catalogs.umn.edu/morris/index.htm.

Academic Progress Audit System (APAS)

APAS—the Academic Progress Audit System—is a computerized report that provides helpful information about degree and course requirements. It helps determine how each student’s courses satisfy those requirements, shows progress toward completion of the program requirements, and serves as a graduation check. Useful to both students and advisers, the report indicates how each student’s coursework applies to general education and degree requirements for a specific major. Students can also view how their courses may be used in other majors by using the “what if” option.

Students may view or print their APAS reports online at any time at www.morris.umn.edu/services/registrar/apas.htm. Advisers may obtain APAS reports for their advisees on the “My Active Advisees” Web site.

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 school. Students also work with advisers to plan academic enhancement opportunities such as study abroad, internships, and research projects.

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 are encouraged
to change advisers as their interests change. Contact Academic Advising any time to arrange to have a different adviser assigned.

Undecided Majors—It is not uncommon for students to begin college undecided about their major, or to change majors after they begin. Assistance to students who are deciding on a major is available through individual appointments, the Advising Office’s internet-based program, Career Center resources, and interest inventories available through Student Counseling. Students are encouraged to work with their advisers to consider options and how they relate to careers.

Career Planning—Professional counselors help students consider their options for majors and how they relate to careers through workshops, individual counseling, and the use of interest and vocational inventories. Student Counseling, 235 Behmler Hall, is also the Test Center for graduate school admission examinations, CLEP exams for college credit, and math and foreign language placement exams. Students should also consult with the Career Center staff as they progress toward graduation.

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 cooperates with various disciplines to provide peer tutors for most courses offered at UMM. The AAC also offers drop-in hours for tutoring in mathematics, runs a Study Table on Monday evenings to help with study skills, and staffs the Learning to Learn course, which teaches academic strategies. Students can receive counseling on specific topics, such as time management and reading efficiency. Students who are not native English speakers also can receive assistance and support at the AAC.

The AAC also provides services for students with disabilities (see Students With Disabilities under the Student Services and Opportunities section).

The AAC is located in Room 360 of the Briggs Library. Call 320-589-6178 or visit the AAC Web site at www.morris.umn.edu/services/dsoaac/aac.

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.
Multi-Ethnic Mentorship Program
The Multi-Ethnic Mentorship Program was developed to increase the retention and graduation rates of students of color at UMM. Students with second-year standing (30 to 60 semester credits) are matched with faculty/staff who have similar academic and career interests. Participants enjoy a yearlong working relationship with their mentors and have an educationally meaningful experience. A yearly stipend of $1,000 (paid in two installments at the end of each semester) is awarded to selected students for work supervised by their mentors. Further information about the Multi-Ethnic Mentorship Program may be obtained from the Multi-Ethnic Student Program Office, 110 Multi-Ethnic Resource Center.

Morris Academic Partners (MAP)
UMM has established a program for advanced students called Morris Academic Partners (MAP). Receiving a stipend of $2,000 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 MAP program may be obtained from the Office of the Vice Chancellor for Academic Affairs and Dean, 315 Behmler Hall, or online at www.morris.umn.edu/services/acad_affairs/mapguide.htm.

Morris Student Administrative Fellows
The Morris Student Administrative Fellows program pays a stipend directly to the student’s financial aid account. The program is designed to enable academically talented, qualified students to assist administrative or faculty offices with administrative and managerial projects. Students undertake assignments intended to enhance their intellectual competence and increase their interest in graduate or professional study. Further information about the Morris Student Administrative Fellows program may be obtained from the Office of the Vice Chancellor for Academic Affairs and Dean, 315 Behmler Hall, or online at www.morris.umn.edu/services/acad_affairs/MSAFP_Guidelines.html.

Service Learning
Service learning supplements the classroom experience by using community service, community-based research, and other civic engagement activities to meet course goals and community needs. The service learning program seeks to develop the following skills for students: the ability to connect course material to real world needs; leadership and communication skills; awareness of diversity; improved critical thinking skills; and civic engagement and commitment to social change. Each year, 10 to 20 courses are available in multiple disciplines, focusing mainly on four community needs areas: arts and culture opportunities, elder partnerships, youth development, and sustainable regional foods. Students can take multiple courses to gain a broad range of real world experience. For more information, contact the service learning coordinator at the Faculty Center for Learning and Teaching or visit www.morris.umn.edu/academic/sl.

Study Abroad
UMM is committed to preparing students to become global citizens and to 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.

The Center for International Programs (CIP), together with the student-run Study Abroad Advising Service (SAAS), provides overseas study, work, and travel information for students. In addition to consulting with CIP and SAAS staff advisers and reviewing guides on foreign study and travel, students are encouraged to meet with the study abroad faculty adviser in their major to discuss study abroad options relevant to specific disciplines.

As a part of the University system, UMM students have access to an especially broad range of programs all over the world. These programs are offered by UMM, other campuses of the University, and other colleges and universities nationwide. Most UMM federal and state financial aid is available for study abroad and there are scholarships offered by the University and nationally specifically targeted for study abroad.

The CIP Office is located in 231 Community Services Building; the SAAS Office is in 17 Student Center. E-mail the CIP Office at cip@morris.umn.edu for more information.
National Student Exchange

UMM is a member of the National Student Exchange (NSE). NSE is an undergraduate exchange program within the United States and Canada. With more than 175 colleges and universities participating in NSE, students have a wide variety of courses, programs, facilities, and environments to meet diverse academic and personal needs and interests. Students may participate in an exchange with another NSE college or university for a semester or a year. For information about NSE participating institutions, application materials, costs, and eligibility, contact the NSE office, 231 Community Services, or e-mail the NSE campus coordinator at NSE@morris.umn.edu.

National Scholarships

UMM encourages eligible students to apply for prestigious national scholarships, including the Rhodes, Fulbright, Truman, Marshall, Mellon, National Security Educational Program (NSEP), Gates-Cambridge, Jack Kent Cook, Udall, and others. These academic scholarships, covering a wide range of fields, bestow considerable national prestige and are helpful in the pursuit of graduate and/or professional study as well as career development. They also typically carry a generous stipend or scholarship. Public information sessions are periodically held on campus for students to learn more about these scholarships, including eligibility requirements and application procedures. A team of faculty and staff advisers mentor students in the complex and highly competitive application process.

For information on national scholarships, contact the Center for International Programs, 231 Community Services Building, at 320-589-6464 or CIP@morris.umn.edu.

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) should be arranged before the term begins, but may be added to the registration later in the term. Note, however, that the financial aid deadline for awarding aid based upon enrolled credits applies to all courses including directed studies and internships. An “internship” is a supervised opportunity to apply academic learning at a field site. It is arranged between 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)

A special Directed Study Approval form or Internship Approval form and Learning Contract are required for registration. These forms, available at the division offices or online, 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

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

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

At least 120 credits are required for graduation. Programs must include specified general education requirements and a major or area of concentration (see the following section).
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. 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:

- Anthropology
- Management
- Art History
- Mathematics
- Art, Studio
- Music
- Biology
- Philosophy
- Chemistry
- Physics
- Computer Science
- Political Science
- Economics
- Psychology
- Elementary Education
- Social Science
- English
- Sociology
- Chemistry
- Spanish
- Computer Science
- Speech Communication
- Economics
- Sociology
- Elementary Education
- Spanish
- European Studies
- French
- Speech Communication
- German
- Geology
- Theatre Arts
- History
- Statistics
- Latin American Area Studies
- German
- Liberal Arts for the Human Services
- History
- Women's Studies

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 pursue licensure as an elementary or secondary school teacher should contact the Division of Education as early as possible in their college career.

Both education programs are state and nationally accredited. They follow a model in which students progress through coursework and field experiences as a cohort. Programs are highly interactive and reflective. They emphasize the integration of theory and practice, leadership, diversity, and technology. State and national standards are met through developmental, constructive, and collaborative programs.

Honors Program

The Honors Program represents an opportunity for UMM students to pursue an interdisciplinary and interdivisional curriculum and work toward graduation with honors. All UMM students are eligible to participate in the Honors Program. Students normally apply to the program in the spring semester of their freshman year and begin coursework in their sophomore year. While everyone may apply, academic success in the fall semester, faculty recommendations, and a short essay may be used to limit the number of students to those with the proven motivation and likely ability to succeed in the program. Applications are available at the Honors Office, 231 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 the course IS 2001H—Honors: Traditions in Human Thought, usually in the fall of their sophomore year; 2) complete at least four other Honors courses at UMM; 3) successfully complete a multidisciplinary senior honors project; and 4) earn a UMM GPA of 3.50 or higher.

Honors courses are limited to a class size of 20. The elective courses examine a particular topic from an interdisciplinary perspective. The courses are often team-taught by faculty from different UMM academic divisions and concern subjects of special interest to the faculty who design them.

The senior honors project is a substantial scholarly or creative work that shows students’ intellectual engagement and their ability to articulate and defend their choices regarding methodology and subject matter to a panel of three faculty from different disciplines, including the project’s adviser. It is the responsibility of the student to secure a project adviser, identify two other faculty for the panel in consultation with the project adviser, and register for at least 2 credits of IS 4994—Senior Honors Project. Students should submit the completed project to the Honors Program director and panel members by April 1 and arrange for the defense.

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 2007–2009 biennium. Actual course offerings appear in the Class Schedule.

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

Note: The following courses all require approval from the instructor for students not in the Honors Program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 2001H</td>
<td>Honors: Traditions in Human Thought. (Hum) (2 cr; prereq participation in Honors Program or #; offered when feasible; fall, every year)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>IS 3111H</td>
<td>Honors: The End of the World as We’ve Known It: The Apocalypse Then and Now. (SS) (2 cr; prereq participation in Honors Program or #; offered when feasible; spring)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>IS 3203H</td>
<td>Honors: A Cross-Section of the Enlightenment. (Hist) (2 cr; prereq participation in Honors Program or #; offered when feasible; fall, spring)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>IS 3204H</td>
<td>Honors: Ecological Health and the Sustainability of Common-Property Resources. (Envt) (2 cr; prereq participation in Honors Program or #; offered when feasible; fall, spring)</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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 3.900 or higher; those graduating “with distinction” have a GPA from 3.750 to 3.890. 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. (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 3.666, 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, a notation is put on the student's transcript, and a certificate is sent to each student named on the list. The Dean’s List is also sent to the hometown newspapers of 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 Registrar for more information.

**Scholar of the College Award**—Presented annually to students who have demonstrated distinguished scholarly work by making valuable contributions in 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:

**Alumni Award for Outstanding English Major**—Given to an English major in his or her last year at UMM whose performance in English classes has been consistently superior and who has made positive contributions to the discipline or major in and beyond the classroom.

**Art History Book Award**—Given to a graduating art history major in recognition of academic excellence and potential for further achievement in the arts.

**Abbott Award in Physics**—Presented to a graduating senior majoring in physics, who has the greatest potential for achieving a professional career in physics or a physics-related field. The award was established by Robinson Abbott, professor of biology from 1961–1991, and his wife, Rose Marie, who taught biology courses at UMM, to recognize the importance UMM has played in their lives. All four Abbott children graduated from UMM, three with majors in physics.

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

**Natalie Benoit Memorial Award**—Presented to a junior or senior who has demonstrated ability and shows promise as a serious art student. Established in memory of Natalie Benoit by her parents, George and Joan Benoit, former Morris residents. Natalie was an art major studying at Penn State at the time of her death in an accident.

**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 in memory of their late colleague.

**Bos Research Award**—Presented annually to enhance the undergraduate research experiences of UMM students. The funds may be used to cover costs associated with the pursuit of undergraduate research. All UMM students are eligible to participate. Funds are distributed by the college academic dean, with the amount of dollars distributed and the number of recipients to be determined each year according to the dean’s discretion and the amount of funding available. The award is in honor of Angela Bos '01, a distinguished alumna of UMM.

**Clemens “Johnny” Brauer Memorial Award**—This award supports geology majors by providing financial assistance to cover field study expenses. The award honors the memory of Clemens Brauer, associate professor of geology from 1966 to 1981, who emphasized field work as an important part of a geology major. His students and the campus knew him as “Doc Rock.” He passed away in May of 2003.

**Rodney A. Briggs Library Student Art Award**—Recognizes talented UMM students and creates a permanent quality library art collection. UMM art faculty identify up to ten works from each of the two student art shows. A committee of two library staff, two library student assistants, and an Academic Services
Support Committee member select one piece from each of the art shows.

**Keith Carlson Memorial Jazz Award**—Presented annually to the most outstanding jazz musician at UMM. This award was established in memory of Keith Carlson by Jack and Ethel 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.

**spdf 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 Board of the Morris Campus Student Association, student members of the Campus Assembly, and the faculty. Allen Edson was superintendent of the University of Minnesota West Central School of Agriculture and Experiment Station on the Morris campus from 1947 to 1958. He joined the WCSA staff in 1921.

**Edith Rodgers Farrell Memorial Award for Undergraduate Research**—Granted to a graduating senior whose research is judged to be excellent by a jury of faculty. Edith Rodgers Farrell was a professor of French and advocate of undergraduate research. She served UMM from 1985 until her death in 1997.

**Mimi Frenier Award in Women’s Studies**—Granted annually to a junior or senior women’s studies major in recognition of high academic achievement and social, political, and civic activism. This award was established by colleagues, students, alumni, friends, and the UMM Commission on Women in recognition of Professor of History Mariam Frenier’s dedication to UMM and in appreciation for her contributions to the development of the women’s studies major. She served UMM from 1973 until her retirement in 2004.

**Freshman Chemistry Award**—This award, honoring a first-year student’s outstanding performance in a chemistry class, is given by the Chemical Rubber Company.

**Dimitra Giannuli Memorial Award**—Based on the excellence of a paper written for any of the history courses offered at UMM. This award was established by colleagues, friends, family and alumni in memory of Dimitra Giannuli, associate professor of history. She served UMM from 1992 until her death in 2003.

**Gieske Academic Award**—Offered annually to outstanding political science majors in their senior year, recipients will have an exceptional record of accomplishment at UMM as well as strong prospects for success after graduation. The award is in memory of Millard R. Gieske, professor of political science from 1963 to 1991, a respected leader in many professional organizations and the author of many political works.

**Gieske Internship Award**—Supports political science students who pursue legislative internships in Washington, D.C., or the Minnesota State capitol. This award honors the memory of Millard Gieske, UMM professor of political science.

**Arnold Henjum Scholar-Athlete Award**—Presented to a senior male athlete on the basis of academic and athletic excellence and integrity, this award honors Arnold Henjum, professor of education from 1964 to 1992, who made innumerable contributions to Minnesota public education.

**Lois P. Hodgell Printmaking Award**—Presented annually to a student who demonstrates creative potential in the field as well as a technical understanding of a variety of print processes. This award honors Lois P. Hodgell, professor of art at UMM from 1962 until her retirement in 1993. The award recipient must show outstanding achievement in printmaking.

**Women’s Honors Athlete Award and Men’s Honor Athlete Award**—Selected by a committee of coaches on the basis of academic and athletic achievement, nominees have a grade point average of 3.00 or higher.

**Willis Kelly Award**—Presented annually to a senior female athlete who most exemplifies the spirit of competition in women’s athletics at UMM. 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—Conferred upon the graduate chosen as senior class speaker. The selection is made by the faculty and graduating seniors. Established in honor of the late Curtis H. Larson, UMM’s first class speaker in 1964, who died in an automobile accident while serving as a Peace Corps volunteer 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 until her death in 1976. Nominations are made by the entire campus community and the recipients are determined by the Functions and Awards Committee.

David Minge Internship Award—Supports students seeking Washington, D.C., internships—educational opportunities that former Congressman David Minge values as important and insightful components in learning about public policy process at the federal level. Preference is given to internship participants who integrate the study of peace, justice, conservation, the environment, rural affairs, or similar issues.

Dik Munson Art Award—Presented to outstanding first- and second-year students in studio art who demonstrate creative potential in future discipline coursework. This award is intended for purchase of materials and supplies for the recipient’s artwork and experimentation with new media.

Betty Peterson Memorial Accompanying Award—Presented annually to a senior student who excels in music, the annual award recognizes high accompanying ability and quality. The award was established in memory of Betty Peterson by her family and friends.

Jay Y. Roshal Award—Presented to a senior majoring in biology who demonstrates promise and interest in a career in the biological sciences. The award is in honor of the late Jay Y. Roshal, professor of biology at UMM from 1960 to 1983, and the first chairperson of the Division of Science and Mathematics.

William R. Scarborough Memorial Award—Presented annually to a senior 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. William Scarborough joined the UMM faculty in 1966, made many contributions to public education in Minnesota, and served as chairperson of the Division of Education until his death in 1979.

Student Leadership Award—Presented annually to recognize student achievements in the life of the campus. These awards recognize students who are leaders of student organizations, committees, and special groups whose activities or programs are coordinated with or administered by Student Activities or Residential Life.

Owen and Frances Tate Award—Provides matching dollars to cover travel expenses for students presenting scholarly work at symposia and professional meetings, engaging in artistic activities, conducting research projects, or performing outside of the UMM campus community. This award was established by the Tate family to honor the memories of Owen and Frances Tate, lifelong residents of Big Stone County, and to support UMM student learning activities that do not have other funding sources available.

Ted Underwood Award in History—Presented to a graduating senior with a major or minor in history or a history concentration in the social science major who has demonstrated distinguished academic performance in history. The award is named for Dr. Ted L. Underwood, history faculty member from 1967 until his retirement in 1999.

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

May Session

The May session is a three-week term, scheduled after spring semester ends, that is part of the larger summer term at UMM. It is designed to offer unique courses especially suited to a short, intense time frame. Courses include, but are not limited to, short-term domestic and international study programs; topics that are innovative, experimental, interdisciplinary, and examined in greater depth; or special internships. Course offerings and enrollment requirements are determined by the UMM Summer Session Office.
Degree Requirements
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 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 2007 through the end of summer session 2016. 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 General Education requirements completed under any previous catalog, including expired catalogs, may be used to complete the bachelor of arts degree. Permission to use the major requirements from an expired catalog must be obtained from the faculty. If a degree application is on file with accompanying documentation that defines requirements to be completed, reasonable effort will be made to allow students to graduate based on that agreement. All other degree requirements—total credits, residency, GPA calculation, etc.—follow semester standards and policies in place at the time the degree is awarded.

Students in elementary education and secondary education licensure must complete licensure requirements and apply for licensure within seven years from the time of admission to the licensure program.

Prospective graduates must file an application for their degree and must meet all financial obligations to the University.

Bachelor of Arts Degree at UMM

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

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

In order to lay the foundation for learning early, students 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 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 aims to produce liberally educated people who are able 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 divided into two parts. One 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 addresses contemporary themes, which are grouped under the heading The Global Village. The goal 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 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 degree program, the major is more of an intellectual “home base” than preparation for a specific occupation.

Transfer students with degrees from other colleges must complete the UMM degree requirements in order to have a major or minor appear on the UMM transcript. Majors and minors do not appear on the transcript unless they are part of a degree program. Licensure graduates from other colleges who wish to add a teaching major or minor do not need to complete the UMM degree program.

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. 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 introductory or advanced elective courses 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., FYS for First-Year Seminar, appears at the beginning of the parenthetical information for each course that is appropriate for that category.

I. The First-Year Seminar (FYS)***—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 in a single language.**

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, at least 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 fulfilled through exemption.

** Students are required to demonstrate proficiency in a second language at the level achieved at the completion of the first year of college language study. Students can demonstrate proficiency by: a) passing 1002—Beginning Language II or an equivalent college course; b) passing the appropriate placement test; c) passing an examination for credit, such as AP or CLEP; or d) proving that they have a native language other than English.
Students who plan to complete courses in the same language that they studied in high school must take the placement examination and abide by the placement recommendation. If, after an initial exposure to the recommended course, the placement seems inappropriate, they may follow the recommendation of their language instructor as to the proper entry course.

*** Students who do not successfully complete FYS should contact the Scholastic Committee Office (320-589-6011) for information on completing the requirement.

**** International students should contact the Scholastic Committee Office for an exemption.

Provisions ii through iv

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.

Each major can provide students with a statement about how a student majoring in that area will formally acquire computing and writing skills. Students should contact their faculty adviser for current information.

Goals of the General Education Requirements

I. First-Year Seminar: 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—play a role; to increase students’ ability to analyze and interpret historical events, and to recognize the impact of historical events on present-day society.

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 that a student begins to master a 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 by fulfilling the requirements 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 who wish to complete an area of concentration must have the program approved by appropriate faculty advisers, division chairs, 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 or online at www.morris.umn.edu/services/acad_affairs/aavarious.html.

Prototypes for areas of concentration already given provisional approval by the dean—including actuarial science, American Indian studies, American studies, animal behavior, art therapy, biochemistry with forensics science, biology with forensics science, biostatistics, chemistry with forensics science, criminal justice (see LAHS major on page 134), digital media studies, environmental studies, international studies, journalism, peace studies, and sports management—can be found online at www.morris.umn.edu/academic/areas.

Students must fill out the appropriate forms and request final approval. The area of concentration forms are available online at www.morris.umn.edu/services/acad_affairs/aavarious.html#areaconcentration.

Transfer students with degrees from other colleges must complete UMM degree requirements in order to have a major appear on the UMM transcript. Majors do not appear on the transcript unless they are part of a degree program. Licensure graduates from other colleges who wish to add a teaching major do not need to complete the UMM degree program. A signature from the Division of Education on the licensure application form, along with a transcript of the courses completed, is sent to the state’s Department of Children, Families, and Learning.

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.

Transfer students with degrees from other colleges must complete the UMM degree requirements in order to have a minor appear on the UMM transcript. Minors do not appear on the transcript unless they are part of a degree program. Licensure graduates from other colleges who wish to add a teaching minor do not need to complete the UMM degree program. A signature from the Division of Education on the licensure application form, along with a transcript of the courses completed, is sent to the state’s Department of Children, Families, and Learning.
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.

No major or program may require students to take more than 40 of the 120 credits required for graduation in any one discipline* but students will be allowed to count up to 48 credits in a single discipline toward the 120.

Any course that carries credit in one University of Minnesota college will carry credit in all other University colleges, at least as an elective, including all University transfer coursework that is accepted when a student is admitted. Some courses that carry University credit may not count toward college or program degree requirements, or may, if a student changes programs, exceed the credit limits from the areas identified in the following paragraph and thus not count toward the degree.

No more than 8 credits in Mus 1300 through Mus 1340, no more than 4 credits in WSS 12xx skills, no more than 4 credits in WSS 1401 through WSS 1412, and no more than 4 credits in Psy 4896 may be applied to the 120-credit degree requirement. The use of the grade of D in the major may be restricted by the discipline.

5. Quality of Work

The cumulative GPA required for graduation is 2.00. A minimum GPA of 2.00 (or higher if indicated by the discipline) is required in the major or area of concentration and in the minor or area of emphasis in order to graduate. Both the cumulative GPA and the major/minor GPA include all, and only, University of Minnesota coursework.

6. Residency

Students must earn at least 30 semester credits from the University. Of the last 30 credits earned before graduation, at least 15 must be awarded by UMM. Credits earned through University of Minnesota Continuing Education classes are considered residence credits.

* 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, 1320, and 1340 credits are allowed to count toward the 60-credit general education requirement.