This is the Introduction and the College and Its Procedures sections from the 1996-1999 University of Minnesota College of Liberal Arts Bulletin.
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.

Resources

College of Liberal Arts (CLA) courses, major programs, procedures, learning opportunities, and degree and other requirements are described in this biennial bulletin.

The CLA Bulletin does not list 8xxx courses, which are open to graduate students only. See the Graduate School Bulletin for these listings.

Class Schedule—This publication is distributed each quarter with registration materials. It lists course offerings with class hours, rooms, instructors, and prerequisites, as well as registration instructions, fees, maps, final exam schedules, the liberal education curriculum, and other useful information.

Official Daily Bulletin—Published in The Minnesota Daily, this column contains announcements about University courses, registration schedules, study opportunities, meetings, and activities.

Course Guide—The Course Guide, a quarterly publication distributed at the University Bookstores, provides course information in addition to college bulletins and the Class Schedule.

Other Resources—College offices maintain information about all majors and course offerings. University bulletins are distributed in 240 Williamson Hall.

Advising Services—Every CLA student is assigned for academic advising to a staff or faculty member or group of advisers for help with questions the student cannot answer. For information about the advising system and other advisory services, see Advising in the first section of this bulletin.
University Counseling and Consulting Services—University Counseling and Consulting Services (UCCS) offers counseling for academic, career, personal, or relationship concerns. Besides counseling, UCCS features a variety of services. The Career Development Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. UCCS’s Office of Measurement Services (OMS) scores exams, surveys, and research instruments and provides consultation to University faculty and staff. OMS operates the Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests. For more information, call (612) 624-3323 or see http://ucs1.ucs.umn.edu/uccswww/uccs.html on the World Wide Web.

Policies

Bulletin Use—The University of Minnesota will change to a semester-based academic calendar beginning academic year 1999-2000. This bulletin is the last quarter-based bulletin that will be produced for the College of Liberal Arts. It covers academic years 1996-97, 1997-98, and 1998-99. Information about semester-based academic programs will be provided in the fall of 1998 in semester-transition publications.

The information in this bulletin and other University bulletins, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

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; e-mail admissions@tc.umn.edu).

This bulletin also is available in electronic format on the Internet and may be accessed via the World Wide Web.

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

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

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

Access to Student Educational Records—In accordance with regents’ policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) 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 and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information only during their terms of enrollment. To do so, they must notify the records office on their campus.

Students have the right to review their educational records. The regents’ policy, including a directory of student records, is available for review at 150 Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be
INTRODUCTION

Welcome to the College of Liberal Arts!

Your student years at a great university will be some of the most exciting and challenging of your life. In your course of study, you will be exposed to new ideas, challenged by issues that have confronted society in one form or another since the dawn of civilization, and stimulated by professors, some of whom are world-renowned leaders in their field. You will meet hundreds of new people, many with backgrounds and experiences quite different from yours. You will make friendships that will last a lifetime.

The College of Liberal Arts offers more than 60 majors and thousands of courses. There are many opportunities to enhance and personalize your degree program. The Office of Special Learning Opportunities, the Martin Luther King Program, and the Honors Program are all here to help you enrich your educational experience.

We want you to make the University of Minnesota community your community. There are dozens of student clubs and organizations.

I am sure you will find at least one that corresponds to some of your particular interests, providing you with opportunities to develop talents, gain insights, make friends, and have fun.

My heartiest welcome and best wishes for a challenging, rewarding, and exciting time as an undergraduate in the College of Liberal Arts at the University of Minnesota. The faculty, professional staff, and I stand ready to help you refine and achieve your educational goals.

Sincerely,

Robert T. Holt
Interim Dean and Professor of Political Science
Liberal Education and the Student

At the heart of every great university is a college encompassing the basic disciplines of knowledge. That college at the University of Minnesota is the College of Liberal Arts (CLA). The college was formally established in 1868, 17 years after the founding of the University.

The traditional branches of knowledge are housed here—the social sciences, the humanities and fine arts, the sciences, and mathematics. In addition, the college offers professional programs with close ties to these fields. Study and research opportunities are available to you in more than 60 major areas, from the usual, such as English, economics, and history, to the less usual, such as women’s studies, theoretical statistics, and speech and hearing science. They include disciplines as old as philosophy and as new as computer science. You also may choose to design an individualized major program.

About 13,400 undergraduate students and about 1,850 graduate students were enrolled in CLA programs in fall 1995. The college is staffed by 485 permanent faculty members who can share the most current research in their fields.

Many students complete their education in CLA. Others take their basic liberal arts coursework in CLA and then transfer to another unit of the University such as the Carlson School of Management or one of the health sciences programs.

As the port of entry to the University for most students, CLA prides itself on its Student Academic Support Services unit, which offers academic advising and other services. The student services staff can help direct you to the many learning opportunities available within CLA and throughout the University and the Twin Cities.

The degree requirements established by the college give you an education solidly based in the liberal arts. Courses that meet the Twin Cities campus-wide liberal education requirements will introduce you to modes of inquiry and subject matter characteristic of the major branches of knowledge, as well as four themes of particular contemporary relevance: international perspectives, cultural diversity, environmental issues, and citizenship and public ethics. In recognition of the importance of communication and the ability to write, the writing skills requirement is being revised. The current requirement is divided between a formal first-year composition or rhetoric course and an upper level writing course related to your major field of study. The CLA language requirement helps you become proficient in a second language.

A liberal education means not only a breadth of knowledge, but depth and proficiency in a single field of knowledge. You will select a major field and, as part of the study of that discipline, prepare a major project, usually a written paper.

The CLA faculty believes a liberal arts education gives you the analytical skills and flexibility needed for shaping your life and for adapting to new careers.

Liberal Arts Degrees

The College of Liberal Arts offers five bachelor’s degrees—bachelor of arts (B.A.), bachelor of fine arts (B.F.A.), bachelor of science (B.S.), bachelor of individualized studies (B.I.S.), and bachelor of music (B.M.).

If you are making satisfactory academic progress, you generally are free to select the major and minor of your choice. Some programs, however, limit the number of majors admitted (architecture, the B.F.A., the B.M., computer science, the B.S. in economics, English, international relations, journalism, music, political science, and speech-communication in CLA, as well as biology, management, education, engineering, health sciences, and some programs in other colleges).

Bachelor of Arts Degree—This degree can be earned through majors in most CLA departments and programs. Its breadth and diversity in general education make it valuable as a base for many kinds of careers or for advanced study. CLA offers several professional majors and specializations as well as interdepartmental programs for the B.A. degree.

Bachelor of Fine Arts Degree—The Department of Art and the Dance Program offer the B.F.A. for students who demonstrate
superior professional promise. Information about program admission and degree requirements can be obtained from the B.F.A. booklet, available in the appropriate department office.

Bachelor of Science Degree—The B.S. degree is offered in six areas: child psychology, speech and hearing science, economics, geography, sociology, and urban studies. The B.S. degree provides heavier major concentration than the B.A., thus leading to more specialized undergraduate study.

Bachelor of Individualized Studies Degree—To earn this degree, you propose an individualized program of study composed of three areas of concentration that is based on your personal academic objectives. Proposals must be evaluated and approved by at least two faculty advisers.

Bachelor of Music Degree—The School of Music offers the B.M. degree for students who demonstrate superior professional promise in performance, music education, and music therapy.

CLA Degrees Earned Concurrently With Other University of Minnesota Degrees—If you transfer to another college on the Twin Cities campus, you may complete your CLA degree by finishing all CLA degree requirements while pursuing degree work in your new college. See your college office for information.

Second Degrees, Second Majors, Minors—If you have earned a bachelor’s degree at another institution, you may earn a CLA bachelor’s degree with a different major by completing all degree requirements, including 45 CLA credits. If you are a CLA graduate or are in the process of earning a CLA degree, you may earn a different CLA bachelor’s degree by completing 45 additional CLA credits and meeting all requirements for the second degree. If you are a CLA graduate and are interested in completing requirements for a second major, but not for a second bachelor’s degree in the college, you may complete requirements for another major and have that accomplishment recorded on your official transcript. In addition, students in other colleges may earn majors or minors in CLA.

Degree Requirements

Liberal Education Requirements
The liberal education curriculum that applies to your degree program depends on the date you are admitted to CLA.

Twin Cities Campus Liberal Education Curriculum—The University of Minnesota–Twin Cities liberal education requirements apply to all students entering a baccalaureate degree program in fall quarter 1996 and later. If you entered a degree program before fall 1996 and are uncertain whether the liberal education requirements apply to you, check with your academic adviser. (A description of the liberal education curriculum appears on page 8 of this bulletin. Approved liberal education courses are identified in the quarterly Class Schedule and Course Guide.)

Second Language Requirement
The study of a second language is considered essential for a liberal education. CLA expects students to begin second language study in high school or earlier.

In many cases, knowledge of a second language gained before entering CLA may be used to meet part or all of the language requirement. If you are unsure about your level of proficiency, consult your college staff for placement assistance. Normally, one to two years of high school language study equals one quarter of college study.

You may repeat language study completed in high school, particularly if your study was not recent. However, it is to your advantage to start your college language study at as high a level as possible. Consult your college advising office or the language department for assistance with course placement.

Qualified students may meet part or all of the entrance and graduation requirements by passing examinations arranged with appropriate departments. (These proficiency examinations do not yield college credits.)

No credit will be granted for first- or second-year courses in a student’s primary language of secondary instruction. Eligible students who complete a Twin Cities campus language skills course with a grade of C or higher may request to have credits for preceding courses in the sequence posted retroactively.
A liberal education introduces you to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and theoretical or artistic constructs that form their foundations; the “ways of knowing”—the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework.

**Liberal Education Requirements**

*Effective for all freshmen with fewer than 39 credits enrolling from fall 1994 to summer session II 1996. Beginning fall 1996, the liberal education requirements apply to all students entering a baccalaureate degree program, regardless of prior credits.*

To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework. A liberal education introduces you to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and theoretical or artistic constructs that form their foundations; the “ways of knowing”—the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general.

**The Diversified Core Curriculum**

**Physical and Biological Sciences.** Comprehension of physical and biological principles; understanding of and ability to use the methods of scientific inquiry—the ways in which scientists investigate physical and biological phenomena; and appreciation of the importance of science and the value of a scientific perspective.

**Requirement:** A minimum of three courses totaling at least 12 credits, including one course with a laboratory or field experience in the physical sciences and one course with a laboratory or field experience in the biological sciences.

**History and Social Sciences.** Knowledge of how historians and social scientists describe and analyze human experiences and behavior; study of the interrelationships among individuals, institutions, structures, events, and ideas; understanding of the roles individuals play in their historical, cultural, social, economic, and political worlds.

**Requirement:** A minimum of three courses totaling at least 12 credits, including one course with historical perspective.

**Arts and Humanities.** Understanding of approaches to the human condition through works of art, literature, and philosophy; knowledge of how artists create and humanistic scholars think; ability to make aesthetic judgments.

**Requirement:** A minimum of three courses totaling at least 12 credits including courses in two of the following: literature, philosophical perspective, and visual or performing arts.

**Mathematical Thinking.** Acquisition of mathematical modes of thinking; ability to evaluate arguments, detect fallacious reasoning, and evaluate complex reasoning chains; appreciation of the breadth of applications of mathematics and its foundations.

**Requirement:** A minimum of one course totaling at least four credits.

**The Designated Themes of Liberal Education**

The designated themes of liberal education offer a dimension to liberal learning that complements the diversified core curriculum. Each of the themes focuses on an issue of compelling importance to the nation and the world, the understanding of which is informed by many disciplines and interdisciplinary fields of knowledge.

**Requirement:** A minimum of six courses (or five courses if one includes an approved practicum), including one course in each of the following:

- **Cultural Diversity.** Understanding of the roles gender, ethnicity, and race play in structuring the human experience in and developing the social and cultural fabric of the United States.

- **International Perspectives.** Comprehension of the ways in which you are part of a rapidly changing global environment dominated by the internationalization of most human endeavors.

- **Environment.** Knowledge of the interaction and interdependence of the biophysical systems of the natural environment and human social and cultural systems.

- **Citizenship and Public Ethics.** Reflection on and determination of a clearer sense of your present and future civic relationships and your obligations to the community.

**Writing Skills**

The ability to communicate effectively is a hallmark of a liberal education curriculum includes both writing courses and writing across the curriculum.

**Requirement:** Writing skills requirements are being revised. Until the new requirements are in effect, all students will complete the writing requirement specified by the college awarding their baccalaureate degree.

You may satisfy the liberal education requirements with a number of courses and credits different from those of other students because some courses serve multiple goals in the curriculum; e.g., some courses will satisfy a diversified core requirement and a designated theme requirement, and other courses will satisfy the requirements for each of two themes. Thus, you may satisfy the designated theme requirements with a smaller number of courses than is stated in the requirement. Each quarter, the Class Schedule will publish the requirements and list all courses that satisfy them. In addition, the Class Schedule will list which of these courses are offered that quarter and which are tentatively scheduled for the subsequent quarters during the academic year.

**Minnesota Transfer Curriculum**

If you complete the Minnesota Transfer Curriculum at any participating Minnesota college or university, you fulfill the University’s Twin Cities campus liberal education requirements. However, you will still need to complete a portion of the writing skills requirements. Contact your college advising office concerning these requirements. For more information on using transfer credits for the liberal education requirements, contact the Office of Admissions (612/625-2008).

---

The designated themes of liberal education offer a dimension to liberal learning that complements the diversified core curriculum. Each of the themes focuses on an issue of compelling importance to the nation and the world, the understanding of which is informed by many disciplines and interdisciplinary fields of knowledge.

**Requirement:** A minimum of six courses (or five courses if one includes an approved practicum), including one course in each of the following:

- **Cultural Diversity.** Understanding of the roles gender, ethnicity, and race play in structuring the human experience in and developing the social and cultural fabric of the United States.

- **International Perspectives.** Comprehension of the ways in which you are part of a rapidly changing global environment dominated by the internationalization of most human endeavors.

- **Environment.** Knowledge of the interaction and interdependence of the biophysical systems of the natural environment and human social and cultural systems.

- **Citizenship and Public Ethics.** Reflection on and determination of a clearer sense of your present and future civic relationships and your obligations to the community.

**Writing Skills**

The ability to communicate effectively is a hallmark of a liberal education. To encourage refining of writing skills, the liberal education curriculum includes both writing courses and writing across the curriculum.

**Requirement:** Writing skills requirements are being revised. Until the new requirements are in effect, all students will complete the writing requirement specified by the college awarding their baccalaureate degree.

You may satisfy the liberal education requirements with a number of courses and credits different from those of other students because some courses serve multiple goals in the curriculum; e.g., some courses will satisfy a diversified core requirement and a designated theme requirement, and other courses will satisfy the requirements for each of two themes. Thus, you may satisfy the designated theme requirements with a smaller number of courses than is stated in the requirement. Each quarter, the Class Schedule will publish the requirements and list all courses that satisfy them. In addition, the Class Schedule will list which of these courses are offered that quarter and which are tentatively scheduled for the subsequent quarters during the academic year.

**Minnesota Transfer Curriculum**

If you complete the Minnesota Transfer Curriculum at any participating Minnesota college or university, you fulfill the University’s Twin Cities campus liberal education requirements. However, you will still need to complete a portion of the writing skills requirements. Contact your college advising office concerning these requirements. For more information on using transfer credits for the liberal education requirements, contact the Office of Admissions (612/625-2008).
University preparation requirement—All students entering CLA will be expected to meet the University’s 1991 second language entrance requirement (two years of high school instruction in the same language). Students planning on the B.A. degree should study a language for three years.

CLA entrance requirement—All B.A., B.F.A., and B.I.S. students who wish to register for French, German, or Spanish courses beyond the third quarter must pass the appropriate entrance proficiency examination. Students who meet the entrance requirement may continue their study at higher levels in the same language or may begin study in another language. Contact the appropriate language department for testing and placement information.

Graduation requirement—The graduation requirement for the B.A., B.F.A., and B.I.S. degrees requires students to demonstrate proficiency usually attained after the first six quarters of college study in one language by passing a graduation proficiency examination that tests skills in reading, writing, listening, and speaking.

Languages for which second language requirement graduation proficiency examinations are available include American Sign Language, Biblical Greek, Chinese, Classical Greek, Dakota, Danish, Dutch, Finnish, French, German, Hindi, Irish, Italian, Japanese, Latin, Modern Hebrew, Norwegian, Portuguese, Russian, Spanish, and Swedish.

English Writing Requirement
The liberal education English writing requirement is being revised. All CLA students must complete the freshman writing skills requirement and one course from the Composition and Communication program (Comp 3011 through 3085, excluding 3022, and approved by the major adviser).

CLA Majors and Minors

Major Requirements
Major Status—Admission to major status in some CLA degree programs requires department permission: architecture, biology, computer science, the B.S. in economics, English, I.D.I.M., international relations, journalism, music, political science, speech-communication, the B.I.S., the B.F.A., and the B.M. If you are interested in one of these programs, consult the appropriate department office. A list of majors and minors appears on page 10.

Required Preparatory Courses—Most major programs require preparatory or background courses. First-year and sophomore programs should include a substantial number of these because they qualify you to enter advanced and major work. Many of them satisfy some of the general education requirements. See individual program listings in the second section for required preparatory courses.

Major Sequences—Candidates for all CLA degrees except the B.I.S. must complete a major to gain depth of understanding in an area of study. More than 60 major sequences are offered in the college; the second section of this bulletin describes them. Requirements change from time to time. Check with the undergraduate studies office in the major department for current information (ask for a current major requirements sheet).

Majors are programs of concentration. Each represents the judgment of its department about appropriate study of the discipline at the undergraduate level. Individual major programs may be modified by the department or your major adviser.

Major Project—CLA requires that students complete a major project. The project demonstrates analytic and conceptual skills as well as an understanding of the mode of inquiry characteristic of each discipline. For most majors, the format of the project is a written report.

Double Major—You may earn a “double major” by completing background and major requirements for two areas of concentration in addition to other degree requirements. You should usually declare a double-major program by the beginning of your senior year, but you should start to complete basic requirements earlier. If you have a double major, you need not meet the B.A. requirement of 28 3xxx and 5xxx credits outside the major. Students pursuing a double major are urged to consult with both departments about a possible joint major project.
Outside-of-Major Requirement—B.A. programs must include at least 28 3xxx and 5xxx credits outside the major department. Heavy concentration in a major field that limits breadth of learning may defeat the basic purpose of a liberal education, which encompasses breadth as well as depth of knowledge. Established and individualized interdepartmental majors listed below are exempt from this requirement.

Established Interdepartmental Majors—
These majors are offered in African studies, American studies, classical civilization, East Asian studies, European studies, international relations, Jewish studies, Latin American studies, South Asian and Middle Eastern area studies, Russian area studies, urban studies, and women’s studies. Requirements are detailed under appropriate headings in the second section. These majors may be modified in individual cases. Such majors are exempt from taking 28 3xxx and 5xxx credits outside the major department.

CLA offers major and minor programs in the following subjects.


CLA offers additional minor programs in the following subjects.

| Biblical Studies | Dutch | Foreign Studies | History of Medicine | History of Science and Technology | Humanities in the West | Dental Hygiene | Dentistry | Education | Law | Management | Medical Technology | Medicine | Mortuary Science | Nursing | Occupational Therapy | Pharmacy | Physical Therapy | Public Affairs | Recreation, Park, and Leisure Studies | Veterinary Studies |

(Preparation for these programs involves from one to four years’ study in CLA.)
**Individually Designed Interdepartmental Major**—This major allows you to design a unique program with an interdisciplinary theme or focus that meets your individual academic interests. It requires approval by the Individualized Programs Office, 220 Johnston Hall, and three faculty advisers. The major usually combines coursework from three or more CLA departments. A senior project is required to integrate the areas of concentration. See the second section for details.

**Bachelor of Individualized Studies**—For this degree, you design an individualized program of 85 credits that must be evaluated and approved by two or more faculty advisers. Although you have three areas of concentration instead of a major, your program must have a coherence based on stated academic objectives. See the second section for details. The Bachelor of Individualized Studies Office is located in 220 Johnston Hall.

**Minor**

A minor is an approved concentration of 15 to 25 3xxx and 5xxx credits in a single department or program. It is not a requirement for graduation, but is an option for all CLA students except B.I.S. candidates and degree candidates in other colleges completing an area of concentration outside their major. CLA allows up to 20 percent of minor credits to be taken S-N or earned through directed study, directed instruction, or independent study. Minors are listed on page 10.

**General Credit Requirements**

**Credit Requirements**—A minimum of 180 credits acceptable to the college are required for all CLA bachelor’s degrees; 72 of these credits must be in 3xxx and 5xxx courses. All credits earned with grades of A, B, or C and a restricted number earned with grades of S or D (see Credit and Grade Standards) are acceptable.

To earn a CLA degree, you must earn at least 45 CLA credits. At least half of the CLA credits applied toward your degree (never fewer than 45) must be graded A-B-C. You must also complete 30 of your last 45 credits with University of Minnesota-Twin Cities coursework. Credits earned by examination may not be applied toward the required 45 CLA credits.

“CLA credits” are credits earned in courses offered by departments listed in the second section of this bulletin and completed through registration on the Twin Cities campus. In addition, all courses approved for the Liberal Education curriculum (see page 8) are treated as CLA courses.

“Non-CLA credits” are credits earned in liberal arts courses offered by other University colleges on the Twin Cities campus. Except for pre-approved courses, credit for courses offered by departments not listed in this bulletin may not be applied toward the required 45 CLA credits. Non-CLA courses may not be applied toward major requirements without department approval.

“Non-liberal arts credits” are credits earned in approved technical or professional college-level courses. Such credits may not be applied toward Liberal Education or major requirements. A maximum of 28 non-liberal arts credits may be applied as electives toward the 180-credit requirement (except for the B.I.S., which allows 40 approved credits from non-CLA departments). A limited number of credits for physical education activity, study skills, and career orientation courses may be included in the 28 non-liberal arts credits. Inquire in your college office for more information about this credit limit as it applies to your program. Credits from typing, word processing, shorthand, first aid, and courses clearly remedial or vocational in nature may not be applied toward any credit requirements.

**Degree Requirements After an Absence**—If you have not attended CLA for more than two years and had completed fewer than 60 credits when you left CLA, consult with a Scholastic Standing Committee representative or with your graduation adviser to determine the graduation requirements that apply to you. If you had completed 60 or more credits at the time of last attendance, you may elect to satisfy either the former or the current requirements, although you are encouraged to complete the current requirements.

If less than two years have passed since you last attended CLA, you are under the requirements applicable to you before your absence.
Other Graduation Guidelines

Application for Graduation—You must apply for graduation in 150 Williamson Hall early in the quarter you intend to graduate. See the Class Schedule for exact deadlines.

Residence and Reciprocity

Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Reciprocity—The University has reciprocity agreements with North Dakota, South Dakota, Wisconsin, and Manitoba. The University also participates in a reciprocity program with Kansas, Michigan, Missouri, and Nebraska, for students in the following undergraduate colleges: Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; Human Ecology; Natural Resources; Carlson School of Management; Pharmacy; Dental Hygiene; School of Nursing; and Institute of Technology. If you are a resident of any of these states or this province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Admission

The College of Liberal Arts is committed to providing equal opportunity to all qualified persons who seek access to its programs, facilities, and services, and to establishing fair educational standards and applying them equitably in making decisions about admission and academic standing. CLA faculty and staff encourage applications from persons of color or other groups that have been underrepresented in the college.

Prospective Student Services

Preadmission advising and assistance are offered by the University Office of Admissions. If you would like to visit the campus and talk about plans for study here, contact the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury St. S.E., Minneapolis, MN 55455 (612/625-2008). Admissions advisers will answer your questions, provide information, and arrange meetings with faculty for you. Admissions schedules campus tours and information meetings for freshmen. Please call two weeks in advance, if possible.

Enrollment Limits—The University of Minnesota has approved enrollment limits for the Twin Cities campus. To remain within those limits, the College of Liberal Arts must limit the number of new students it admits. If the college exceeds its enrollment limit, there will be inadequate funding to meet the educational needs of its students. The college will admit as many qualified students as possible without exceeding its projected enrollment limit.

Application Procedures

How to Apply—Prospective students may obtain application materials at http://admissions.tc.umn.edu on the World Wide Web or from the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008). There are separate applications for 1) freshmen and transfers from colleges outside the University of Minnesota system, 2) transfers from other colleges inside the University of Minnesota system, 3) international students, 4) early admission candidates, and 5) adult special students. Freshmen also may use the Minnesota College Admission form, but the University of Minnesota application is preferred.

Freshmen must submit the application, an official high school transcript, official transcripts for any college work attempted, standardized test score reports, the application fee, and any other information requested by the University.
Transfer students must submit the application, official transcripts from high school and each institution previously attended, the application fee, and any other information requested by the University.

Applicants with fewer than 39 quarter credits or 26 semester credits of approved college work must follow the freshman application procedure and deadlines.

**When to Apply**—Prospective students should apply as early as possible. Please check with the Office of Admissions for information on the application deadline for the quarter you wish to enroll.

**International students** are strongly advised to apply by the opening of the application review period for the quarter they wish to enter. Applications from international students must be complete by the following deadlines: fall—April 1; winter—October 1; spring—January 1 (transfers only). Transcripts and English test score results must be received by the deadline.

**Updating an Application**—If you apply and are not admitted and you wish to be considered for a later quarter, you must request that your application be updated before we close admissions for the new quarter.

**Updating an Offer of Admission**—If you are admitted and do not enroll for that quarter, you must request that your admission status be updated before we close admissions for the new quarter. If admission standards have changed in the meantime, your request will be reviewed in terms of the new requirements.

**Summer Session Admission**—Students are not admitted to the college for summer session I or II but may enroll as summer-only students. Summer session enrollment and registration information appears in the *Summer Session Bulletin*, available in February; you may register in advance and by mail beginning in May.

**New Freshman and Freshman Transfer Admission**

High school graduates with no previous college work enter as new freshmen. High school graduates who have completed less than one year of college work (fewer than 39 quarter credits or 26 semester credits) also enter as freshmen. Freshmen are admitted for fall and winter quarters only. All freshman applicants are considered for admission on the basis of high school rank, satisfaction of preparation requirements (see below), any college courses and grades, choice of major program, and scores on college entrance tests. Special requirements apply to students who wish to enter CLA to prepare for degree programs in the Carlson School of Management, the College of Education, the Institute of Technology, and other competitive programs.

Applicants must submit scores from the American College Testing Program (ACT) or the Scholastic Aptitude Test of the College Board (SAT). The ACT test should be taken during the junior year or the fall of the senior year, the SAT during the fall of the senior year. Test scores should be reported to the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455.

**High School Preparation Requirements**—CLA encourages prospective students to complete a strong college preparatory program during high school. In grades 9-12, students planning to enter CLA must complete the following minimum preparation requirements.

1. Four years of English, with emphasis on writing and including instruction in reading and speaking skills and in literary understanding and appreciation.
2. Two years of social studies, including U.S. history.
3. Three years of mathematics, including one year each of elementary algebra, geometry, and intermediate algebra; four years of mathematics is highly recommended for science, engineering, architecture, business, and accounting.
4. Three years of science, including one biological and one physical science (high school chemistry is required for enrollment in college chemistry courses).
5. Two years of a single second language. In addition to the two-year University second language preparation requirement, CLA encourages prospective students to complete as much second language study as possible before enrolling in the college. See the section on the second language graduation requirement.
Students with superior records may be considered for admission with deficiencies in one or more of the preparation areas, but they must make up those deficiencies in their first year in CLA.

A strong pattern of college preparatory coursework throughout high school may enhance students’ admissibility. Students who do not continue such a pattern of coursework through grade 12 may compromise their chances of admission, particularly if they are in the “special review” category.

In addition to the preparation requirements, the basic criterion for admission has been an index that combines high school rank percentile and standardized test scores. In fall 1995, 67 percent of CLA freshmen had high school rank percentiles of 76 or higher. The mean high school rank was 79 percent. The mean ACT composite score was 24.4. The mean SAT verbal score was 509 and the mean SAT math score was 580. Please note that applicants are not guaranteed admission even if they match or exceed some or all of these score levels.

Tuition Deposit—If you are admitted to a Twin Cities college as a freshman, you must submit a nonrefundable $50 tuition deposit, to be applied to your first quarter’s tuition. The tuition deposit deadlines are May 1 for fall quarter and November 1 for winter quarter. You must pay the deposit by the deadline stipulated in your admission notification letter. If you do not submit the deposit by the deadline, your admission may be rescinded or delayed to a later quarter.

Advanced Placement (AP)—High school students may earn college credit in some subject areas by receiving satisfactory scores on the College Entrance and Examination Board Advanced Placement Program examinations offered in May.

International Baccalaureate (IB)—High school students may earn college credit in some subject areas by receiving acceptable scores on higher-level International Baccalaureate examinations.

Admission Before High School Graduation
Qualified high school students sometimes begin college work before high school graduation. The most common types of enrollment are:

Post-Secondary Enrollment Options Act— Allows eligible juniors and seniors in Minnesota public high schools to register in University coursework with tuition and books paid for by the State Department of Education. Earned credits may be used to fulfill high school graduation requirements as well as college credit. Interested students should contact the Advanced High School Students Services Office, University of Minnesota, 201 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455 (612/626-1666).

Early Admission—Outstanding students who have not completed high school may be considered for regular admission after completion of the junior year of high school. Thorough interviews and testing and recommendations from high school principals, counselors, and parents are taken into account.

Summer Session Registration—Students with strong academic records and the recommendation of their high school counselors may apply for registration in the summer between their sophomore and junior, and junior and senior years. The Summer Honors College has special requirements for admission.

Older, Non-High School Graduates—Older students who have not completed high school but wish to complete CLA degrees may be considered on the basis of General Educational Development (GED) test scores.

Planning to Transfer?
Minnesota’s public colleges and universities are working to make transfer easier. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer
If you are currently enrolled in a college or university:

- Discuss your plans with a transfer specialist in 240 Williamson Hall.
- Call or visit your intended transfer college. You should obtain the following materials and information:
—college catalog
—transfer brochure
—information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher grade point average.
—information on financial aid (how to apply and by what date)

• After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

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

Understanding How Transfer of Credit Works

• The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.

• Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”

• Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”

• If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission

• Application for admission is always the first step in transferring. Fill out the application as early as you can before the deadline. Enclose the application fee.

• Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.

• Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.

• If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.

• After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.

• If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student

• A clear, understandable statement of an institution’s transfer policy.

• A fair credit review and an explanation of why credits were or were not accepted.

• A copy of the formal appeals process. Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help. 2) Department or committee will review. 3) Student receives, in writing, the outcome of the appeal. 4) Student can appeal decision to the Office of Admissions, 240 Williamson Hall.

• At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see your campus transfer specialist.
Transfer/Advanced Standing Admission
If you have completed a year or more of college work (39 quarter credits or 26 semester credits), you are considered for admission with advanced standing. Applicants with fewer credits are subject to freshman application procedures and admission requirements. All transfer admissions are subject to enrollment limits.

In addition to credit totals and enrollment limits, applicants for transfer with advanced standing are considered for admission on the basis of cumulative and recent grade point average (GPA), completion rate for college work attempted, choice of major, fulfillment of liberal education requirements, and previous college attended. Transfer students are usually admitted if they have a 2.50 cumulative GPA. Some majors and preprofessional programs have higher GPA and course prerequisite requirements. Applicants with a GPA between 2.20 and 2.49 are subject to a special review before an admission decision is made.

Preparation Requirements—All transfer applicants must demonstrate that they have fulfilled the high school preparation requirements in order to graduate from CLA. Please see the section on high school preparation requirements above.

Minnesota Community College-CLA Transfer Agreement—A special transfer agreement subject to review and renewal exists between CLA and Minnesota community colleges. The agreement provides that community college students who meet CLA freshman admission requirements will be able to enter upper division CLA programs on the same basis as those who completed lower division studies in CLA. In certain circumstances, certified students may register concurrently at a community college and in University Extension classes. For more information, contact the transfer specialist at your community college.

A.A. Transfer Agreement—Students who completed an associate in arts degree at a Minnesota community college will thereby satisfy the following Twin Cities campus Liberal Education requirements: Diversified Core and Freshman Writing Practice.

Transfer of Credit—CLA normally accepts for degree work all liberal arts courses completed at regionally accredited colleges with grades of A, B, C, or equivalent. No more than 12 credits from courses completed with grades of D will count toward the total required for graduation, though beyond this limit some of these courses may meet other graduation requirements (see Use of D Grades in this section). Credits earned through standardized testing programs (such as CLEP; see Examination-for-Credit Programs in this section) are accepted if the scores meet CLA standards. You may apply a limited number of credits from liberal arts courses from University colleges other than CLA; you may apply a limited number of credits from college-level courses in technical and professional disciplines (see General Credit Requirements in this section) toward your CLA degree. No credits, however, are awarded for vocational-technical courses.

Evaluations of transfer credits are initially made in the Office of Admissions, 240 Williamson Hall. Address questions about transferability or record errors to this office. Questions about how transfer courses will count toward CLA degree requirements should be directed to the CLA transfer specialist (612/625-2008).

National Student Exchange Program—The University of Minnesota is a member of the National Student Exchange (NSE) program, which sponsors student exchanges between participating institutions of higher learning. Exchange students usually have highly specific educational goals. For information on the program, please contact NSE Coordinator, Office for Special Learning Opportunities, 220 Johnston Hall, 101 Pleasant Street S.E., Minneapolis, MN 55455 (612/624-7577).

Honors Program Admission
For admission to the Honors Program, you also must be admitted to CLA through the regular application procedure described for new freshmen or new transfer students. You may be admitted to the Honors Program when you first enroll in the college, or you may transfer to the program at any time up to the first quarter of your senior year. The criteria for admission
depend on the number of degree credits you have earned. New freshmen are admitted on the basis of high school rank and standardized test scores. Entering freshmen should apply as early as possible. Students who have completed fewer than 90 degree credits are admitted if they have earned A grades in at least 50 percent of their accumulated course credits. Students with 90 or more completed degree credits are admitted if they have earned A grades in at least 50 percent of their accumulated course credits and been endorsed by the honors faculty representative in their major department. Transfer students may be admitted when they enter CLA if they have earned A grades in at least 50 percent of their transferred credits. Applications from CLA and transfer students are accepted throughout the year.

The special opportunities offered by the program are described under the heading Honors Program in the Enrichment Opportunities listing in this section. For information about application procedures, consult the Director of Honors, University of Minnesota, 115 Johnston Hall, 101 Pleasant Street S.E., Minneapolis, MN 55455 (612/624-5522).

**Martin Luther King Program Admission**

For admission to the Martin Luther King (MLK) Program, you must be admitted to CLA through the regular application procedures described for new freshmen or new transfer students. You should indicate interest in the MLK Program on your application form. If you are currently enrolled or a returning student, information regarding the MLK Program may be obtained in 19 Johnston Hall (612/625-2300).

**Adult Special/Postbaccalaureate Admission**

If you are interested in enrolling in CLA courses but not in earning a CLA degree, you may qualify for adult special status in the college. Usually adult special students already have bachelor’s degrees and want to prepare for graduate school or take courses for personal enrichment.

If you have not completed a bachelor’s degree, it is usually more appropriate to apply for regular transfer admission rather than adult special status. If you wish to enroll in CLA for a period of a year or less and your college is a member of the National Student Exchange (NSE), you should apply for admission through the NSE program. If you wish to enroll temporarily in CLA and your college is not a member of NSE, you should consult with the Admissions office to determine if you should apply as a transfer or as an adult special.

Adult special applicants must satisfy regular transfer admission standards to be admitted. Students who do not meet this standard may wish to consider enrollment opportunities available through Continuing Education and Extension, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455 (612/625-3333).

Adult special students are not eligible for most forms of financial aid and they register after all degree-seeking students.

Advising services for CLA adult special students are available in 114 Johnston Hall (612/624-4545). Advisers aid in planning programs to suit students’ outside demands and in selecting coursework to take fullest advantage of the college’s resources.

Many adult special students register for part-time study, though full-time enrollment is not prohibited. Credits earned as an adult special student may later, upon admission to a degree program, be applied toward the bachelor’s degree. Some colleges, including the Graduate School, limit the number of credits taken as an adult special that can be transferred to a degree program. Check with your program director.

Although 8xxx courses normally are restricted to graduate students, adult special students occasionally may obtain permission to enroll in them; approval of the instructor and the departmental director of graduate studies are required.

CLA graduates who have not registered in another University of Minnesota college, excluding Extension, should go to the Office of Admissions, 240 Williamson Hall, and complete a readmission form.

CLA graduates who have registered in another University of Minnesota college, excluding Extension, must complete an Application for Change of College or Status. Applications should be submitted by the following deadlines: fall quarter—June 1; winter quarter—October 15; and spring quarter—January 15. Applications should be submitted to the Office of the Registrar, 150 Williamson Hall.
Student Information
Students who have questions about college procedures between the time they are admitted and when they enroll should contact the CLA Student Information Office, 49 Johnston Hall (612/625-2020).

Orientation
New students are required to participate in a CLA orientation program before their first quarter of enrollment. College faculty and staff, together with staff from the University’s New Student Programs Office, introduce you to the resources and services of the University and college. College advisers meet with you in groups and individually to explain degree requirements, answer questions, and work out your initial registration for courses. You also will receive help in using electronic self-registration. Orientations are usually scheduled during the month before the start of the quarter for which you are admitted.

As a new student, you will receive your scheduled orientation date by mail, along with a variety of planning resources. Before you come to campus, use this information to prepare. Identify various majors that interest you, clarify your goals for the first quarter, and consider which on-campus activities you may want to be involved in. When you come to campus you will receive a CLA Orientation Handbook or, if you are a transfer student with a declared major, you will receive a CLA Graduation Handbook. Both handbooks contain details about registration, course selection, transfer of credits, and college services; these handbooks are to be used in conjunction with the CLA Bulletin.

Registration
Registration is the process of signing up for the courses to be taken during the coming quarter. For fall classes, registration periods ordinarily begin in late May (for continuing students) and in mid-August (for new students), for winter classes in mid-November (mid-December for new students), for spring classes in mid-February (late March for new students), and for the two summer terms in mid-May.

Full CLA registration instructions appear in the Class Schedule, which is issued each quarter and is accessible on Gopher and the World Wide Web.

Your Responsibility for Registration
You are responsible for your own course registration. Take care not to enroll in courses for which you are not prepared or that repeat work already completed. The course descriptions list prerequisites; instructors will also discuss requisite preparation with you. Students transferring credits from outside the University or taking non-liberal arts courses should be especially careful not to take courses that may repeat previous coursework. Course listings in the Major Requirements and Course Descriptions section of this bulletin show most equivalent CLA courses but may not indicate other University of Minnesota college courses that may duplicate CLA courses. An instructor may require you to cancel a course if you are inadequately prepared or inappropriately registered.

If you determine that your enrollment in a course is inappropriate, you should cancel the course through the Registration Center or by electronic self-registration as quickly as possible. Course cancellations are allowed through the Friday of the sixth week of classes. After the sixth week, course cancellations are seldom allowed. (See Changes of Registration—Cancel-Add Procedure later in this section.)

Registration—Where to Start
Students new to the University, both first-year and transfer students from other institutions, receive orientation/registration information by mail. You will be given other materials and instructions when you come to campus for the required orientation/registration program. Students admitted to CLA lacking one or more of the University’s high school preparation requirements must take courses to satisfy that deficiency in their first year in the college.

Students from other University of Minnesota colleges apply for authorization to change colleges at the Student Relations Office, 150 Williamson Hall, or at corresponding offices on other University campuses. Instructions for your initial registration in the college will be mailed with a letter notifying you of admission.
to CLA. All students transferring from other University of Minnesota colleges must attend a college meeting before registering in CLA. **Continuing students** may find registration information at [http://www.umn.edu/registrar/](http://www.umn.edu/registrar/) on the World Wide Web or may call the CLA Student Information Office at (612) 625-2020 or their college advising office to find out where to obtain materials. Distribution begins four days before registration periods begin.

**Students returning to CLA after an absence** should contact the Student Information Office, 49 Johnston Hall, at least 12 weeks before the term they wish to return. Students suspended by the college must receive permission to return from the Committee on Student Scholastic Standing. Students who have not received an approved Leave of Absence from the college may be required to reapply for admission. Students who have taken courses elsewhere since their last registration in CLA must submit to the Office of Admissions, 240 Williamson Hall, official transcripts from those colleges.

**Senior citizens** who are Minnesota residents 62 or older may register for CLA classes, tuition-free, when space is available after all tuition-paying students have been accommodated. You must apply to instructors after classes have had their first meetings and register in 202 Fraser Hall if permission is granted. You usually must meet course prerequisites. If you are taking a course as an auditor (without credit), you pay no fees unless materials or other special charges are involved. If you are seeking credit, you pay a $6 fee per credit as well as any special costs. Further information is available in 150 Williamson Hall (612/625-5333).

**Limits on Registration**

**Planning Credit Load**—To graduate in four years without going to summer school, you must average 15 credits per quarter. Dropping below that average on a consistent basis can add an extra year to the time you must spend in school. Financial aid for full-time students requires that you take at least 12 credits per quarter. The Minnesota State Grant Program requires 15 credits per quarter for full-time status. University policy states that you should expect to spend at least three hours per week per credit to do satisfactory work. This means you must plan at least 45 hours per week for 15 credits. Enrollment for more than 20 credits per quarter requires Student Scholastic Standing Committee approval. Exceptions may be granted if you have a superior academic record. Studies show that students who are able to put the most time into their college education do the best and get the most from it. If that is not possible, make realistic choices enabling you to succeed in courses and make steady progress.

**Non-CLA and Non-Liberal Arts Credits**— Courses offered by departments listed in the second section of this bulletin and courses approved for the Twin Cities campus liberal education curriculum are considered “CLA credits” and apply toward the 45-credit CLA residency requirement. You may enroll in some courses offered by other University colleges. Additional liberal arts courses from other University colleges (“non-CLA liberal arts courses”) may not be applied toward the CLA residency requirement or toward major requirements (see General Credit Requirements in this section). Approved college-level courses in technical or professional fields (“non-liberal arts courses”) up to a maximum of 28 credits may be applied as electives toward your degree, but may not be applied toward liberal education, major, or residency requirements. Note that not all non-liberal arts courses are approved for credit. To find out if a non-liberal arts course is approved for CLA credit, consult with your college advising office before registering. See Advising in this section for a list of CLA advising offices.

**Repeating Courses**—Credit will not be awarded twice for the same course or for two substantially equivalent courses. You may repeat courses in which you have received a grade of D, F, N, or I. Both grades earned for each course will appear on your official transcript and will affect the GPA (if a D or F), though graduation credit will be awarded only once. You may also repeat, for credit, any course from which you have officially withdrawn. You do not earn credit if you repeat a course that you have already completed satisfactorily. You may not receive credit for a course you have audited.
Credit for Prerequisite Courses—Credit normally will not be granted for a course that is a prerequisite to one for which credit has been received.

Students with previous second language learning should begin college study at the highest level their ability permits. Those who successfully complete a CLA second language skills course with a grade of C or better will be awarded credit for lower level prerequisite courses upon request.

Repetition of High School Work—In CLA, you normally enroll for mathematics and second language courses for which high school work and the language proficiency test make you eligible. If you think you are not prepared to continue at such a level, consult your college office adviser about appropriate placement and course selection.

Second language credit may be earned by completing a higher level skills course with a grade of at least C and requesting that credit be posted from previous courses. Consult your college office about testing for credit.

Audited Courses—With instructor permission, enrollment without credit is open to those who register as auditors or visitors. You may participate in classroom and other activities and take examinations with the instructor’s consent. No credit is awarded and no grade assigned. The course credits count in your quarterly tuition credit total and the regular course fee is assessed. Audited courses may not be taken later for credit. The courses appear on your grade record with the symbol V.

Limits on Informal Attendance—Under college rules, instructors are asked to exclude from classes anyone who is not registered. Limited unregistered attendance is permitted, however, during the first several meetings of a class if you are seeking information about the nature of the course. Occasional, but not regular, visiting may be permitted by an instructor later in a quarter. Unregistered students who submit coursework will be charged tuition for their attendance, and audit registration status will be assigned to reflect instruction received.

Continuing Education and Extension—If you are considering enrollment in evening courses or Extension Independent Study courses, you should take into account the demands on your time from both your day school course load and any outside employment. You also should check to see if Extension credits count toward the minimum credit requirements for financial aid.

Extension registrations, including independent study, are automatically entered on your day school transcript no matter when the last Extension registration occurred.

Credits in Graduate School—If you lack no more than 9 credits of the 180 required for a bachelor’s degree, you may apply for admission to the Graduate School. During your first quarter in the Graduate School, you would normally complete the credits necessary for your bachelor’s degree. Graduate-level work applied to your graduate degree may not also be applied toward your bachelor’s degree. For limits on adult special registration in graduate courses, see Nondegree and Part-Time Status—Adult Special Admission in this section.

Changes of Registration—Cancel-Add Procedure

After registering, you may add courses, change course sections, or change your grade option or course level through the Friday of the second week of the quarter. Course cancellations may be made through the Friday of the sixth week of the quarter.

You are responsible for completing courses for which you have registered unless you officially cancel them electronically or at the Registration Center, 202 Fraser Hall.

Procedures for changes in registration and information on refunds are detailed in the Class Schedule.

Limits on Cancel-Adding—All changes in registration must be processed through the Registration Center, 202 Fraser Hall, either in person or through electronic self-registration. Course entry after the Friday of the first week of the term requires electronic permission from the instructor or department and all registrations, grade-base changes, section changes, and course additions must be completed by the Friday of the second week of the term. After the Friday of the second week, students must petition the Student Scholastic Standing Committee for permission to add a class or change grade base. Permission to add a class after the deadline is not routinely
approved. Therefore, if you cancel a course after the end of the second week of the quarter, you will probably not be able to replace it to maintain a full schedule for the term.

You may cancel one or more courses at your discretion through Friday of the sixth week of the term. It is your responsibility to use this period to evaluate the appropriateness of your registration, course placement, and workload, and to make final decisions about whether to cancel or complete your course by this deadline. By remaining registered for a class after the end of the sixth week, you have committed yourself to complete the course, except under the circumstances noted under “Late Cancellation Policy” below. All cancellations must be processed through the Registration Center, 202 Fraser Hall, either in person or through electronic self-registration. If you do not attend a class or stop attending without officially canceling, you will receive a grade of F or N in the course and will remain responsible for course tuition.

Limits on Changing Grade Base—Instructors may assign grades only for the system under which the student is registered, A-B-C-D-F or S-N (see Credit and Grade Standards). Changes between the grading systems can be made only by canceling the original registration and adding the registration under the new grade base. Changes of grade base are permitted only through the Friday of the second week of each quarter. Because choice of a grading system is a contract with the instructor and the college, the Student Scholastic Standing Committee strictly enforces this deadline.

Limits on Changing Course Level—Changes between course levels (e.g., from 1xxx to 3xxx or 5xxx to 3xxx) can be made only by canceling the original course registration and adding the course at the desired level. Course level changes are permitted only through the Friday of the second week of the quarter.

Late Cancellation Policy—CLA students may receive one discretionary course cancellation after the sixth-week deadline but before study day. This discretionary cancellation may be used only once during a student’s enrollment in CLA. Other late cancellations will be approved by the Student Scholastic Standing Committee only when verified extenuating circumstances that prevent a student from completing a course arise after the sixth week. Any cancellation, discretionary or otherwise, after the sixth week must be requested by written petition in the student’s college advising office.

Financial Aid and Course Cancellation—If you cancel a course or courses during the first two weeks of a quarter causing your registration to fall below the number of credits for which you are receiving financial aid (12 credits for full-time student status, 15 credits for Minnesota State Grant), you will be required to repay the Office of Student Financial Aid. If you cancel a course or courses after the second week of a quarter, a W will appear next to the course. The credits for the canceled course will still apply to your quarterly credit total. Veterans receiving GI benefits must repay the Veterans Administration. Repayment is calculated according to the date on which your cancellation is effective. Consult the Office of Scholarships and Financial Aid, 210 Fraser Hall (612/624-1665), to discuss your situation.

Leaving College—To leave the University during a quarter, you must cancel all courses for which you are registered. Complete (“exit”) cancellation can be processed through the last day of classes (or through study day, if it is a weekday). A CLA student who plans to withdraw from all courses for a quarter or not register for a subsequent quarter, whether to leave the college permanently or to take a temporary leave of absence, must submit to their college office a Leave of Absence and Noncontinuation form. A student who withdraws without receiving an approved leave of absence may be required to reapply for admission. Information about these procedures is available in college advising offices and the CLA Student Information Office, 49 Johnston Hall (612/625-2020).

Reentry After an Absence—Students who wish to return after an absence should contact the CLA Student Information Office, 49 Johnston Hall, at least 12 weeks before the term they wish to return for information. Students in good academic standing may return freely within the terms of an approved leave of absence. Students without an approved leave of absence may be required to reapply for admission to the college.
Advising
College advisers in academic departments and “college offices” offer you individual help in planning your studies and meeting other concerns you might have about college life. Students are assigned to an advising office (see the directory below) for assistance with course selection, registration, vocational and personal decisions, financial problems, and involvement in campus activities. First-year students are required to meet with their adviser each quarter. After choosing a major and attaining sophomore standing, you are assigned two advisers: one in your major department (whom you usually retain until graduation); and one in your college office who has access to your college records, which move with you from your premajor college office to the appropriate upper division college office.

Wise use of the advising system can make your college experience more satisfying and productive. Take pertinent records and materials to adviser appointments, and prepare for program planning sessions by giving careful thought to possible course selections, program schedules, and your short- and long-term education and career goals. Review your transcript or computerized degree audit.

CLA Advising Offices
Your college records are kept in your assigned college office; this office provides advising services and procedural information. The offices are:

Premajor Advising (for first-year students, preprofessional students, and continuing students who have not yet declared majors)
105 Johnston Hall (612/624-9077)—premajor advising coordinator
30 Johnston Hall (612/624-9006)—mathematics and biological and physical science premajors; preprofessional students interested in health sciences and engineering; students exploring health sciences, applied sciences, and technology
B-18 Johnston Hall (612/624-9585)—social sciences, humanities, and fine arts premajors; preprofessional students interested in management and education; students exploring social science, humanities, and fine arts majors

Upper Division College Offices (for sophomores, juniors, and seniors who have chosen majors, and designated special programs)
East Bank Majors—114 Johnston Hall (612/624-4545)
West Bank Majors—122 Social Sciences Building (612/624-5848)

Advising for Special Programs
Adult Special: Nondegree Students—114 Johnston Hall (612/624-4545)
Honors Program—115 Johnston Hall (612/624-5522)
Martin Luther King Program—19 Johnston Hall (612/625-2300)

The college’s administrative offices are located on the first and second floors of Johnston Hall. The Student Board, a CLA student organization, is located in 320 Walter Library (612/626-0348).

Enrichment Opportunities
Foreign Languages Across the Curriculum (FLAC)
This program allows students to apply their knowledge of a second language to the study of a particular discipline. Courses include one-credit sections offered in conjunction with courses in geography, history, political science, and sociology; two-credit international news coverage seminars in international relations; and four-credit courses in area studies, French, German, history, international relations, political science, and Spanish. Additional courses are being developed. To date, one-credit sections have been offered in conjunction with courses in Chinese, French, German, Italian, Japanese, Russian, Spanish, and Scandinavian languages. Two- and four-credit courses are offered in French, German, and Spanish. Students may take as many as four courses in French, German, or Spanish during spring quarter; this immersion in FLAC courses is referred to as the Foreign Language Immersion Program (FLIP). For more information, see page 128.
Honors Seminars
Honors seminars are open to students in the Honors Program who have completed 90 credits (other applicants are sometimes admitted when class space permits). In contrast to departmental honors course offerings, which emphasize depth of learning within fields, honors seminars serve the interests of students of high ability but with little background in the subject field. The seminars cover a wide range of topics, often of an interdisciplinary character, and deal with problems and ideas not treated in the regular curricular offerings of the college. Topics are specified in the Class Schedule and descriptions are available in the Honors Program Office.

Freshman-Sophomore Honors Program
Honors students who have earned fewer than 90 credits participate in a program that provides certain educational opportunities: special faculty advisers, special library loan privileges, and assistance by the Honors Program staff in making a variety of premajor decisions. There are honors opportunities both for students who will seek a CLA degree and for preprofessional students who will complete their degrees outside of CLA. Completion of at least two honors courses per year is strongly recommended for freshmen and sophomores. Students who complete four honors opportunities and earn A grades in at least 50 percent of their credits in their freshman and sophomore years receive a certificate and a notation on their transcript. Admission requirements are described under Honors Program Admission in this section.

Junior-Senior Honors Program
If you have completed 90 credits and have declared your major concentration, you may participate in the honors curriculum in your major field as well as in a variety of academic opportunities, including honors seminars. You are assisted in scholarship and fellowship matters, especially in preparation for graduate work, and have access to experienced counsel about graduate and professional study. When you undertake a research project, you are given special library privileges. Grants are available to help you meet project costs.

For admission to the honors program in your major field, you usually must have earned grades of A in at least half of your credits, and you must
be accepted for admission at least two quarters before graduation (ordinarily before 150 credits are completed) to graduate with honors.

Continuation in Honors—The academic progress of honors students is reviewed annually. Students whose grades fall below the level necessary to graduate with honors may be denied continuation in the program.

Departmental Honors Curricula—Most CLA departments provide special honors opportunities for which students must meet special requirements. Information about these offerings as well as about graduation with honors may be obtained from department or program offices or from the honors office.

Honors Program Office—College records for honors students are kept in 115 Johnston Hall. The office also provides academic advising, procedural information, and other college office services to honors students.

Martin Luther King Program
(19 Johnston Hall, 612/625-2300)

The Martin Luther King Program is an academic advising office for CLA students. Its mission is to provide high-quality advising, support services, and instruction. This is achieved through sponsoring tutorials, sections of introductory courses, support groups, computerized instruction, study skills workshops, and career seminars. Students enrolled in the program are encouraged to maximize their potential through educationally enriching learning experiences.

Individually Designed Interdepartmental Major (I.D.I.M.)

You may want to consider the I.D.I.M. program if you wish to earn a B.A. by specializing in an interdisciplinary area rather than a department major. Because you must carefully plan your own 80-credit major, the I.D.I.M. program may require more initiative, thought, and effort from you than many traditional majors, but it offers an individualized education and close contact with faculty and staff advisers. Further information about the I.D.I.M. program is in the Major Requirements and Course Descriptions section of this bulletin or can be obtained in 220 Johnston Hall (612/624-8006).

Bachelor of Individualized Studies (B.I.S.)

If you seek an even broader program of study than the I.D.I.M. (described above), you may wish to consider the B.I.S. degree. Although this program has much in common with the I.D.I.M.—student initiative in proposing courses, close contact with faculty advisers, highly individualized programs—it differs in permitting multiple educational objectives rather than a single theme or concentration, and in allowing more coursework outside the college, provided it is relevant to your objectives and approved by your advisers. Further information about the B.I.S. is in the Major Requirements and Course Descriptions section of this bulletin or can be obtained in 220 Johnston Hall (612/624-8006).

Foreign Study

CLA credit for study abroad may be earned through independent study or through a wide variety of formal programs. For details, see Foreign Study, p. 129.

Undergraduate Research Opportunity Program Grants

The University of Minnesota’s Undergraduate Research Opportunities Program (UROP) offers financial awards to undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. UROP affords undergraduates the unique educational experience of collaborating with a faculty member on the design and implementation of a project. At the same time, faculty have the opportunity to work closely with students and receive valuable assistance with their own research or professional activity. UROP adds a new dimension to the undergraduate experience. It encourages students to conduct research and pursue academic interests outside of their regular courses by employing them to work on special projects.

UROP applications are judged on the basis of the quality of the proposed project and educational benefit to the student. Since funding is limited, awards are granted to the strongest proposals. There are two opportunities to apply for research funds each year: October and April. Information about UROP is available in 220 Johnston Hall.
Office for Special Learning Opportunities (OSLO)
The Office for Special Learning Opportunities (220 Johnston Hall, 612/624-7577) coordinates career services, internship, and community service learning opportunities for CLA students. OSLO advisers assist students concerning independent study options (directed study, directed instruction, X and Y registration). OSLO administers various other programs such as the National Student Exchange, two programs of the Higher Education Consortium for Urban Affairs (HECUA), and student participation in other domestic study programs.

Career Services—The skills and experience for developing and later managing a career need to be learned while you are in school. We provide assistance to current students and alumni in relating academic interests to career options, identifying career goals, and learning effective job-hunting skills. We emphasize getting you involved in the kinds of experience you will need to be competitive in the work world of the 21st century.

The following services and materials are provided: workshops and individual assistance on résumé writing, interviewing, job-hunting, and networking; courses on career exploration and strategic career planning; career resource center offering computer access and reference materials for occupation and company research, graduate school information, and World Wide Web and other on-line career resources; and an annual career and internship fair. You are encouraged to use the services and resources throughout your college career and afterward.

Internships—Internships are an important vehicle for exploring questions and issues raised in the classroom. They allow you to gain experience in a particular field and learn more about possible career alternatives. Internships are available in all fields of study. Some are paid but many are volunteer opportunities. Placements can be made in areas such as government, business, human services, science and technology, health care, ecology, education, the arts, broadcasting, and publishing.

Academic credit for learning acquired through internship experiences is available through several CLA departments, including some of the courses available under the Interdepartmental Study (ID) designator. Some financial support is available from the CLA Internship Grant Program, which funds students doing otherwise unpaid internships in the community. See an OSLO adviser for information on both credit and the grant program.

Community Service Learning—Many students participate in community service learning programs that are involved with youth tutoring, English-as-a-second-language tutoring, housing issues, and a variety of other community concerns. These programs offer students the opportunity to gain valuable experience, with the option of earning college credit, while helping to make a difference in the community. For example, Project ADAPT (Appreciating Differences Among People and Things) allows students to earn credit while sharing their intercultural experiences with children in public schools.

National Student Exchange (NSE)—This exchange program allows University students to attend up to one full year at any of the more than 130 public colleges and universities that form the NSE. This includes campuses in 46 states, Puerto Rico, the Virgin Islands, and Guam. The program allows you to experience life in a different part of the country, learn firsthand about cultural and regional differences in the United States, and complement your education with special programs available at other schools. Costs for the program approximate University resident tuition and fees. Federal and state financial aid is available to eligible students. Early planning is essential to ensure smooth credit transfer so your graduation is not delayed.

Graduate and Professional School Assistance—Many CLA graduates choose to attend graduate or professional schools. OSLO provides an annual graduate and professional school fair, workshops on how to apply for graduate study and other topics, pre-law advising, and graduate and professional school credential files for students in the application process.
Alternative Credit Registration Options
Most departments offer opportunities for independent study of regular courses or subjects not covered in the curriculum. For general information and forms, contact the OSLO office. These opportunities for independent study, carried out under the direction of a faculty member, require instructor, department, and college approval on a special permission form. They include:

**Y Registration**—Enrollment in established courses in which you study on your own without attending class. You must meet course conditions for examinations and other work on which you and the instructor agree. Regular fees, deadlines, and grading policies apply.

**X Registration**—A way of earning up to three extra credits in a course you are taking or have previously taken, by exploring more deeply a topic related to the course’s content.

**Directed Studies** (3970 or 5970)—An individual learning experience arranged by you and one or more University faculty members to explore subjects not covered by regular courses. You work independently in developing and carrying out a special study project. Credit assignments vary; normally, each credit earned requires 30 hours of academic work a quarter. Regular evaluation and grading procedures apply.

**Directed Research** (usually 3990 or 5990)—Guided research under conditions and procedures similar to those that govern directed studies.

**Directed Instruction** (3980)—An opportunity to learn more about a subject you have studied by assisting in teaching it to others. One to five credits per quarter may be earned through directed instruction; a maximum of eight credits may be applied toward a CLA degree.

**Interdepartmental Study** (ID 3970)—Similar to directed studies except the subject crosses department lines. Usually you work with more than one instructor and need approval from each instructor and the OSLO office.

Examination-for-Credit Programs
Several opportunities to gain credit, exemption, or advanced placement are available: special examinations for credit, foreign language placement, advanced placement, and credit for competency based or armed services educational experiences. Information about examinations or credit for work validated through non-University standardized tests (e.g., College Level Examination Program examinations) is available in college or department offices.

Credits earned through examination may not be applied toward the 45 CLA credits required for a degree.

**Special Examinations for Credit**—If you believe your knowledge of a subject is equal to that required to complete a particular course (other than a first or second year language course), you may request to take an examination for credit. If Student Scholastic Standing Committee and department review of your application and background lead to approval, arrangements can be made with an appropriate instructor to take an examination. Usually no grade is assigned. A $30 fee is assessed for each examination. To be eligible, students must have been admitted to a degree program and must have registered for at least one quarter in CLA. Consult an adviser in your college office about other limitations.

**Special Examinations for Proficiency**—To meet a prerequisite or satisfy a requirement, you may ask the Student Scholastic Standing Committee for permission to take an examination to demonstrate proficiency. No credit is granted and no fee is charged. See your college adviser for information about examinations to demonstrate proficiency in languages other than English.

**College Level Examination Program (CLEP)**—By passing one or more of the standardized general examinations prepared by the College Entrance Examination Board, you may, after initial registration, earn up to 32 credits without grades. Credits for college coursework or for other examinations previously completed in the subject matter will be subtracted from credit awards for CLEP examinations. CLEP also offers a number of subject examinations for credit. Information about CLEP tests can be obtained from college offices.
Credits, Grades, and Records

Credit and Grade Standards

Credit Value—A credit, by University Senate definition, is earned through “about three hours of academic work a week”—30 hours in a 10-week quarter. A 4-credit course typically represents 120 hours of acceptable work. The time may be spent in combinations of classroom, laboratory, library, off-campus, and home work.

Grades—University academic achievement is graded under two systems: A-F and S-N. Choice of grading system and course level (1xxx/3xxx/5xxx) is indicated on registration forms; changes may not be made after the Friday of the second week of the quarter. Some courses may be taken under only one system; limitations are identified in the Class Schedule. Most departments require A-F registration in required major courses (consult your major department). University regulations prescribe the grades that will be reported on your transcript:

A—Achievement that is outstanding relative to the level necessary to meet course requirements (4 grade points).
B—Achievement significantly above the level necessary to meet course requirements (3 grade points).
C—Achievement that meets the basic course requirements in every respect (2 grade points).
D—Achievement worthy of credit even though it does not fully meet the basic course requirements in every respect (1 grade point).
F—Performance that fails to meet the basic course requirements (0 grade points).
S—Achievement satisfactory to the instructor for the program in which you are registered. This definition implies that the standards for S may vary from one program to another. The S is not figured into the GPA.
N—No credit. Before fall 1986, this symbol was assigned to students not earning an S or at least a D on the A, B, C, D, N grade base. Its use is now restricted to students not earning an S on the S-N grade base.

Acceptance of S Grades by CLA—You must earn A-B-C grades for at least half of the CLA credits applied toward your degree (never fewer than 45). The other half may include S grades.

Acceptance of S Grades by Other Colleges—Academic units other than CLA do not always accept courses in which S grades have been earned. The University of Minnesota Graduate School asks for written evaluations or letter grades for courses carrying S grades that bear on your proposed field of specialization, and may request additional information such as results of the Graduate Record Examination. It often is difficult to obtain redefinition of S grades in A-B-C-D terms. If you are contemplating professional or graduate work, you should consult college bulletins or an adviser about use of S-N grading.

Use of D Grades—A maximum of 12 credits of D may be applied toward the 180-credit degree requirement. Courses with D grades may be used to fulfill liberal education requirements, prerequisites, or (with department approval) specific course requirements for the major. D credits in General College composition courses may not be used to satisfy the CLA Freshman Writing Practice requirement. (A grade of C+ [C-7] must be earned in GC 1422 to satisfy this requirement.)

Additional Grading and Record Symbols—The University system uses several additional symbols:

I—Incomplete, a symbol temporarily assigned when the instructor 1) has a “reasonable expectation” that you can successfully complete unfinished work in a course no later than the end of the next quarter, and 2) believes legitimate reasons exist to justify extending the deadline for course completion. You and your instructor should arrive at a clear understanding, in advance, about whether you will receive an I and what the makeup work conditions will be. The instructor may set dates and conditions for makeup work. Forms for recording this information are available in college advising offices.

If a course is not completed as prescribed or not made up as agreed within the next quarter of registration, the I will lapse to an F.
if registered on the A-F grade base or an N if registered on the S-N grade base.

W—Official withdrawal from a course after the end of the second week of the quarter. You must file a course cancellation request before the end of the sixth week of the quarter to ensure that the W, rather than the F, will be formally entered on your record. (When cancellations are completed by the second week of the quarter, no course or grade information is recorded. A transcript memo records the date of a complete cancellation, or “exit.”)

V—Registration as a visitor or auditor that permits attendance and, with instructor permission, participation in course activities. No credit or grade is earned and a course in which a V has been posted may not subsequently be taken for credit. Regular attendance without registration is not authorized.

T—A grade transferred from another college or institution. Appears on the transcript immediately preceding the transferred grade.

X—Continuation in another course or courses is necessary because grades cannot be determined until the full sequence is completed. Instructors submit letter grades for each X upon completion of the sequence.

K—The course is still in progress and a grade cannot be assigned at this time. The instructor will submit a grade for the K when the course is completed.

Grade Point Average—The grade point average (GPA) is computed by (1) multiplying the number of credits in each course by the corresponding grade points; (2) totaling the grade points earned; and (3) dividing the sum by the number of credits undertaken, excluding courses in which grades of S or N or symbols of I, K, V, W, or X were awarded. Grades of F are included in credits attempted and are used in computing the GPA. Transfer coursework is not included in the GPA on your University transcript.

Satisfactory Progress—You are expected to make satisfactory progress toward your degree. This usually means earning grades of A, B, C, or S in most courses and completing courses undertaken (see Scholastic Probation). If you are dissatisfied with your progress, early consultation with instructors and your adviser is recommended.

The Office of Scholarships and Financial Aid (OSFA) now makes its own determination of satisfactory progress. Consult OSFA (210 Fraser Hall) about your eligibility.

Quarterly Achievement—Each quarter, the college publicly recognizes superior academic performance through transcript memoranda, notices posted outside the Dean’s Office in Johnston Hall, and announcements to academic departments.

To appear on the Dean’s List, you must complete at least 12 credits and earn a quarterly GPA of at least 3.66 with no N grades.

To be recognized as a CLA Scholar, you must complete at least 15 credits and earn a quarterly GPA of at least 3.75 with no N grades. CLA Scholars receive a certificate recognizing their accomplishment.

Extension registrations are included in assigning these honors. The GPA calculation used for the Dean’s List and CLA Scholars differs from that which produces the transcript GPA. If you believe you qualify for either list but are not included, please consult the staff in 106 Johnston Hall.

Student Grade Reports and Transcripts
Student academic records are maintained by the Office of the Registrar through a computerized system. These records show all coursework for which you were registered as of the end of the second week of each quarter and the grades and symbols awarded for that work. A transcript of your record will be mailed to you in July after the end of each academic year, but you may obtain a certified transcript for $4 or an unofficial copy at no charge at the transcript service in the Office of the Registrar, 150 Williamson Hall. Also, official certified transcripts will be sent upon your written request, at a charge of $4 per copy ($8 for rush service), to whomever you designate. Telephone requests are not accepted. Grades for fall and winter quarters are available electronically on the Student Access System of the University’s Public Access Information Service, using your University E-mail account. Grades for spring quarter appear on the transcript mailed in July; summer session grades are mailed separately.
Classroom Behavior—You are entitled to a good learning environment in the classroom. Students whose behavior is disruptive either to the instructor or to other students will be asked to leave.

Final Examinations—You are required to take final examinations at the scheduled times (see the Class Schedule). Under certain circumstances, however, you may request final examination schedule adjustment in your college office. Instructors are obligated to schedule makeup examinations within the final examination period for students who have three final examinations within a 16-hour period. Instructors also are encouraged to reschedule examinations for students with religious objections to taking an examination on a given day. You must submit your request for an adjustment in your schedule at least two weeks before the examination period begins. For assistance in resolving conflicts, call the CLA Student Information Office at (612) 625-2020. If you miss a final, an F or N is recorded. You must obtain the instructor’s permission to make up the examination.

Final examinations may be rescheduled by the instructor only through the official procedure for that purpose (see the Class Schedule). Final examinations may not be scheduled for the last day of class or earlier or for study day. If an examination is rescheduled at the instructor’s request, and you have an examination conflict because of it, you are entitled to be given the final examination at an alternative time within the regularly scheduled examination period for that quarter.

Probation, Suspension, Readmission

Scholastic Probation—The college determines your scholastic standing by evaluating whether you are making satisfactory progress toward your degree, rather than by your GPA. You are expected to complete 75 percent of the credits you attempt each academic year (first summer session through spring quarter) with grades of A, B, C, or S. The formula for determining this is:

\[
\text{Credits graded A, B, C, S} \\
\text{Credits graded A, B, C, S, D, F, N, I} \\
= \text{percentage of successful completion (min. 75%)}
\]

(Marks of W, V, K, and X are not included in this calculation. Extension credits are.)
If your percentage of successful completion is less than 75 percent but at least 50 percent, you will be put on scholastic probation—the signal your academic progress has not been satisfactory—and required to see an adviser in your college office each quarter before registration. The college attempts to notify students who fall below its minimum scholastic standards, but it is your responsibility to monitor your academic progress and to inquire at your college office if you have questions regarding your academic status.

If a heavy load of outside work, campus activity, or other distraction interferes with your academic achievement, you are expected to make immediate adjustments and seek whatever assistance is necessary.

You will be taken off probation when your academic work has improved enough to promise continuous progress toward the degree.

**Suspension from CLA**—Accumulation of substandard work will usually jeopardize your likelihood of graduating from CLA or of transferring to another institution. Because continuing in the college in this circumstance serves no useful purpose, you will be suspended from CLA in the following situations:

1. If you fail to earn successful grades in at least 50 percent of your credits for an academic year, you will be suspended from the college immediately.

2. If you are placed on scholastic probation and do not meet the terms of your probation, you will be suspended from the college.

The Student Scholastic Standing Committee decides in each case, on the basis of all the evidence, whether to suspend a student. Written appeals may be submitted by students who think additional information presented to the committee may modify the decision. Suspensions are usually rescinded only when the committee is convinced that changes in the student’s academic performance are probable.

**Readmission to the College**—If you are suspended from the college, you may return only upon approval of the Student Scholastic Standing Committee. Dependable assurance that the factors leading to the suspension have been corrected, together with convincing prospects that improved work will follow, must be advanced to obtain approval. Readmitted students are usually placed on probation and may be subject to immediate suspension if work becomes unsatisfactory.

Petitions for readmission are normally considered only after an absence of at least one year.

**Student Board**
(320 Walter Library, 612/626-0348)
The College of Liberal Arts Student Board (CLA-SB) is the CLA student governance body. The board is the official channel through which recommendations from the CLA student body are brought to the college.

CLA-SB also represents students with seats on many committees and deals with nomination or election of students to seats on many others. These governing councils and committees collectively deal with virtually all aspects of CLA policy.

One primary responsibility of CLA-SB is to maintain contact with department student organizations.

All students are encouraged to participate in the operations of the board and to contribute to decisions affecting the college. The board is composed of elected and appointed members. The board recognizes and practices affirmative action.

**Student Services**

**Scholastic Standing**
The Student Scholastic Standing Committee, comprised of administrators and college office staff, is charged with interpreting and enforcing college and University regulations relating to academic affairs. It handles requests for exceptions to registration policies and procedures, transfer of credit policies, and degree requirements. The committee administers the college’s probation system, monitoring students’ performance and dealing with questions of probation, suspension, and readmission.

The committee seeks to maintain the spirit of the college’s regulations as flexibly as possible and is empowered to make exceptions in cases in which regulations work to your educational disadvantage.

You are urged to consult a committee representative in your college office concerning
almost any kind of problem, but especially those that you think interfere with your ability to attain your academic objectives. Well-established petition and appeal procedures assure full review of your requests.

**Scholastic Conduct**

The college has broadly defined scholastic dishonesty as any act violating the rights of another student in academic work or involving misrepresentation of your own work. Scholastic dishonesty includes, but is not necessarily limited to, cheating on assignments or examinations; plagiarizing, misrepresenting as your own work any part of work done by another; submitting the same work, or substantially similar works, to meet the requirements of more than one course without the approval and consent of all instructors concerned; depriving another student of necessary course materials; or interfering with another student’s work.

The Student Scholastic Conduct Committee, composed of students and faculty, investigates charges of academic dishonesty referred to it. When charges are upheld, the student may, for example, be placed on disciplinary probation, failed in a course, or suspended from the college.

CLA faculty may act on cases involving CLA students in their classes; such action may not exceed modification of a course grade. Instructors must report any action to the conduct committee, and the student will be informed of the right to ask for a committee hearing. Specific information on report and appeal procedures may be obtained by calling Student Academic Support Services (612/625-3846).

Disciplinary or conduct cases that are nonacademic in nature or that involve two or more colleges are referred to the Campus Committee on Student Behavior.

**Grievance Procedures and Appeals**

If you have complaints or criticism about the content of a course or the way the course is being conducted, you have recourse through grievance procedures. You are expected to confer first with the course instructor. If no satisfactory solution is reached, the complaint should be presented to the department, school, or program head. If these processes fail to reach a satisfactory resolution, further appeals go to college- and University-level committees.

Staff advisers in the college offices are competent sources for interpretation of college procedures or regulations and often can suggest suitable alternative strategies.

Other sources of assistance include the Dispute Resolution Center (310 Walter Library), a student-fee supported service that helps students resolve problems, and the CLA Student Board, the college’s official student organization (320 Walter Library).

**Financial Aid**

(Office of Scholarships and Financial Aid, 210 Fraser Hall and 197 Coffey Hall, toll-free 1-800-400-UOFM or 612/624-1665)

Student financial aid is provided in the form of scholarships, grants, employment, and loans. Major sources of aid include Federal Pell Grants; Minnesota State Grants; Federal Perkins Loans; Supplemental Educational Opportunity Grants; University scholarships, grants, and loans; College Work-Study and non-CWS employment; health professions funds; Federal Stafford Student Loans; Federal Parent Loans for Students; Student Educational Loan Fund (SEL); and the Alternative Loan Program (ALP).

Apply as soon as possible after January 1, the winter before the fall term for which you need aid, to be considered for most types of financial assistance. Most aid is awarded on the basis of financial need and the availability of funds. You may apply for financial aid before being admitted to the University. Complete the Free Application for Federal Student Aid (FAFSA) to apply for all types of aid, including Federal Stafford Student Loans. Application materials and information are available from the Office of Student Financial Aid.

With the exception of College Work-Study, you do not need to be eligible for financial aid to secure student employment. Part-time work, either on or off campus, is available through the Student Employment Center, 120 Fraser Hall (612/624-8070). To be eligible for these services, you must be a registered student and have paid tuition and fees for at least six credits, except during summer. Temporary employment also is available through the center’s Student Temporary Service (612/624-5554).
Services for Disabled Students

The University’s mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for disabled students to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known.

One of the first places to seek assistance is Disability Services (DS). This office is provided by the University of Minnesota to promote program and physical access, which means ensuring the rights of disabled students and assisting the University in meeting its obligations under federal and state statutes. DS provides direct assistance such as information, referral, advocacy, support, and academic accommodations (e.g., interpreters, readers) for enrolled and prospective students, as well as consultation with faculty and staff to ensure access to their programs and facilities. The office will also assist disabled students in obtaining services from other University or community resources. For more information, contact Disability Services, 30 Nicholson Hall, (612) 626-1333 (voice or TDD).

University Services

A wide range of personal and community services are open to all University students. A Directory of Services in the opening pages of the Student-Staff Directory lists many of them, including personal and emotional counseling, as well as health, employment, housing, financial aid, and emergency services. Frequently consulted sources of aid and information include (area code 612):

- **African American Learning Resource Center**—323 Walter Library (625-1363)
- **American Indian Learning Resource Center**—125 Fraser Library (624-2555)
- **Asian/Pacific American Learning Resource Center**—306 Walter Library (624-2317)
- **Chicano/Latino Learning Resource Center**—328 Walter Library (625-6013)
- **Correspondence Study**—University College, 45 Westbrook Hall (624-0000)
- **Disabled Student Assistance**—Disability Services, 30 Nicholson Hall (626-1333, voice or TDD)
- **Evening Classes**—University College, 101 Westbrook Hall (625-3333)
- **Financial Aid**—Office of Scholarships and Financial Aid, 210 Fraser Hall (624-1665)
- **Foreign Student Assistance**—Institute of International Studies and Programs, 149 Nicholson Hall (624-5580)
- **Health Service**—Boynton Health Service, 410 Church Street S.E. (625-8400)
- **Housing**—Comstock Hall-East, 210 Delaware Street S.E. (624-2994)
- **Minnesota Women’s Center**—212 Nicholson Hall (625-9837)
- **Parking**—Parking Services, 300 Transportation and Safety Building, 511 Washington Avenue S.E. (626-7275)
- **Personal and Vocational Counseling**—University Counseling and Consulting Services, 109 Eddy Hall (624-3323)
- **Religious Activities**—Campus Involvement Center, 220 Coffman Memorial Union (624-5101)
- **Student Activities**—Minneapolis Student Union Information Desk, 138 Coffman Memorial Union (625-4177)
- **Student Dispute Resolution Center**—310 Walter Library (626-0891)
- **Student Employment**—120 Fraser Hall (624-8070)
- **Student Legal Service**—160 West Bank Union Skyway (624-1001)
- **Student Organizations**—Campus Involvement Center, 220 Coffman Memorial Union (624-5101)
- **Study Skills Improvement**—Learning and Academic Skills Center, 104 Eddy Hall (624-7546)
- **Transit Services**—Transit Services, 301 Transportation and Safety Building, 511 Washington Avenue S.E. (625-9000)
- **Veterans Services**—Office of the Registrar, 150 Williamson Hall (625-8076); Veterans Administration representative, Federal Building, Ft. Snelling (726-1454)