Undergraduate Catalog

This is the Introduction, General Information, and Policies sections of the 1999-2000 Undergraduate Catalog of the University of Minnesota.

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How to Use This Catalog

This is the University of Minnesota–Twin Cities Undergraduate Catalog for the academic year 1999-2000. This catalog is an academic planning tool for undergraduates. To learn how to use it, read this page.

This catalog describes bachelor’s degree programs and their requirements, and it contains descriptions of courses that are offered, beginning fall 1999, to undergraduates.

Some courses in this catalog are not offered every semester. To find out whether a course is offered in a particular semester, consult a copy of the Class Schedule. It lists courses, class hours, locations, and instructors; it also provides registration instructions, fees, final exam schedules, and courses that satisfy liberal education requirements. For detailed information about particular courses, consult the Course Guide. Both the Class Schedule and the Course Guide are available at University Bookstores during registration.

Note: The information in this catalog is subject to change without notice. Many departments make changes in their degree requirements and course descriptions between printings of the catalog. For the most current information, check with department offices.

General Information
All undergraduates should read the General Information section, beginning on page 7. It includes information about academic support services, such as advising, that are crucial to success at the University. The section also includes basic information about admissions, financial aid, and student services.

Tuition and fees and registration information vary from semester to semester. Check the current Class Schedule for the most up-to-date information.

Policies
All undergraduates should read the Policies section, beginning on page 25. It lists requirements and standards that are common across all undergraduate colleges and programs on the Twin Cities campus. Topics include credit load, declaring a major, four-year graduation plan, grading and transcript policy, graduation requirements, liberal education requirements, and graduation with distinction or with honors.

Course Descriptions
All undergraduate courses on the Twin Cities campus are listed in this section. See page 275 for a directory to find courses by academic categories, called “course designators.” Course descriptions are listed alphabetically by course designator. Each course description includes the designator (abbreviation), number, title, prerequisites, and course content.

Administration and Faculty
University administrators and college administrators and faculty are listed in this section. In addition to name and title, the information about faculty includes their teaching awards, universities that awarded their degrees, and current research/teaching interests.

Note: Unless otherwise stated, the term “credits” refers to semester credits throughout the catalog.

Colleges and Programs
The college and program sections of this catalog provide detailed information about undergraduate degree programs and services offered by the following colleges and programs:

Agricultural, Food, and Environmental Sciences, College of
Architecture and Landscape Architecture, College of
Biological Sciences, College of
Dental Hygiene, Program in
Education and Human Development, College of
General College
Human Ecology, College of
Liberal Arts, College of
Management, Curtis L. Carlson School of
Medical Technology, Program in
Mortuary Science, Program of
Natural Resources, College of
Nursing, School of
ROTC
Technology, Institute of
University College

Each of these colleges or programs has its section in this catalog. To find an academic area of interest, use the Directory of Undergraduate Programs on the following page or use the index at the back of this catalog.

Note: To receive a bachelor’s degree, students must satisfy specific degree program requirements, college requirements, and University requirements. Each college or program lists general information and college requirements and services at the beginning of its section. Degree requirements are listed at the end of each section. For information about University graduation requirements, see “Graduation Requirements” in the Policies section.

Alternative Formats
This publication is available in alternative formats on request. 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).

A guide to course numbers, symbols, and abbreviations can be found on the inside back cover.
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Nine former University faculty members have received the Nobel Prize. The faculty has also included four Pulitzer Prize winners and several Grammy Award winners.
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### 1999-2000

#### Fall Semester 1999 (70 class days)
- September 6: Labor Day
- September 7: Classes begin
- November 25-26: Thanksgiving holiday
- December 15: Last day of instruction
- December 16: Study day
- December 17-23: Final examinations

#### Spring Semester 2000 (74 class days)
- January 17: Martin Luther King holiday
- January 18: Classes begin
- March 27-31: Spring break
- May 5: Last day of instruction
- May 6-7: Study days
- May 8-13: Final examinations

#### Intersession 2000 (14 class days)
- May 22: 3-week intersession begins
- May 29: Memorial Day holiday
- June 9: 3-week intersession ends

#### Summer Session 2000 (49 class days)
- June 12: 8-week summer term begins
- July 4: Independence Day holiday
- August 4: 8-week summer term ends
- August 18: Summer Session ends

### 2000-2001

#### Fall Semester 2000 (70 class days)
- September 4: Labor Day
- September 5: Classes begin
- November 23-24: Thanksgiving holiday
- December 13: Last day of instruction
- December 14: Study day
- December 14-21: Final examinations

#### Spring Semester 2001 (74 class days)
- January 15: Martin Luther King holiday
- January 16: Classes begin
- March 26-30: Spring break
- May 4: Last day of instruction
- May 5-6: Study days
- May 7-12: Final examinations

#### Intersession 2001 (14 class days)
- May 21: 3-week intersession begins
- May 28: Memorial Day holiday
- June 8: 3-week intersession ends

#### Summer Session 2001 (49 class days)
- June 11: 8-week summer term begins
- July 4: Independence Day holiday
- August 3: 8-week summer term ends
- August 17: Summer Session ends
General Information

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The University of Minnesota, with its four campuses—Twin Cities, Duluth, Morris, and Crookston—is one of the most comprehensive and prestigious universities in the United States. It is both the state’s land-grant university, with a strong tradition of education and public service, and a major research institution, with scholars of national and international reputation.

The University of Minnesota—Twin Cities is a classic Big Ten campus in the heart of the Minneapolis-St. Paul metropolitan area. The largest of the four campuses, it is made up of 19 colleges and offers 161 bachelor’s degrees, 218 master’s degrees, 114 doctoral degrees, and 5 professional degrees. With a host of nationally recognized, highly ranked programs, the University’s Twin Cities campus provides a world-class setting for lifelong learning. Top programs require outstanding faculty. Based upon the most recent survey of the National Research Council, the scholarly quality of the University’s faculty ranks among the top 10 public institutions in the nation.

Important parts of the University can be found throughout the state: the Supercomputer Institute in Minneapolis, Hormel Institute in Austin, Lake Itasca Forestry and Biological Station in Itasca State Park, Cloquet Forestry Center, Cedar Creek Natural History Area near Bethel, Rosemount Research Center, Horticultural Research Center at Excelsior, Minnesota Landscape Arboretum near Chanhassen, Sand Plain Research Farm at Becker, Rochester University College Center, Soudan Underground Research Site, and agricultural experiment stations at Rosemount, Crookston, Grand Rapids, Morris, Lamberton, and Waseca. Through the University of Minnesota Extension Service, the University is present in each of Minnesota’s 87 counties.

The University of Minnesota, which will celebrate its sesquicentennial in 2001, was founded as a preparatory school in 1851, seven years before the territory of Minnesota became a state. Forced to close during the Civil War, the school reopened in 1867 and persevered with the help of Minneapolis entrepreneur John Sargent Pillsbury, a University regent, state senator, and governor, who is known today as the “Father of the University.”

Another factor in the school’s survival in those tenuous early years was the enactment of the Morrill Act, or Land-Grant Act. Signed into law by President Lincoln in 1862, the act gave each state a grant of land within its borders stipulating that the income from the land was to be used to provide education for people of the state.

In 1869, the school reorganized as an institution of higher education. William Watts Folwell was inaugurated as the first president of the University on December 22, 1869. There were only nine faculty members and 18 students that year. Four years later at the first commencement, 2 students received bachelor of arts degrees. The first doctor of philosophy degree was awarded in 1888. In that same year, the Department of Agriculture opened on the University Farm in St. Paul. The Duluth campus joined the University in 1947; the Morris campus opened in 1960, the Crookston campus in 1966. A campus in Waseca opened in 1971 and closed in 1992.

Overview

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 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.

Accreditation

The University of Minnesota—Twin Cities has been accredited by the North Central Association Commission on Institutions of Higher Education since 1913, when the Commission’s first list of accredited institutions was published. The last official Commission action occurred in October 1996, when the Commission voted to continue the accreditation of the Twin Cities campus for 10 years through 2006, the maximum period allowable following the typical 10-year review and site visit. For more information, call the Commission at (312) 263-0456 or view their Web site <www.ncacihc.org>. The Twin Cities campus also includes more than 50 academic programs and collegiate units that are accredited separately by various professional and disciplinary associations.
Academic Support Services

Advising

When students arrive on campus for orientation, a primary concern is selecting a schedule of classes for the first term. Students also should begin planning their academic future. Academic advising, available to all undergraduates, is an important part of that process.

A University of Minnesota degree can (and should) represent an integrated experience that has broadened and deepened students’ interests and refined their intellectual skills—skills used throughout life. Students should construct a program in which each course relates to the next and contributes to their personal development. Academic advisers—faculty, professional advisers, graduate students, and peers—are prepared to help students define and achieve their educational goals at every stage of their college career.

Colleges and programs have different advising systems, which are tailored to meet the specific advising needs of their students. Advising offices also have different preferences and procedures for communicating and setting up appointments. To begin planning, check with the following offices:

(area code 612)

College of Agricultural, Food, and Environmental Sciences
Student Services, 120 Biosystems & Ag. Eng. Bldg., 624-7254

College of Architecture and Landscape Architecture
College Office, 110 Architecture, 626-1000

College of Biological Sciences
Student Services, 223 Snyder Hall, 624-9717

Division of Dental Hygiene
Student Services, 9-436 Moos Tower, 625-9121

College of Education and Human Development
Student & Professional Services, 110 Wulling Hall, 625-6501

General College
Student Information Center, 25 Appleby Hall, 625-3339

College of Human Ecology
Student Services, 32 McNeal Hall, 624-1717

College of Liberal Arts
Student Information, 49 Johnston, 625-2020

Carlson School of Management
Undergraduate Studies, 1-105 Carlson School of Management, 624-3313

College of Natural Resources
Student Services, 135 Natural Resources Admin. Bldg., 624-6768

School of Nursing
Student Services, 5-160 Weaver-Densford Hall, 624-4454

Institute of Technology
Student Affairs, 105 Lind Hall, 624-8504

University College
Student Support Services, 101 Westbrook Hall, 625-3333
Inter-College Program, 107 Armory, 624-2004
Program for Individualized Learning, 107 Armory, 624-4020

Getting the Most From an Adviser

Advisers help students develop a perception of themselves and their relation to the future. Advisers introduce students to the University—teaching them to value the learning process, put the college experience into perspective, become more responsible, set priorities, and be honest with themselves. Although advisers have many different academic backgrounds, they share a broad vision of the University and help students navigate their academic progress in the most efficient and successful ways.

Students are encouraged to see their adviser before registration each term. This is especially important for first-year students, who may need help developing sound academic and career goals. Establishing regular communication with an adviser also allows the adviser to gain insights into a student’s academic needs.

Students should schedule their appointments well before registration begins. They also should be prepared by studying this catalog, the Class Schedule, and the Course Guide before each registration period. These documents are available at University Bookstores or on the Web. Students should mark classes they are considering, have a tentative schedule in mind, and write down questions before talking to their adviser. To get the most from an adviser, students also should:

• ask questions and ask again if an answer is not clear.
• note the cancel/add deadlines for the registration period.
• become familiar with the Academic Progress Audit System (APAS) to understand what is required for a degree and to chart progress toward it. (See the Policies section of this catalog; see also the Class Schedule.)
• keep copies of their registration printouts, fee statements, and transcripts.
• ask advisers to share information about their academic areas of interest and how they chose their majors.
• make thoughtful decisions. Advisers can help define options, but students must make their own choices.

Achieving Academic Success

For many students, the first year of study is a time to explore academic interests and abilities. With careful planning, students can explore their interests and satisfy degree requirements at the same time. Nearly any academic interest can be satisfied by some program at the University. Advisers can help students discover the possibilities.

Undergraduates are admitted to the University on the basis of their accomplishments in high school and their achievements on college entrance examinations. Once on campus, their success depends on the quality and quantity of work applied to their studies. Many beginning students find themselves surprised by the amount of work they are expected to do outside of class and the speed at which they are expected to master subjects that they studied at a slower pace in high school. Satisfactory adjustment to the more demanding pace of the University is a key to academic success.

Academic workload is based on the number of credits a student is taking. The University Senate has established a policy, consistent with policies at other universities, that students are expected to average three hours of work per week for each credit taken. Therefore, a student taking 15 credits should expect 45 hours of work per week. The most successful students learn to plan and manage their workload, and they:

• attend all their classes,
• study every day,
• use instructors’ office hours and tutorial services,
• take part in extracurricular campus activities.

Balance is a key to success, and successful students find that much valuable learning occurs outside the classroom in employment, student organizations, teams, clubs, and volunteer opportunities. For more information, see the Gopher Guide, available in University Bookstores and on the Web <www.umn.edu/cic>.
Undergraduates must complete at least 15 credits per semester to graduate within four years. The number of courses a student will need to take each semester will vary. Most semester courses will be either 3 or 4 credits, so students need to take four or five courses per semester.

Many students must work to pay for college. Family and other obligations may also be significant for some students. Students need to consider all of their obligations as they plan their schedules each term. Advisers can help students make realistic choices and maintain steady progress toward a degree.

First-year students are given an opportunity to participate in the Four-Year Graduation Plan. Those who participate agree to make full-time progress toward their degree. In return, the University agrees to see that these students do not experience a delay in their four-year graduation schedule due to lack of course access. Participation in the plan does not guarantee graduation in four years if there are major changes in a student’s academic plans. Students not participating in the plan can also graduate in four years with careful planning. For more information, see the Policies section of this catalog or call (612) 625-2525.

Using Online Resources
The computer is an essential tool for a University student. Access to personal computing resources and the Internet are becoming increasingly important for students in and out of the classroom. (See “Computing” in this section of the catalog.) Many helpful Web sites have been created to assist students and advisers. A good starting point is the “Computer & internet information” site at <onestop.umn.edu/Computer>.

University students should become familiar with at least two basic computer tasks: First, they need to open a personal e-mail account to connect to the Student Access System and the Web. Incoming students are notified before orientation about how to begin this process. Second, they should learn to register for classes via computer using the University’s Web registration site, check the accuracy of their registration on a printout, use the computer to make any necessary changes to their registration (within allowed deadlines), and check their grades once the term is over. Students learn this process at orientation.

For more information about computing at the University, contact Academic and Distributed Computing Services, (612) 626-4276 or <www.umn.edu/adcs>.

Career Planning
Exploring a future career path is an important task for University students. The Twin Cities campus has many resources to assist them in career planning.

Each undergraduate college provides career planning and academic advising assistance. In addition, several specialized University-wide student services offices are available. By visiting the offices listed below, students will find advisers and resources to help explore career or major interests, gain relevant career related experience, develop job search skills, and connect with future employers. For information available on the Web, students should check the “Employment” site at <onestop.umn.edu/Employment>.

Career planning takes time. Students should plan to begin this process early in their University experience.
Academic Resources

Bookstores
The University Bookstores have four locations on campus with new and used textbooks and course packets, reference and research materials, computer technology, school supplies, and University clothing. In addition, the Bookstores offer other services, including a textbook buy-back program, visiting author readings and discussions, and graduation supplies (e.g., caps and gowns). To locate course books, students can check the listings on the Bookstores Web site <www.bookstore.umn.edu>. This site indicates which store to go to for the various text requirements.

(area code 612)
East Bank Store
Williamson Hall, 625-6000
West Bank Store
Blegen Hall, 625-3000
St. Paul Store
St. Paul Student Center, 624-9200
Health Sciences Store
Moos Tower, 625-8600

Most of the new
Minnesota Library
Access Center will be
housed
underground in two
caverns carved out
of the river bluffs.
Each cavern is longer
than two football
fields.

The East Bank Store in Williamson Hall (612/625-3854) offers brand name computer hardware, software, and peripherals at special educational savings for University students, staff, and faculty.

Libraries
Housed in five major facilities and 11 branch sites, the University Library system includes more than 5.4 million print volumes, 48,000 serial subscriptions, 5.3 million microforms, 2.9 million government documents, and 390,000 maps, making it the 17th largest research library in North America.

To support the many disciplines at an institution as comprehensive as the University of Minnesota, University Libraries acquires, catalogs, and maintains information in practically every field of knowledge, in every language, from every time period, and in every conceivable format. Within the system are outstanding special collections including the history of medicine, social welfare, computing, architecture, American poetry, Afro-American literature, children’s literature, history of European expansionism, cartography, British colonialism in India, Scandinavian studies, forestry, engineering and technical standards, and federal and international government documents. The library, serving Minnesota and South Dakota, is a regional depository for all publications distributed by the U.S. Government Printing Office.

LUMINA, the online network, provides computerized access to the library collections and serves as a gateway to local, national, and global information sources. MNCAT, the online catalog, is accessible through LUMINA and provides a nearly complete listing of book and journal holdings. Since 1992, University Libraries has been adding full-text periodicals, academic journal articles, and newspapers to its databases. Students can access both LUMINA and MNCAT from library computer terminals or from any computer through the University Libraries’ Web site <www.lib.umn.edu>.

Each major branch of the University Libraries houses different subjects.
- **Bio-Medical Library** (Diehl Hall, East Bank)—health sciences
- **Law Library** (Law Building, West Bank)—legal materials
- **Magrath Library** (St. Paul)—agriculture; biological sciences; human ecology; design, housing, and apparel; vocational education; applied statistics; food science and nutrition; family social science; rural sociology; applied economics
- **Walter Library** (East Bank)—education/psychology, science and engineering
- **Wilson Library** (West Bank)—social sciences, literature, art

For locations of other special collections or subject areas, and for information on library hours, check the library Web site <www.lib.umn.edu> or call (612) 624-4552

Computing
Access to personal computing resources and the Internet are becoming increasingly important for students to effectively use University resources and to complete class work. Students can use centrally provided computing labs across campus. These are equipped with commonly used software and Internet access. Or students can buy personal computers and software at considerable discounts through the University Bookstores Computer Store. For computing lab locations and hours, see the Academic and Distributed Computing Services Public Labs Web site <www.publabs.umn.edu/publab/text/hrs-all.htm>. For information on the microcomputer purchase discount program, see the Bookstores Computer Store Web site <www.computerstore.umn.edu>.

Students receive a free basic e-mail/Internet account and Internet Tool Kit to support their academic work; students can also upgrade their account to get personal space on a Web server. For details or to open an account, see the e-mail/Internet Accounts Web site <www.umn.edu/adc/info/accounts.html> or visit any computer lab on campus.

(aarea code 612)
East Bank (non IT)
54 Eddy Hall Annex, 625-0314
121 Elliot Hall, 624-0866
14 Folwell Hall, 625-4896
26 Lind Hall, 626-8856
9 Walter Library, 626-1899
IT
3-170 Electrical Engineering/Computer Science, 624-8885
4-204 Electrical Engineering/Computer Science, 625-9081
308 Mechanical Engineering, 625-7559
130 Physics Building, 625-6520
St. Paul
B-50 Magrath Library, 624-3269
17 Classroom Office Building, 626-1252
135 Classroom Office Building, 624-9226
305 McNeal Hall, 624-5367
West Bank
455 Blegen Hall, 626-7778
50 Humphrey Center, 624-6526

Short courses, self-directed training packages, and help lines provide students with comprehensive computing support. For details, see the Training and Short Courses Web site <www.umn.edu/adc/info/training.html>. For information on help-line services and hours, see the Help-Line Web site <www.umn.edu/adc/info/helpline.html>.

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Special Learning Opportunities
The Office for Special Learning Opportunities (OSLO) offers resources, workshops, and courses for students interested in internship, volunteer, career, or student exchange opportunities. The Career & Internship Services Program has connections with thousands of internship and job opportunities. Career counselors are available. Hundreds of volunteer opportunities are also available. Through OSLO’s National Student Exchange Program, students can study at one of more than 130 public colleges and universities in the United States for one term or an entire academic year. For more information about these programs and other special learning opportunities, check <www.oslo.umn.edu>, call (612) 624-7577, or visit 220 Johnston Hall.

Undergraduate Research
The Undergraduate Research Opportunities Program (UROP) offers financial awards twice yearly to full-time undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. UROP offers a maximum award of $1,700 ($1,400 in a stipend for the hours worked on the project and $300 for supplies and expenses required by the project). Undergraduate students in all colleges are welcome to participate in the program and are able to work with any University faculty member. Applications are judged on the quality of the proposed project and the educational benefit to the student. Although the program is competitive, funding rates are often over 80 percent.

Application deadlines are in early April for a July 1 start date and in late October for a January 1 start date. Information and applications are available from the UROP office in 325 Johnston Hall (612/625-3853) or <www.urop.umn.edu>.

In addition, several summer research opportunities are available in a variety of areas at the University. These programs often involve full-time summer projects and can include a stipend, expense money, and room and board. For more information, contact the UROP office.

Study Abroad
Study abroad is the single most effective experience students can have to broaden their international awareness and sharpen their skills for today’s global job market. More than 170 study abroad options in 60 countries are available to University undergraduates through the Global Campus in the Office of International Programs. Students in every course of study are strongly encouraged to spend part of their undergraduate career earning credit through a study abroad experience.

A World of Options—Programs offered by the Global Campus vary in focus and discipline, and include language, theme, area studies, integrated classroom, and field study opportunities. Programs are often offered in collaboration with academic departments and on-site foreign institutions, and many have been evaluated to meet the University’s liberal education requirements. Students may choose from academic year, semester, quarter, and summer terms. A variety of programs in English are available. Some programs offer credit-bearing internships in addition to classroom coursework.

Study abroad students typically earn University or transfer credit that appears on their transcript. Students also may explore outside options for which the Global Campus will facilitate credit.

Studying Abroad in a Major—Virtually every topic of study is represented in study abroad. Students in any field – from accounting to engineering, international relations to zoology – can make progress toward their degree requirements while overseas. The Global Campus is working with University colleges and departments to develop a list of especially good options for each major. Students should consult with Global Campus and major advisers to discuss how study abroad can fit smoothly with any degree program.

Scholarships and Other Financial Resources—Through a new scholarship fund, the Global Campus annually awards over 35 scholarships ($500-$1,000) to students participating in Global Campus programs. Students may apply most regular financial aid to study abroad, and additional scholarships and travel grants are available. The Global Campus has also secured reduced fees for University students participating in a variety of options.

For More Information—Advisers, catalogs, brochures, and a computer for Web surfing are available in 102 Nicholson Hall. Or call (612) 626-9000 or visit the Global Campus web site <www.UMabroad.umn.edu>.
Admissions and Prospective Student Services

Admission Information
For information about University of Minnesota–Twin Cities admission, academic programs, and other student services and educational resources, write or call:

Office of Admissions
University of Minnesota
240 Williamson Hall
231 Pillsbury Drive S.E.
Minneapolis, MN 55455-0213 USA
Telephone (Twin Cities) (612) 625-2008
Toll free (continental United States) 1-800-752-1000
TTY (for deaf/hard-of-hearing callers) (612) 625-9051
E-mail admissions@tc.umn.edu

Campus Visits and Tours
To make visit reservations, call the Office of Admissions VISITLINE at (612) 625-0000 or 1-800-752-1000 (TTY 612/625-9051).

Admissions Office Hours
The Office of Admissions is open year-round, from 8:00 a.m. to 4:30 p.m., Tuesday through Friday, and Monday until 6 p.m. It is also open on Saturday mornings between early September and mid-May, except around University holidays. During term breaks and around University holidays, some campus services may be limited. Students planning to schedule a visit to campus should call ahead to confirm that the services they need will be available.

General Application and Admission Information
For detailed information about official undergraduate application deadlines and admission policies and procedures, contact the Office of Admissions.

How to Apply—Prospective freshmen and transfer students may obtain application materials on the World Wide Web at admissions.tc.umn.edu or by contacting the Office of Admissions (see addresses and phone numbers above). 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 system, 3) international students, and 4) adult special (non-degree-seeking) students.

Freshmen must submit a completed application, official high school transcripts, official transcripts for any college work attempted, the ACT or SAT test score report, the application fee, and any other information requested by the University.

Transfer students must submit a completed application, official transcripts from high school (if the student has fewer than 26 semester credits) and all postsecondary institutions attended, the application fee, and any other information requested by the University.

International students must submit a completed application, official transcripts and official English translations for secondary school and all postsecondary institutions attended, the application fee, English proficiency test scores (see TOEFL or MELAB below) for nonnative English speakers, the financial certification statement (for students requiring the I-20 form for a student visa), and any other information requested by the University.

All transcripts and English test scores must be received by the application deadlines. International students applying as freshmen are not required to submit ACT or SAT scores, although they are encouraged to do so as additional support for their application.

International students applying for adult special (non-degree seeking) admission should use the international student application rather than the adult special application.

See also the college and program sections of this catalog for freshman and transfer admission.

When to Apply—Prospective students should apply as early as possible for the term they wish to start. For information on specific application deadlines for upcoming semesters, check with the Office of Admissions.

English Proficiency—Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). To register for the TOEFL, contact a Sylvan Learning Center or contact TOEFL Services/Educational Testing Services (P.O. Box 6151, Princeton, NJ 08541-6151 USA, 609/771-7100). Students in the Twin Cities area may contact the Office of Admissions for information about registering for the MELAB test. To register for the MELAB outside the Twin Cities area, contact the English Language Institute, 3020 North University Building, University of Michigan, Ann Arbor, MI 48109-1057 USA, (734) 764-2416.

Updating an Application—Students who are not admitted but wish to be considered for a later semester must request that their application be updated. The request must be made before admissions are closed for the new semester.

Updating an Offer of Admission—Students who are admitted for a semester but do not enroll for that semester must request that their admission status be updated. The request must be made before admissions are closed for the new semester. If admission standards have changed in the meantime, the request will be reviewed in terms of the new requirements.

Readmission—Students who were previously enrolled in an undergraduate degree program on the University of Minnesota–Twin Cities campus but have not registered for two consecutive semesters will be placed on inactive status. Students should contact their former college of enrollment for more information. See also the Policies section of this catalog.

Confirmation Fee—All freshmen and most new transfer students will be required to confirm their intent to enroll by paying a nonrefundable confirmation fee. The deadline for payment of the confirmation fee will be indicated on the Intent to Enroll form included with the letter of admission. For international students, athletes, and other special cases, the fee will be deferred until registration.

Orientation—Newly admitted students will receive letters and information from their college of admission, including an invitation for New Student Orientation. Attendance at orientation is required. Invitations will specify the exact dates of each student’s orientation. For most new students, orientation lasts two days, although some transfer students attend only one day. The dates of orientation vary by college and date of admission. (Students who cannot attend their assigned date may request an alternate date.)
Freshman and transfer admitting colleges

College of Agricultural, Food, and Environmental Sciences
College of Biological Sciences
General College (GC admits freshmen only)
College of Human Ecology
College of Liberal Arts
Carlson School of Management
College of Natural Resources
Institute of Technology

Transfer colleges and programs requiring one or more years of previous college work before entry

College of Architecture and Landscape Architecture
Program in Dental Hygiene
School of Dentistry*
College of Education and Human Development*
Program in Medical Technology
Program of Mortuary Science
School of Nursing
College of Pharmacy*
University College
College of Veterinary Medicine*

Colleges and programs requiring a bachelor's degree before entry

Graduate School*
Law School*
Medical School*
Program in Occupational Therapy*
Program in Physical Therapy*
School of Public Health*

*See other University catalogs for details about these schools, colleges, and programs.

Freshman Admission

Definition

Applicants with less than a full year of college work (fewer than 39 quarter or 26 semester credits, including courses in progress) at the time of application are considered freshmen for admission purposes.

Application Review Process

To determine which freshman applicants will be admitted to the University of Minnesota—Twin Cities, the Office of Admissions reviews each application to determine the applicant’s potential for academic success.

Specifically, the Office of Admissions will review:

• completion of high school courses (see below);
• test scores (ACT or SAT; ACT preferred);
• high school rank percentile (HSR);
• patterns of coursework and performance.

All of these factors will be considered routinely as part of the admission process to determine an applicant’s admissibility. Freshmen who do not meet the standard admission profile for automatic admission will be considered on an individual review basis, a routine part of the admission process.

High School Course Preparation

The requirements below apply to students entering the University during the 1999-2000 academic year.

Students entering the University in 2000 or after must complete three (instead of two) years of social studies, including one year each of geography and United States history and one year in the visual or performing arts, including instruction in the history and critical interpretation of the art form.

Students who graduated from high school before 1987 (or have earned a U.S. bachelor’s degree or its equivalent) are not required to meet the University’s high school course preparation requirements.

All applicants are expected to have completed at least the University’s high school course preparation requirements:

• four years of English¹, with emphasis on writing, including instruction in reading and speaking skills and in literary understanding and appreciation;
• three years of mathematics², including one year each of elementary algebra, geometry, and intermediate algebra;
• three years of science², including one year each of biological and physical science and including laboratory experience;
• two years of a single second language; and
• two years of social studies, including U.S. history.

¹Students who are not native speakers of English, and who have ACT English and reading scores of 17 or lower (or SAT verbal score of 420 or lower), may be asked to submit scores from the MELAB or TOEFL. For details, contact the Office of Admissions.

²The College of Biological Sciences and Institute of Technology require four years of mathematics, including geometry in two and three dimensions and trigonometry. Both colleges also require three years of science to include one year each of biological science, chemistry, and physics.

Note: Applicants who do not complete the high school course preparation requirements may sometimes be admitted if they have promising academic records and meet other entrance requirements, but they must make up any deficiencies by end of the first year of enrollment on the Twin Cities campus.
Admission to Honors Programs
Students who have an outstanding record of academic achievement and seek the challenge and special rewards of honors study may be eligible for admission to an honors program.

Honors opportunities and benefits include:
• special enrichment programs,
• personalized instruction,
• research partnerships with professors,
• participation in honor societies, and
• graduation with honors.

Students admitted to honors generally have strong high school records and test scores. Applicants who don’t meet a program’s high school rank and test score criteria will generally be considered on an individual basis.

The College of Agricultural, Food, and Environmental Sciences; College of Biological Sciences; College of Human Ecology; College of Liberal Arts; Carlson School of Management; College of Natural Resources; and Institute of Technology admit freshmen to their honors programs. Several other colleges have honors opportunities for students who have completed a year or more of college work. For information about eligibility and application procedures, contact the Office of Admissions.

Admission of Post-Secondary Enrollment Options (PSEO) Students
Credits earned by students in the Minnesota PSEO program will count as part of their regular University record should they be admitted to a Twin Cities campus degree program after graduating from high school (see transfer credit guidelines below).

Students must follow all new freshman application procedures and deadlines such as the deadlines for freshman application, scholarships, honors, financial aid, housing, and orientation.

Admission With GED Examination
Non-graduates who have taken the GED examination may apply for admission. The admission decision will take into consideration years out of school, other educational experience, and tested academic aptitude (ACT). GED test scores are required.

Transfer Admission
Definition
Students who have completed one or more years of study (39 quarter credits or 26 semester credits) at a regionally accredited college or university may be considered for transfer admission. Most colleges and programs require a grade point average of at least 2.50 or higher (on a 4.00 scale) for applicants to be competitive. Applicants should also have completed designated prerequisite courses.

Admission decisions are based on applicants’ demonstrated potential for successfully completing the program to which they apply. In programs with restricted class size, applications are individually reviewed by a committee.

Transfer students who graduated from high school in 1987 or later and have not earned a bachelor’s degree or its equivalent will be expected to complete any missing high school preparation requirements within one year of enrollment and before graduation. See High School Course Preparation on page 15.

Transfer Application Procedures
Applications—Complete the University of Minnesota—Twin Cities Campus Application for Admission (available from the Office of Admissions). Special additional applications required by professional schools will be sent to applicants, either on request or following receipt of the regular application.

Transcripts—Applicants must arrange for official transcripts to be sent from every postsecondary institution they have attended, whether or not they successfully completed coursework at those institutions. To be regarded as official, transcripts must bear the original signature of the registrar or the seal of the institution or must be college-certified or printed on security paper. The transcripts must have been issued within the last year.

Applications who have completed fewer than 26 semester credits (or 39 quarter credits) at the time of application must submit a high school transcript as part of the admission process.

Timing—Applicants should be sure that transcripts are sent at the time they apply, even if they have coursework in progress.

Transfer Credit Evaluation—When students are admitted, their previous college record will be evaluated to determine which courses they have taken at other institutions will transfer to the University of Minnesota.

Special Types of Transfer Admission
Summer-only Registration—Students who have previous college work and are in good standing at their own college may enroll in summer session courses without being formally admitted to the University. Registration for summer session classes does not constitute admission to the University. Students who plan to continue in the regular academic year must apply for admission by the published application deadline.

Adult Special Admission—Students who wish to enroll in day school courses to meet special personal needs and who do not wish to be formally admitted to an undergraduate degree program may apply for admission as an adult special student by filling out a special application. Subsequent admission to a degree program may be possible on recommendation of the college.

To qualify for admission as an adult special student, a student generally must meet the same requirements as a student applying for admission to a degree program. Most adult special students already have earned bachelor’s degrees. Some colleges—including the College of Liberal Arts—will consider requests for adult special status from students who do not have degrees.

Note: Formal application is necessary for adult special status. For more information, contact the Office of Admissions.

Change of College or Status From Within the University—The Office of the Registrar processes admission applications from current and former University students who wish to transfer into another University undergraduate program. To transfer to another undergraduate program, a student must submit a completed Application for Change of College or Status to the Office of the Registrar (200 Fraser Hall, 130 West Bank Union Skyway, or 130 Coffey Hall) by the application deadline. For deadlines or to download an application, see the Office of the Registrar Web site <onestop.umn.edu/Registrar/change_college.html>.

National Student Exchange Program—The University 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, contact the NSE Coordinator, Office of Special Learning Opportunities, 220 Johnston Hall, 101 Pleasant Street S.E., Minneapolis, MN 55455, (612) 624-7577.

Transfer of Credit Policies
Credit for coursework taken at other institutions will be transferred subject to the following considerations: the mission of the institution from which credits would be transferred; the comparability of the coursework with University of Minnesota coursework; and the appropriateness of the coursework for meeting baccalaureate degree requirements at the University of Minnesota.

Regional accreditation usually serves as the primary criterion for determining the transferability of coursework from other institutions. Coursework from institutions lacking such accreditation may be individually reviewed. Appropriate coursework from internationally recognized foreign colleges and universities will transfer for credit. Credit is not normally transferred from specialized or proprietary institutions, military schools, or industry-based education programs.

All attempted credits, whatever the outcome, must be reported on a student’s application and will be considered in the review process. Students may not, in the interest of “making a fresh start,” fail to report courses taken at other institutions for which they received less-than-satisfactory grades.

Conversion of Quarter to Semester credits—As of fall 1999, the University is converting to the semester system—two semesters per academic year—and credits awarded are semester credits. Quarter credits from other U.S. institutions are usually converted to semester credits by multiplying the number of quarter credits by 2/3. For example, 3 quarter credits equal 2 semester credits.

Residence Requirement for Graduation—To complete a degree at the University, a student must take at least 30 semester credits offered through the University, including 24 credits taken after admission to the major or program and taken from the college offering the major or program.

Grade Records—Individual transfer courses, credits, and grades will not appear on a student’s University transcript. The transfer GPA is not computed into the University of Minnesota GPA.

General Transfer Guidelines
- Credits earned in courses comparable to those offered by the University of Minnesota–Twin Cities will usually transfer routinely. Liberal education and general education courses are routinely accepted (although they will not necessarily fulfill the University’s liberal education requirements).
- Credit is usually not allowed for courses that are not designed for transfer to a four-year college program. Such courses are usually highly specialized or are vocational.
- There is no absolute limit on the number of credits that may be transferred from another college.
- Religious studies credits transfer if they are not doctrinal, confessional, or sectarian in nature. Religious studies courses from public institutions transfer without special review; religious studies courses from all other institutions will be evaluated by appropriate college or department faculty.
- No more than 6 semester credits from physical education, study skills, or applied music (in any combination) will count toward a student’s degree, unless the credits are a required part of the student’s program requirements. This provision establishes a total of 6 credits from all three areas combined (not 6 from each) as the number that will count toward a degree.
- Upper division credit (junior or senior level) is allowed when the course was upper division at the previous school, regardless of the level of an equivalent course at the University.
- Repeated courses: Only the last grade is counted if a transfer course is repeated.
- The minimum grade required for transfer is D. All programs require a C- or better in each course in the major.
- Independent study, field experience, and internships may or may not transfer, depending on the level and appropriateness of the learning experience.
- Remedial courses are not considered college-level and do not transfer.
- Study abroad courses may or may not transfer, depending on the international institution offering the courses and other variables.
- Credit for nontraditional learning (AP, IB, military schools, DANTES) will be evaluated by the Office of Admissions for appropriateness and comparability to University of Minnesota bachelor’s degree programs. Credit granted by another institution for nontraditional experiences (AP, IB, military training, DANTES) will be re-evaluated for content and comparability by the Office of Admissions.
- Twin Cities campus colleges do not automatically grant junior standing to students with associate in arts degrees. Credit is granted for coursework, not for degrees.

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. For a list of AP credit awards, contact the Office of Admissions.

International Baccalaureate (IB)—High school students may earn college credit in some subject areas by receiving acceptable scores on higher-level International Baccalaureate examinations. For a list of IB credit awards, contact the Office of Admissions.

College Level Examination Program (CLEP)—Students may earn college credit for successful completion of some CLEP examinations. Credit award policies for CLEP vary by college. For additional information, contact the appropriate college office.

Minnesota Transfer Curriculum
To simplify the transfer process, the University of Minnesota and the Minnesota State Colleges and Universities have developed a Minnesota Transfer Curriculum (MTC). Students who complete the MTC at a participating school and then transfer to the University of Minnesota–Twin Cities have completed the lower division portion of the University’s liberal education (CLE) requirements. MTC completion must be noted on the official transcript.

Students who earn an A.A. degree at a Minnesota community college or community and technical college are considered to have completed a major portion of the CLE requirements. An A.S. degree will be evaluated for the CLE requirements on a course-by-course basis.
Note: Practitioner-oriented degrees through University College (UC) do not follow the Minnesota Transfer Curriculum. For more information, call UC Student Support Services at (612) 625-3333.

Planning to Transfer?
Minnesota’s public colleges and universities are working to make transfer easier. Students can help if they plan ahead, ask questions, and use pathways created by transfer agreements. The following transfer information is included in catalogs from all Minnesota public colleges and universities.

Preparing for Transfer
If students are currently enrolled in a college or university, they should
• discuss their plans with the campus transfer specialist in the Office of Admissions.
• call or visit their intended transfer college. They 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 they have reviewed these materials, they should make an appointment to talk with an adviser/counselor in the college or program they want to enter. Be sure to ask about course transfer and admission criteria.

If they are not currently enrolled in a college or university, they might begin by meeting with a transfer specialist or an admission officer at their intended transfer college to plan the steps they 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 a sending and a receiving institution can affect the transfer of the credits a student earns.

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 a student graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/ minor courses and prerequisites, and electives. The key question is, “Will a student’s credits fulfill requirements of the degree or program chosen?”

If a student changes a career goal or major, she or he 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. Students should fill out the application as early as possible and enclose the application fee.

Students should request that official transcripts be sent from every institution attended. GED test scores and high school transcripts might also be required.

Recheck to be certain all necessary paperwork was supplied. Most colleges make no decisions until all required documents are filed.

Students who have heard nothing from their intended college of transfer after one month should call to check on the status of their application.

After the college notifies students that they have been accepted for admission, their transcripted credits will be evaluated for transfer. A written evaluation should tell students which courses transfer and which do not. How a student’s courses specifically meet degree requirements may not be decided until she or he arrives for orientation or has chosen a major.

If students have questions about their evaluation, they should 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 with an understanding of why decisions were made. Students can appeal of they are not satisfied. See “Rights as a Transfer Student” below.

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 Office of Admissions.
• At a student’s request, a review of her or his eligibility for financial aid or scholarships.

For help with transfer questions or problems, students should see their campus transfer specialist.
Residency and Reciprocity

Residency—To establish Minnesota residency for University of Minnesota purposes and thus be eligible for resident admission standards and resident tuition rates, students must be able to show (1) that they have resided in Minnesota continuously for at least one calendar year prior to the first day of the term for which they are seeking admission or resident tuition status and (2) that school attendance is not their primary reason for residing in this state.

For a residency application and more information, contact the University’s residency adviser, 240 Williamson Hall, Minneapolis campus, (612) 625-6330.

Reciprocity—Qualified residents of Wisconsin, North Dakota, South Dakota, and Manitoba who attend the University of Minnesota–Twin Cities may apply for reciprocity privileges and pay a tuition rate equal or comparable to the Minnesota resident rate.

Midwest Student Exchange Program (MSEP)—Residents of Kansas, Michigan, Missouri, or Nebraska may be eligible to pay reduced tuition at the University of Minnesota–Twin Cities through the Midwest Student Exchange Program. Students who qualify pay 150 percent of Minnesota resident tuition.

The following Twin Cities campus undergraduate colleges participate in the MSEP reciprocity program: College of Liberal Arts; College of Agriculture, Food, and Environmental Sciences; College of Architecture and Landscape Architecture; College of Biological Sciences; College of Education and Human Development; College of Human Ecology; College of Natural Resources; Carlson School of Management; Dental Hygiene; School of Nursing; and Institute of Technology.

Application for reciprocity is separate from application for admission. Students who are nonresidents and have not applied or are not eligible for reciprocity will be charged nonresident tuition rates.

For more information about reciprocity, call the University residency adviser at (612) 625-6330.

Undergraduate Colleges

Below is a synopsis of each undergraduate college or program, with a general description of their admission policies. For details about their degree programs, requirements, and services, see the college and program sections of this catalog.

Agricultural, Food, and Environmental Sciences

The College of Agricultural, Food, and Environmental Sciences offers nationally ranked programs that cover a broad spectrum of concerns critical to personal and economic well-being—including agricultural business management and economics, science and technology, communications, nutrition, public resource development, and international commerce. Graduates are employed as managers, scientists, nutritionists, planners, communicators, and technical specialists in a complex industry that provides 20 percent of the country’s gross national product.

Admission: Admits freshmen and transfers.

Architecture and Landscape Architecture

The College of Architecture and Landscape Architecture (CALA) offers a B.A., in conjunction with the College of Liberal Arts, which provides students a broad-based education focused on the meaning and experience of people's physical settings. CALA also offers a bachelor of environmental design (B.E.D.), which enables students to explore a broad range of ecologically oriented courses and complete one year of professional coursework in landscape architecture.

Admission: Students apply to the architecture major the semester they will complete 60 credits. Students are admitted to the major based on space availability and academic record. A minimum GPA of 2.50 is required overall and in all architecture courses taken. Students enrolled at the University may declare an environmental design major at any point in their academic career.

Biological Sciences

The College of Biological Sciences (CBS) offers majors in biology; biochemistry; ecology, evolution, and behavior; genetics and cell biology; microbiology; neuroscience; and plant biology. More than half of CBS graduates pursue graduate work in the biological sciences or in professional programs in medicine, dentistry, and veterinary medicine; the rest pursue entry-level employment in research laboratories, biomedical and biotechnology companies, environmental consulting firms, and other agencies.

Admission: Two entry tracks: 1) admission for outstanding freshman applicants or 2) transfer admission following completion of one to two years of undergraduate work (including courses in calculus and chemistry) with a competitive GPA.

Dental Hygiene

The dental hygiene program was established at the University in 1919 and is fully accredited by the Commission on Dental Accreditation. It is the only dental hygiene program in Minnesota that grants a bachelor of science degree and is affiliated with a school of dentistry. The program blends a solid dental hygiene clinical education with the biological, behavioral, and social sciences and the liberal arts.

Admission: One year of specified college courses with a minimum 2.00 cumulative, preprofessional, and science GPA and a grade of C or better in all preprofessional coursework. Biology and chemistry must be completed within five years of entry into the program. Admission is competitive.

Education and Human Development

The College of Education and Human Development ranks among the top educational research and development centers in the nation. The college offers both undergraduate and advanced study programs in a wide range of disciplines. Students can prepare for careers in government, business, or community settings as well as careers in education in either formal or non-formal settings.

Admission: One to two years of specified college courses, depending on major. Most teaching licensure programs in the college require a bachelor’s degree for admission. An early admission program is available for students who wish to teach at the secondary level.

General College

General College (GC) offers access to the University for students who demonstrate academic potential and seek opportunities to develop this potential in a challenging and innovative educational environment. GC offers a strong foundation of college coursework in a supportive learning environment to help a diverse population of students overcome obstacles to their educational success and prepare for successful transfer to and completion of degree programs in other University of Minnesota colleges.

Admission: High school graduation or equivalent. Freshman admission only; the college does not admit students who have completed more than 25 semester credits of college work.
**Human Ecology**

Students in the College of Human Ecology are empowered to work effectively and creatively to improve the human condition. The college offers programs in clothing design, family social science, food science, graphic design, housing studies, interior design, nutrition, and retail merchandising. Graduates work in areas such as human services, interior design, graphic design production, nutrition, retail management, clothing design, food science, and housing-related professions such as city planning, site inspection, and consumer advocacy.

**Admission:** Admits freshmen and transfers. Most entering first-year students are in the top quarter of their class. All incoming students must complete three years of high school math including algebra, geometry, and intermediate algebra. Transfer students also need a minimum GPA of 2.50.

**Liberal Arts**

The College of Liberal Arts (CLA) enrolls nearly two-thirds of the first-year students on the Twin Cities campus. One of the largest liberal arts colleges in the United States, it offers over 60 different majors for its approximately 13,500 students. Several departments—including communication disorders, economics, geography, political science, and psychology—rank among the top in the country.

**Admission:** Admits freshmen and transfers. Competitive. Most entering freshmen are in the top quarter of their class. In addition to completing regular University preparation requirements, prospective CLA students are encouraged to complete an additional year of a second language, for a total of three years. Admission to some programs requires a special application or audition. Minimum GPA for transfer or adult special admission: 2.50.

**Management (Carlson School)**

The Curtis L. Carlson School of Management offers outstanding undergraduate programs in accounting and management, with specializations in areas ranging from finance to marketing. Because the school maintains strong links with the Twin Cities business community, graduates of the school are considered an important source of new talent, and many students complete internships in local businesses.

**Admission:** Two entry tracks: 1) admission for outstanding freshman applicants or 2) transfer admission following completion of one to two years of undergraduate work with a competitive GPA.

**Medical Technology**

The bachelor’s degree program in medical technology includes liberal arts education and a thorough grounding in the physical sciences as well as clinical experiences in various laboratories. Its association with the esteemed University of Minnesota Medical School and its outstanding facilities and faculty has established a strong reputation for the program.

**Admission:** Completion of two years (60 semester credits) of preprofessional and liberal arts coursework with a GPA of 2.50 or better.

**Mortuary Science**

Established in 1908, the program in mortuary science was the first program of its kind in the state. Students combine coursework in the basic and behavioral sciences and training in the mortuary arts and sciences with instruction in the liberal arts.

**Admission:** 60 semester credits of specified preprofessional coursework with grades of A, B, C, or S and a 2.50 cumulative GPA.

**Natural Resources**

One of the top colleges of its kind in the country, the College of Natural Resources offers programs in fisheries, wildlife, conservation biology, paper science and engineering, forest products marketing, forest products production management, residential building science and technology, forest resources, natural resources and environmental studies, recreation resource management, and urban forestry. Students receive individualized education and complete internships and fieldwork in preparation for careers that are critical to this country’s environmental well-being and economic growth.

**Admission:** Admits freshmen and transfers. Minimum GPA for transfer admission is 2.00.

**Nursing**

Established in 1909 as the first nursing school on a university campus in the United States, the School of Nursing is now recognized as one of the best in the field. Continuing its distinguished tradition of preparing leaders in the profession of nursing, the school offers the bachelor of science in nursing as a foundation for professional practice and graduate study.

**Admission:** Competitive. At least 60 semester credits of pre-nursing coursework with a minimum GPA of 2.80 for prerequisite courses. Admission based on scholastic achievement and a written goals statement.

**Technology (Institute of)**

The Institute of Technology (IT) offers more than 20 bachelor’s degree programs, including several engineering specialties, mathematics, physical sciences, computer science, and statistics. Admission to IT is selective; to be successful, students generally should have strong science and mathematics aptitude. More than 150 companies recruit in IT each year, and long-range career opportunities are good in most fields. Dual degree programs are offered jointly with several private colleges.

**Admission:** Very competitive. For freshman admission, IT requires four years of mathematics (one year more than the general University requirement), including geometry in two and three dimensions and trigonometry; and, as part of the science requirement, math-based high school physics and chemistry. GPA requirements for upper division programs vary by major.

**University College**

University College (UC) offers courses and programs designed for adult, part-time, and nontraditional learners, including evening classes and distance education. Four practitioner-oriented undergraduate degree programs designed for the working adult, as well as over twenty certificate programs in liberal arts, business, engineering, and human services are available through UC. In addition, the Inter-College Program (ICP) and Program for Individualized Learning (PIL) are self-designed UC programs that serve highly motivated, creative, and self-directed students who seek independence and flexibility in structuring their degree programs.

**Admission:** All UC degree programs require applicants to complete a certain amount of college credit before admission. In addition, ICP and PIL programs require completion of a narrative application outlining degree plans and educational goals.
Registration

Students are responsible for registering for classes before each term. The Class Schedule is an essential resource for registration. It includes complete registration instructions and time limits for making registration changes.

New students receive detailed registration instructions during orientation. Registration opens about five weeks before the start of each term, except fall semester, for which continuing students register during spring semester. Students register according to an alphabetical rotation, which is published in the Class Schedule and is available on the Web <onestop.umn.edu/Courses/schedule.html>.

Most students register via the Web <onestop.umn.edu/Enrollment>; others complete a course request form and take it to the Registration Center in 200 Fraser Hall, 130 West Bank Union Skyway, or 130 Coffey Hall.

Students should follow these basic steps before registration:
- Make an appointment with an adviser at least two weeks before registration begins.
- Check for registration holds or the need for adviser approval.
- Pick up a copy of the Class Schedule at University Bookstores about a week before registration begins.
- Consult other resources, including college handbooks, the Course Guide, and this catalog.

Tuition and Fees

For current information about tuition and fees, see the Class Schedule or visit the tuition and fees Web site <onestop.umn.edu/Finances/tuition_and_fees.html>.

Financial Aid

The Office of Scholarships and Financial Aid (OSFA) provides year-round assistance to help students through the financial aid application process. In addition to walk-in and telephone counseling, OSFA offers a range of published information at the Financial Aid Information Center, 210 Fraser Hall, and at their Web site <onestop.umn.edu/FinancialAid>. The information includes estimates of costs to attend the University and describes the types of financial aid that might be available to help students meet those costs. Estimates are based on anticipated state funding for the University and cost of living averages for the Twin Cities metropolitan area at the time of publication. Actual costs will depend on where students live, their transportation, and other lifestyle choices.

Additional scholarship funds from University departments may be available to students, depending on their major and their academic record. Entering freshmen should contact the Office of Admissions for a Scholarship and Honors application. All other students should contact their individual department or college to find out what scholarships are available in particular areas of study.

OSFA also distributes the Scholarships & Financial Aid Handbook, which includes the Free Application for Federal Student Aid (FAFSA). The handbook provides comprehensive information to help students during the financial aid process. It is available at 210 Fraser Hall, 130 West Bank Union Skyway, 130 Coffey Hall, Minnesota Bookstores, Coffman Memorial Union, St. Paul Student Center, University libraries, residence halls, and college advising offices. A directory in the handbook lists offices both on and off campus that provide assistance and information during the aid process.

In addition, the Scholarships & Financial Aid News, a newsletter distributed on campus and the Internet four times a year, has timely reminders and updates on financial aid.

Students must reapply for financial aid each year. After their first year, they should receive a Renewal FAFSA from the federal government, which asks them to update and add any necessary new information. Continuing students should apply for financial aid by the priority deadline of March 1 in order to have their aid ready by fall term and to improve the possibility that they will receive a higher proportion of gift assistance.

Post-Secondary Enrollment Options Program (PSEO) participants must declare those transfer credits to ensure that they receive their maximum Minnesota State Grant award. They should complete the Minnesota State Grant Additional Information Request form available from OSFA. The form asks students to identify all postsecondary or college credit earned as a high school student and to provide a copy of academic transcript(s) with the terms highlighted in which they were a PSEO student. OSFA will deduct these “high school quarters or semesters” of attendance from students’ accumulated state grant eligibility.

Visit, Call, or Write OSFA

OSFA has two campus locations. A full-service Financial Aid Information Center is located in 210 Fraser Hall, 106 Pleasant Street S.E., Minneapolis campus. General office hours are 8 a.m. to 4 p.m., Monday-Friday. Financial aid counselors are available by telephone at (612) 624-1665 or in person, walk-in or by appointment. Counselors will discuss student concerns, answer questions, review applications or other forms for completeness, and direct students to any additional forms or application materials needed. In addition, a self-service computer area allows students to conduct online scholarship searches, file a FAFSA application, or review their records on Student Access Screens. Students on the St. Paul campus may also go to the Student Services Center in 130 Coffey Hall, 1420 Eckles Avenue, to see financial aid counselors from 12:30 to 3:00 p.m., Monday, Wednesday, and Thursday.

Office of Scholarships and Financial Aid

University of Minnesota
210 Fraser Hall,
106 Pleasant Street S.E.
Minneapolis, MN 55455-0422

General information (Twin Cities) (612) 624-1665
TTY (for deaf/hard-of-hearing callers) (612) 626-0801
Fax (612) 624-9584

E-mail osfa@tc.umn.edu
Web site <onestop.umn.edu/FinancialAid>

Managing Finances

A good place for students to start planning their college finances is the University’s “Student finances” Web site <onestop.umn.edu/Finances/>. This site includes links to information about tuition and fees, financial aid, and student loans. It also includes a link to information about the U Card, which is a student’s photo identification and University library card with banking and calling features. The site also includes access to a student’s records and the Student Accounts Receivable System (STARS). STARS is used to manage the billing and payment of tuition and fees, on-campus housing, and certain other campus charges. For more information, contact Student Accounts Receivable, 20 Fraser Hall, (612) 625-8500.
Student Services and Activities

For the most complete listing of resources and student services on the Twin Cities campus, students should refer to the Gopher Guide. A good Web site for exploring Twin Cities campus life is <onestop.umn.edu/Events>. Highlights of some services and activities are presented below, followed by a directory of resources and services. Check the college and program sections of this catalog for college-specific services.

Boynton Health Service—All University students, staff, faculty, alumni, retirees, and their dependents are eligible to use Boynton Health Service on a fee-for-service basis. Students who pay the student services fee or the extended coverage fee are eligible to receive most services at Boynton at no additional charge and others at reduced cost. Boynton can take care of most non-hospital medical needs, including physician, dentist, or mental health counselor visits; eye examinations; lab tests and x-rays; and prescriptions. For more information, call (612) 625-8400 or visit the Boynton Web site <www.bhs.umn.edu>. Boynton offices are located at 410 Church Street S.E. on the Minneapolis campus and at 109 Coffey Hall on the St. Paul campus.

Campus Involvement Center—The Campus Involvement Center, 256 Coffman Memorial Union, (612) 626-6919, offers various programming initiatives and learning opportunities, including the events calendar Web site <events.tc.umn.edu>, leadership development programs, and support for student groups. For a complete listing of registered student groups, see the Gopher Guide.

Housing & Residential Life—The University has eight residence halls on campus: six on the East Bank, one on the West Bank, and one on the St. Paul campus. An apartment facility available for upper division students is located on the East Bank. More than 4,600 students live in the residence halls on campus, and about 120 students live in the apartment facility. The Housing & Residential Life office (in Comstock Hall-East, 612/624-2994) also has information about low-cost housing units for married/partnered couples and families, including single parents, and about off-campus housing.

Intercollegiate Athletics—The men’s program offers baseball, basketball, cross country, football, golf, gymnastics, hockey, swimming & diving, tennis, track & field, and wrestling. For information, call (612) 625-4838. The women’s program offers basketball, cross country, golf, gymnastics, hockey, soccer, softball, swimming & diving, tennis, track & field, and volleyball. For information, call (612) 624-8000.

Job Center—A variety of on-campus job opportunities are available to students through the Job Center (612/625-2000). Some jobs require little or no experience or training; others require considerable expertise and training. Typical pay for students in these positions ranges between $6.50 and $10.00 per hour. All jobs are posted at the Job Center, 170 Donhowe Building. Students must visit the office to complete a Student Employment application. Jobs also may be viewed on the Web <data.ohr.umn.edu/student>. Work-Study and other positions are also available. St. Paul positions are also posted in 130 Coffey Hall.

Recreational Sports—The University offers recreational sports programs and facilities to improve the quality of life for students, staff, and faculty. The Sport Club Program offers more than 30 clubs in a wide variety of competitive and instructional sport activities. The Intramural Program offers nearly 500 leagues and tournaments in 15 sports. The Recreation Center and the St. Paul Gym offer fitness centers, swimming pools, gyms for basketball and volleyball, running tracks, and courts for tennis, racquetball, handball, and squash. For information, call (612) 625-6800 (Minneapolis campus) or (612) 625-8283 (St. Paul campus).

Student Unions—The Minneapolis campus has two student facilities, Coffman Memorial Union and the West Bank Union, which provide places to study, socialize, eat, read, or attend meetings. Students also can play table tennis or bowl; take in a film, concert, or art show; or attend a lecture or discussion. Call (612) 624-4636 for more information. The St. Paul Student Center (612/625-9794) sponsors more than 400 events annually in the arts, entertainment, and community/current affairs. It offers a full range of recreational options. A special feature is The Outdoor Store, which offers a variety of travel information, gear, books, and rental of camping and skiing equipment.
Student Services Directory

(area code 612)

Campus Information
Emergency 911
Escort service 624-WALK

Campus directory assistance
• From off campus, 625-5000
• From on campus, dial 0
• Every day, 7:30 a.m.-8:30 p.m.

Campus events <events.tc.umn.edu>
• Campus Involvement Center 626-6919
• Coffman Memorial Union 624-INFO
• St. Paul Student Center Union Station 625-9794

University of Minnesota Alumni Association
501 Coffman Memorial Union
624-2323

University of Minnesota Police Department
511 Washington Avenue S.
Non-emergency 624-3550
Emergency 911

Admissions
Change of college
200 Fraser Hall 625-5333
130 Coffey Hall 624-3731

Transfer information
Contact the individual college admissions office or
240 Williamson Hall 625-2008
Monday, 8:00 a.m.--5:00 p.m.
Tuesday–Friday, 8:00 a.m.–4:30 p.m.

Residency and reciprocity
240 Williamson Hall 625-6330

Athletics
Men’s Intercollegiate Athletics
• Information: 226 Bierman Field Athletic Building 625-4838
• Tickets: East end of Mariucci Arena 624-8080

Recreational Sports
• 108 Cooke Hall 625-6800
• 104 St. Paul Gym 625-8297

Women’s Intercollegiate Athletics
• Information: 250 Bierman Field Athletic Building 624-8000
• Tickets: East end of Mariucci Arena 624-8080

Bookstores
Computer store
Williamson Hall 625-3854

East Bank store
Williamson Hall 625-6000

Health Sciences store
Moos Tower 625-8600

St. Paul store
Student Center 624-9200

West Bank store
Anderson Hall 625-3000

Campus newspaper
The Minnesota Daily
2301 University Avenue S.E. 627-4080

Computing services
Internet Helpline 626-7676
Microcomputer Helpline 626-4276
• 152 Shepherd Labs
• 93 Blegen
• 58 Biological Sciences

Copying services
Copies on Campus
• East Bank, 44 Coffman Memorial Union 625-3971
• Health Sciences, D-104 Mayo Memorial Building 625-8914
• St. Paul, 8 St. Paul Student Center 625-4771
• West Bank, 33 Social Sciences Building 625-9047

Counseling and Other Student Services

African American Learning Resource Center
315 Science Classroom Building 625-1363

American Indian Learning Resource Center
125 Fraser Hall 624-2555

Asian/Pacific American Learning Resource Center
315 Science Classroom Building 624-2317

Assessment & Achievement Center
319 Walter Library 626-1055
(106A University Technology Center, June 1999)

Career Development Center
302 Eddy Hall 624-8344

Chicana/Latino Learning Resource Center
315 Science Classroom Building 625-6013

Crisis Clinic
406/410 Boynton Health Service 625-8475

Disability Services
30 Nicholson (moving to the Gateway Building fall 1999)
626-1333
(voice or TDD)

Equal Opportunity Office
419 Morrill Hall 624-9547

Gay, Lesbian, Bisexual, Transgender Programs Office
340 Coffman Memorial Union 626-2324

International Student and Scholar Services
190 Hubert H. Humphrey Building 626-7100

Learning and Academic Skills Center
104 Eddy Hall 624-7546

Mental Health Clinic
N400 Boynton Health Service 624-1444

Minnesota Women’s Center
212 Nicholson Hall 625-9837

Program Against Sexual Violence
24-Hour Crisis Line 626-1300
407 Boynton Health Service 626-2929

Student Dispute Resolution Center
321 Coffman Memorial Union 625-5900

Student/Parent HELP Center
180 Appleby Hall 625-5307

University College Student Support Services
101 Wesbrook Hall 625-3333

University of Minnesota Alumni Association
501 Coffman Memorial Union 624-2323

University Counseling & Consulting Services
• 109 Eddy Hall 624-3332
• 130 Coffey Hall 624-3731

Employment
Student Employment
U of M Job Center
170 Donhowe Building 319 15th Avenue S.E. 625-2000

Graduate Assistant Office
200 Donhowe Building 319 15th Avenue S.E. 624-7070

Entertainment/Arts
Bell Museum
624-7083

Coffman Memorial Union program information
624-INFO

The Connection (metro area)
922-9000

Events calendar
<events.tc.umn.edu>

Frederick R. Weisman Art Museum
625-9494

Goldstein Museum
624-7434

Nash Gallery
624-7530

Northrop Auditorium arts ticket office
624-2345

School of Music events hotline
Ted Mann Concert Hall 626-8742

University Film Society
627-4430

University Theatre
120 Rarig Center 625-4001

West Bank Union
130 West Bank Union Skyway 624-INFO

Financial Aid
Scholarships and Financial Aid, Office of
210 Fraser Hall 624-1665
130 Coffey Hall 624-3731

Student Loan Collections
140 Williamson Hall 625-8007

University College Student Support Services
103B Coffman Memorial Union 624-3003

University of Minnesota Alumni Association
501 Coffman Memorial Union 624-2323

University Counseling & Consulting Services
• 109 Eddy Hall 624-3332
• 130 Coffey Hall 624-3731

Employment
Student Employment
U of M Job Center
170 Donhowe Building 319 15th Avenue S.E. 625-2000

Graduate Assistant Office
200 Donhowe Building 319 15th Avenue S.E. 624-7070

Entertainment/Arts
Bell Museum
624-7083

Coffman Memorial Union program information
624-INFO

The Connection (metro area)
922-9000

Events calendar
<events.tc.umn.edu>

Frederick R. Weisman Art Museum
625-9494

Goldstein Museum
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Nash Gallery
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Northrop Auditorium arts ticket office
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School of Music events hotline
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University of Minnesota Alumni Association
501 Coffman Memorial Union 624-2323

University Counseling & Consulting Services
• 109 Eddy Hall 624-3332
• 130 Coffey Hall 624-3731

Employment
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U of M Job Center
170 Donhowe Building 319 15th Avenue S.E. 625-2000

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Entertainment/Arts
Bell Museum
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Coffman Memorial Union program information
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• 130 Coffey Hall 624-3731

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Graduate Assistant Office
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Entertainment/Arts
Bell Museum
624-7083

Coffman Memorial Union program information
624-INFO

The Connection (metro area)
922-9000

Events calendar
<events.tc.umn.edu>

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625-9494

Goldstein Museum
624-7434

Nash Gallery
624-7530

Northrop Auditorium arts ticket office
624-2345

School of Music events hotline
Ted Mann Concert Hall 626-8742

University Film Society
627-4430

University Theatre
120 Rarig Center 625-4001

West Bank Union
130 West Bank Union Skyway 624-INFO

Financial Aid
Scholarships and Financial Aid, Office of
210 Fraser Hall 624-1665
130 Coffey Hall 624-3731

Student Loan Collections
140 Williamson Hall 625-8007
**General Information**

**Student Services Directory**

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<tr>
<th>Service</th>
<th>Location/Contact Information</th>
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<tbody>
<tr>
<td><strong>Health and Public Services</strong></td>
<td>410 Church Street S.E. 625-8400</td>
</tr>
<tr>
<td><strong>Boyon Health Service</strong></td>
<td>109 Coffey Hall 624-7700</td>
</tr>
<tr>
<td><strong>Boyon Health Service (Information)</strong></td>
<td>626-2700</td>
</tr>
<tr>
<td><strong>Dental emergencies</strong></td>
<td>625-4908</td>
</tr>
<tr>
<td><strong>Dental School Clinic</strong></td>
<td>Seventh floor, Moos Tower 625-2495</td>
</tr>
<tr>
<td><strong>Pregnancy and sexually transmitted infections testing</strong></td>
<td>625-3222</td>
</tr>
<tr>
<td><strong>Program Against Sexual Violence</strong></td>
<td>24-hour crisis line 626-9111</td>
</tr>
<tr>
<td><strong>University Hospital emergency receiving</strong></td>
<td>626-2929</td>
</tr>
<tr>
<td><strong>University Police</strong></td>
<td>511 Washington Avenue S.E. 624-3550</td>
</tr>
<tr>
<td><strong>Women's Health Clinic</strong></td>
<td>Ground floor, Boynton Health Service 625-3222</td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td>Comstock Hall-East 624-2994</td>
</tr>
<tr>
<td><strong>Housing &amp; Residential Life</strong></td>
<td>Comstock Hall-East 624-2994</td>
</tr>
<tr>
<td><strong>Residence halls</strong></td>
<td>• Bailey (St. Paul) 624-0700</td>
</tr>
<tr>
<td></td>
<td>• Centennial 625-4452</td>
</tr>
<tr>
<td></td>
<td>• Comstock 624-1995</td>
</tr>
<tr>
<td></td>
<td>• Frontier 624-9999</td>
</tr>
<tr>
<td></td>
<td>• Middlebrook (West Bank) 625-0536</td>
</tr>
<tr>
<td></td>
<td>• Pioneer 624-2929</td>
</tr>
<tr>
<td></td>
<td>• Sanford 624-2526</td>
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<tr>
<td></td>
<td>• Territorial 625-0971</td>
</tr>
<tr>
<td></td>
<td>• Wilkins 624-0044</td>
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<tr>
<td><strong>International Resources</strong></td>
<td>130 Management/Economics 624-1002</td>
</tr>
<tr>
<td><strong>China Center</strong></td>
<td>102 Nicholson Hall 625-3379</td>
</tr>
<tr>
<td><strong>Global Campus</strong></td>
<td>201 Coffey Hall 625-7753</td>
</tr>
<tr>
<td><strong>International Studies and Programs</strong></td>
<td>145 Williamson Hall 625-7535</td>
</tr>
<tr>
<td><strong>International Student and Scholar Services</strong></td>
<td>101A Anderson Hall 624-1383</td>
</tr>
<tr>
<td><strong>International Study and Travel Center</strong></td>
<td>145 Williamson Hall 625-7535</td>
</tr>
<tr>
<td><strong>Legal Service</strong></td>
<td>160 West Bank Union Skyway 624-1001</td>
</tr>
<tr>
<td><strong>University Student Legal Service</strong></td>
<td>410 Church Street S.E. 625-840</td>
</tr>
<tr>
<td><strong>Libraries</strong></td>
<td>410 Church Street S.E. 625-840</td>
</tr>
<tr>
<td><strong>Biomedical Library</strong></td>
<td>270 Diehl Hall 626-4045</td>
</tr>
<tr>
<td><strong>Humanities/Social Sciences</strong></td>
<td>Wilson Library 626-2227</td>
</tr>
<tr>
<td><strong>Journalism, Eric Sevareid Library</strong></td>
<td>121 Murphy Hall 625-7892</td>
</tr>
<tr>
<td><strong>Law Library</strong></td>
<td>Law Center 625-4300</td>
</tr>
</tbody>
</table>

**St. Paul Campus (Maggie Library)**

| Location/Contact Information                                      |
|===================================================================|
| 1984 Buford Avenue 624-2233                                      |
| **Science and Engineering Library**                             | 206 Walter Library 624-3366                                       |
| **Library Learning Resource Centers**                           |                                                           |
| • **Bio-Medical Library**                                       | 270 Diehl Hall 626-4045                                          |
| • **Walter Library**                                            | 15 Walter Library 624-1584                                       |
| **University Archives**                                         | 10 Walter Library 624-0562                                       |

**Personal Services**

<table>
<thead>
<tr>
<th>Automated teller machines</th>
<th>Blegen Hall basement</th>
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<tr>
<td></td>
<td>Coffman Memorial Union basement and first floor</td>
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<tr>
<td></td>
<td>St. Paul Student Center lower level</td>
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<tr>
<td></td>
<td>Willey Hall upper concourse</td>
</tr>
<tr>
<td></td>
<td>Williamson Hall lower concourse</td>
</tr>
</tbody>
</table>

**Banking services**

| University of Minnesota Credit Union | 50 Coffman Memorial Union 624-8628 |

**Check cashing**

| University of Minnesota Credit Union | 50 Coffman Memorial Union 624-8628 |

**Lost and found**

<table>
<thead>
<tr>
<th>Coffman Memorial Union</th>
<th>Information Desk 624-4636</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skyway Service Center</td>
<td>West Bank 624-6338</td>
</tr>
<tr>
<td>St. Paul Student Center</td>
<td>Station 625-9794</td>
</tr>
<tr>
<td>Student Services Center</td>
<td>130 Coffey Hall 625-9225</td>
</tr>
</tbody>
</table>

**Notary service**

| 240 Williamson Hall 625-2008 |

**Postal Service**

| 28 Coffman Memorial Union 625-0981 |
| Dinkytown, 1311 Fourth Street S.E. 378-2113 |
| Williamson Hall main concourse (stamp machine) |

**Registration, Fee Payment, and Student Records**

| Fee payment, Bursar's Office | 145 Williamson Hall, East Bank 625-7535 |
| 130 Skyway, West Bank 626-9110 |
| 101A Anderson Hall, West Bank 625-1383 |
| 107 Coffey Hall, St. Paul 625-8108 |

**Fee statement duplicate**

| 200 Fraser Hall 625-5333 |
| 130 Coffey Hall 624-3731 |

**Registration Center**

| 200 Fraser Hall 625-5333 |
| 130 Coffey Hall 624-3731 |

**Paid fee verification**

| 20 Fraser Hall 625-8500 |

**Transcripts, records problems**

| Office of the Registrar |
| 200 Fraser Hall 625-5333 |
| 130 Coffey Hall 624-3731 |

**St. Paul Campus**

| Visitor information 624-3731 |
| 1458 N. Cleveland Avenue 624-0700 |

**Bailey Hall**

| 107 Coffey Hall 624-9208 |

**Bursar's Office**

| Cashier, check cashing |
| 107 Coffey Hall 624-9208 |

**Outdoor Store**

| St. Paul Student Center 625-8790 |

**Recreational Sports**

| 104 St. Paul Gym 625-8297 |

**Office of the Registrar—Student Services Center**

| 130 Coffey Hall 624-3731 |

**Student union activities/events**

| 625-9794 |

**Transportation Information**

| Bikes, buses, and parking |
| 300 Transportation & Safety Building 626-7275 |

**Commuter (bus) cards**

| 28 Coffman Memorial Union 625-0981 |
| University Bookstore, Williamson Hall 625-6000 |
| West Bank Union Skyway Service Center 624-6338 |

**Metro Transit buses**

| 349-7000 |

**Motorist Assistance Program**

| 626-7275 |

**A series of tunnels**

and skyways called

“The Gopher Way”

connects many University buildings.

Many signs and maps are in place to help you find your way.
The University of Minnesota has many policies pertaining to academic work and student life on campus. Students are responsible for complying with these policies. The following is a guide to policies that are relevant to undergraduates; it is not a compilation of all policies or their word-for-word presentation. These policies are effective fall 1999 (or earlier if noted below). Students who enrolled under the quarter system but will graduate under semesters should check with their advisers about reconciliation of quarter and semester policies.

Many University policies can be found on the Web (<www.fpd.finop.umn.edu>). If students have questions about these and other requirements, they should check with their advisers or college or department offices.

Absences—Students are expected to attend all meetings of their courses. They may be excused from class, however, to participate in religious observances and for approved University activities. Instructors must be notified at the beginning of the term about such planned absences.

Students must attend the first class meeting of every course in which they are registered, unless they obtain approval before the first meeting. Otherwise, they may lose their place in class to another student. For details, check the Class Schedule.

See also Leave of Absence.

Academic Progress—All colleges and programs require students to maintain satisfactory academic progress. The U.S. Department of Education also requires the University to verify that students receiving federal financial aid maintain satisfactory progress. Academic progress is also monitored to identify students who may lose their place in class to another student. For details, check the Academic Progress Audit System (APAS) — see The University of Minnesota has many policies pertaining to academic work and student life on campus. Students are responsible for complying with these policies. The following is a guide to policies that are relevant to undergraduates; it is not a compilation of all policies or their word-for-word presentation. These policies are effective fall 1999 (or earlier if noted below). Students who enrolled under the quarter system but will graduate under semesters should check with their advisers about reconciliation of quarter and semester policies.

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See also Leave of Absence.

Academic Progress Audit System (APAS)—Each student has an individualized APAS report generated each term. The report compares past and current coursework with the requirements for the student’s academic program. Advisers can help students understand the various sections of the report and plan a course of study to satisfy degree requirements. Copies are available in Registrar’s Office Service Centers located in 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall. A sample APAS report and more details are available in the Class Schedule.

Access to Educational Records—In accordance with regents’ policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.)

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must notify the records office on their campus (see below).

Students have the right to review their educational records and to challenge the contents of those records. The regents’ policy is available for review on the Web <onestop.umn.edu/Registrar/sturec.html>, at 200 Fraser Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 200 Fraser Hall (612/625-5333).

Advising—Academic advising is a crucial component of the University’s educational mission. Although the approach to advising varies among colleges and departments, these general principles apply:

- Academic advising is available to all students.
- Students are encouraged to see their adviser before registration each term.
- Academic advising addresses students’ needs in coursework, program planning, career options, and development issues.
- Faculty, professional advisers, graduate students, and peers are involved in academic advising.

Students should expect academic advisers at all levels to assist them in designing and implementing a program of study and related activities that will allow them to achieve their educational goals. Advisers expect students to prepare for program planning sessions by giving careful thought to possible course selections, program schedules, and short- and long-term education and career goals, and to come to appointments with pertinent academic records and materials. (See “Advising” in the General Information section of this catalog.)

Auditing—Students auditing a course pay full tuition, but do not take exams, do homework, or receive credit. A student may take a previously audited course for credit.

Change of College—Students who wish to transfer from one college of the University to another must submit a completed Application for Change of College or Status to the Registrar (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall). Deadlines are available in the Class Schedule. See also the registrar’s Web site <onestop.umn.edu/Registrar/change_college.html>. College offices can provide information on admission requirements.

Change of Registration—Details about adding and canceling courses, changing grading options, or making other post-registration changes are available in the Class Schedule.

Class Standing—A student’s class standing is determined by the number of semester credits completed: freshman, 1-30 credits; sophomore, 31-60 credits; junior, 61-90 credits; senior, 91 or more credits.

Conduct Code—Students are responsible for complying with the University’s Student Conduct Code, which is available in college student affairs offices and Student Judicial Affairs, 662 Management & Economics (612/624-6073). The code is published regularly and also available on the Web at <www.umn.edu/regents/polindex.html>. See also Grievance.
Course Numbering—Courses have four-digit numbers. The first number designates the course level.

| 0xxx | Courses that do not carry credit toward any University degree. |
| 1xxx | Courses primarily for undergraduate students in their first year of study. |
| 2xxx | Courses primarily for undergraduate students in their second year of study. |
| 3xxx | Courses primarily for undergraduate students in their third year of study. |
| 4xxx | Courses primarily for undergraduate students in their fourth year of study; graduate students may enroll in such courses for degree credit. 4xxx courses can be counted for a Graduate School degree if the course is taught by a member of the graduate faculty or an individual appointed to Limited Teaching Status (LTS). |
| 5xxx | Courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses. |
| 6xxx | Courses for postbaccalaureate students in professional degree programs. |
| 7xxx | Courses for postbaccalaureate students in professional degree programs. 6xxx and 7xxx courses are to be used primarily for postbaccalaureate professional programs that are not offered through the Graduate School. |
| 8xxx | Courses for graduate students. |
| 9xxx | Courses for graduate students. |

Credit by Examination—The University offers proficiency examinations and special examinations for credit at the discretion of academic departments. Likewise, the University recognizes and awards credits based on examinations that are taken as part of the Advanced Placement Program, the International Baccalaureate Program, and the College Level Examination Program. (See “Transfer Admission” in the General Information section of this catalog.)

Credit Limits—No student may enroll for more than 20 credits per semester without college approval. Some colleges or programs may set a minimum credit limit. For more information, students should check with an adviser.

Credit Load—Undergraduates must complete at least 15 credits per semester to graduate within four years.

Dean’s List—Each semester, all colleges and programs publish a dean’s list, which includes students who achieve a 3.67 GPA or higher and who complete at least 12 credits. This achievement is noted on students’ transcripts.

Declaring a Major—Students in freshman-admitting colleges may have an undeclared major for a limited time. Colleges and programs have different procedures for students to declare a major, but all students must declare a major or be accepted into a program before or upon completing 60 semester credits. Undeclared students with 60 or more credits will not be allowed to register.

Diplomas—Diplomas are issued three times a year (fall, spring, summer) to students graduating with bachelor’s degrees. One diploma is issued for each degree. Honors are noted on the diploma, but college and majors are not. Diplomas are mailed approximately three months after graduation. For details on graduation, see the Class Schedule or call the Office of the Registrar (612/625-5333).

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

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

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

Extracurricular Events—No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty that students who are unable to complete course requirements because of approved events during finals week will be provided an alternative and timely opportunity to do so.

Final Exams—The Class Schedule includes detailed information each term about final exam schedules and policies.

Four-year Graduation Plan—The Four-year Graduation Plan offers a structured program for incoming freshmen who are planning to graduate in four years. A complete set of eligibility rules is listed in the information packet sent to all new freshmen and is on the Web <www.irm.umn.edu/fouryear/4year.htm>.

Students on the plan must meet preparation requirements when they enter the University and must plan their program with the assistance of their adviser. Checkpoints have been set up for most degree programs to help students stay on track. Checkpoint course guides are available on the Web to help students plan their degree program.

If a student cannot get into a required course, he or she must notify an adviser within two days of the assigned registration date by filing a Notification of Unavailable Course. If a required course is unavailable, the University will arrange for additional course seats, substitute another course, give priority registration during the next registration period, or waive the requirement, at the University’s option. If the University’s inability to provide a required course causes a student to graduate beyond four years, the University will cover the tuition cost of the additional required courses. For more information, call (612) 625-2525.

Full-time Student Status—To graduate in four years, a student must complete at least 15 credits each semester. State financial aid also defines full-time status as 15 credits. Maximum need-based federal financial aid is available to students who enroll for 12 credits, but note that one cannot graduate in four years by taking only 12 credits a semester.
**Grading and Transcript Policy**—The complete University Senate policy can be found on the Web [www.umn.edu/usenate/policies/gradingpolicy.html].

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

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

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

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

4. No student may receive a bachelor’s degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without pluses or minuses). Each campus, college, and department may choose not to accept academic work receiving a D (with or without a plus or minus).

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Represents achievement that is outstanding relative to the level necessary to meet course requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Represents achievement that is significantly above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Represents achievement that meets the course requirements in every respect.</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Represents achievement that is satisfactory (equivalent to a C- or higher and meets or exceeds course requirements in every respect). The S does not carry grade points and is not included in GPA calculations, but the credits count toward the student's degree program if allowed by the department.</td>
</tr>
<tr>
<td>F or N</td>
<td></td>
<td>Represents failure or no credit and indicates that coursework was completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. Academic dishonesty is grounds for an F or N for the course. The F carries 0.00 grade points and is included in GPA calculations; the N does not carry grade points and is not included in GPA calculations.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete, a temporary grade that indicates coursework has not been completed. The instructor assigns an I when, due to extraordinary circumstances, the student was prevented from completing coursework on time. An I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student's next term of enrollment.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

   - **K** Indicates the course is still in progress and a grade cannot be assigned at the present time.
   - **T** Transfer, a prefix to the original grade that indicates credits transferred from another institution or from one University college or campus to another.
   - **V** Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.
   - **W** Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student’s transcript. The W is recorded if the student withdraws from the course during the third through sixth week of class (second or third weeks of summer terms). Withdrawal in the seventh or later week of classes (fourth or later in summer terms) requires college approval. Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a W, at any time up to and including the last day of class for that course.
   - **X** Indicates a student may continue in a sequence course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student completes the sequence.

The complete University Senate policy can be found on the Web [www.umn.edu/usenate/policies/gradingpolicy.html].
Graduation, Applying for—To graduate, students must submit an Application for Degree to the Office of the Registrar by specified deadlines. (Effective fall 1999, students must submit the application by the end of the second week of the semester of graduation.) For details, see the Class Schedule. See also the registrar’s Web site <onestop.umn.edu/Registrar/Graduating>.

Graduation Requirements—Colleges and programs specify degree requirements, but the following graduation requirements apply to all undergraduates:

- Students who are admitted to a degree program or major and who complete all campus, college, and program requirements with a minimum GPA of 2.00 in the major and a cumulative GPA of 2.00 or higher in all University coursework will be allowed to graduate.
- All degree programs require a C- or better in each course in the major.
- Students must take at least 30 semester credits on the Twin Cities campus of the University, including 24 credits taken after admission to the major or program and taken from the college offering the major or program.
- No more than 6 semester credits from physical education, study skills, or applied music (in any combination) will count toward a student’s degree, unless the credits are a required part of the student’s program requirements; i.e., no more than 6 credits total from these areas will count toward the degree.
- Any course that carries University credit in one department or college must carry University credit in all other University departments or colleges, at least as an elective, including all transfer coursework that is accepted when a student is admitted. Some courses that carry University credit may not count toward college or department/program degree requirements, or may, if a student changes programs, exceed the limit of 6 credits from the areas identified in the preceding paragraph and thus not count toward the degree.

Graduation With Distinction or With Honors—Some colleges offer degrees with distinction and with honors. Students should check with an adviser to determine if their college offers either or both of these degree awards. To qualify for either, a student must have completed 60 or more semester credits at the University. Only University coursework is considered in determining GPA for distinction or honors. For details on honors programs, check the college and program sections of this catalog.

To graduate with distinction, a student must have a cumulative GPA of 3.75 or higher at graduation. To graduate with high distinction, a student must have a cumulative GPA of 3.90 or higher.

To graduate with honors, students must participate in a fully developed honors program in their college or program, complete a designated amount of coursework, achieve a stipulated GPA, and achieve a definite standard of excellence in scholarship with specific evidence of ability to accomplish independent or original work. Further, the minimum GPA in upper division (i.e., after the completion of 60 semester credits) required for achievement of a degree cum laude is 3.50; magna cum laude is 3.66; summa cum laude is 3.75.

Grievance—Academic grievances are complaints brought by students regarding the University’s provision of education and academic services affecting their role as students. For example, a student may wish to follow academic grievance procedures to appeal a final course grade. A step-by-step process, moving from informal to formal resolution is described in the Student Academic Grievance Policy <www.umn.edu/useenate/policies/ugriev.html>. Students should also check with the Student Dispute Resolution Center, 321 Coffman Memorial Union (612/625-5900), for assistance.

Grievances by student employees or other employees of the University are handled through the Grievance Office, 658 Management & Economics (612/624-1030).

Matters arising from student misconduct or actions taken under the Student Conduct Code are the responsibility of Student Judicial Affairs, 662 Management & Economics (612/624-6073).

Complaints alleging discrimination in the University/student relationship, including student complaints alleging sexual harassment by University staff or faculty, are handled by the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall (612/624-9547).

Honors—See Graduation With Distinction or With Honors. See also the college and program sections of this catalog.

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

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

Incomplete—See Grading and Transcript Policy.

Leave of Absence—Each college has a leave of absence policy for students who plan to leave school for more than two semesters. Students who follow the policy and whose leave is approved need not apply for readmission when they return. Colleges may condition readmission on availability of space in a program provided that they caution students that readmission will be so conditioned. Colleges must inform students who request a leave whether they will be held to old or new program requirements upon their return. If a leave is for more than two academic years, the student must follow new program requirements. See also Readmission.

Liberal Education Requirements—The following requirements apply to students enrolling at the Twin Cities campus fall 1999 or later.

A liberal education introduces students 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” (i.e., the kinds of questions asked and ways in which 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 human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework.
The Diversified Core Requirements

Physical and Biological Sciences - a minimum of two courses totaling at least 8 credits, including one course in physical science with a laboratory or field experience, and one course in biological science with a laboratory or field experience.

Social Science and Humanities - a minimum of 15 credits distributed as follows:

- Social Science - at least 6 credits.
- Humanities - at least 6 credits, including one course in literature and one course in “other humanities.” (The new “other humanities” category includes all courses in the current categories of philosophy, visual or performing arts, and other humanities or arts.)
- Historical Perspective - at least 3 credits. A course fulfilling the historical perspective requirement will also apply toward the social science core requirement or the humanities core requirement, but the course may not also fulfill a designated theme.

Mathematical Thinking - one course of at least 3 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: One course of at least 3 credits in each of the following:

- Environment
- Cultural diversity
- International perspectives
- Citizenship and public ethics

Guidelines for courses that fulfill multiple requirements:

A course in the physical and biological sciences core or mathematical thinking core may fulfill at most one core requirement and one designated theme.

A course in the social sciences core or the humanities core that does not carry the historical perspective designation may fulfill at most one core requirement and one designated theme. A course that fulfills the historical perspective requirement may not fulfill a designated theme.

A course that does not fulfill any core requirement may fulfill no more than two designated themes simultaneously.

Each semester, 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 semester and which are tentatively scheduled for the subsequent terms during the academic year.

Writing Requirement

This requirement is effective fall 1999 for freshmen, fall 2001 for transfers. One or two first-year writing courses are required, depending on the student’s college of enrollment. Four writing intensive courses are required. Two of the courses must be upper division courses, one of which should be taken in the student’s major.

Minnesota Transfer Curriculum

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

Prerequisites—Students should take only those courses for which they have satisfied all prerequisites. Instructors may require students to withdraw from a course if they have not met prerequisites. Instructors may, however, grant permission for a student to take a course without having satisfied prerequisites.

When a student takes a prerequisite course after successfully completing a course that required the prerequisite, credit for the prerequisite course will be granted. Colleges and departments, at their discretion, may also allow students to receive credit by examination for the prerequisite course.

Probation—Undergraduates are placed on academic probation if either their term GPA or their cumulative GPA is below 2.00. They remain on probation until both GPAs are 2.00 or above. They are suspended if, while on probation, their cumulative GPA is or goes below 2.00 for two consecutive semesters.

Students on probation are not allowed to register for courses without permission from their adviser or college office. They will be given permission from their adviser to register at the queued time. Students on probation also must complete a contract for academic performance, developed by their college of enrollment. They will not be allowed to register for subsequent terms unless their academic adviser and college office are satisfied that satisfactory academic progress is being made.

If students meet the terms of their contract and their term and cumulative GPAs are at least 2.00, they will be removed from probation. If the contract goals are met but their cumulative GPA is still less than 2.00, they will remain on probation. If goals are not met, students will be suspended.

When suspended, students are no longer in their program and cannot register for University courses for one full academic year. Following the suspension period, students must petition the college to return according to a defined collegiate petition process. Students who do not register for three or more semesters and who have not filed a leave of absence form must follow the same procedures.

Upon returning to a college or program, students will have a new contract and probationary status. If they do not successfully complete the contract, they will not only be suspended again but also will have to reapply for admission to the University. See Readmission.

Students may appeal suspension decisions to their college’s Student Scholastic Standing Committee (SSSC). Readmission after a year’s suspension is not automatic. To be readmitted, students must petition the SSSC in writing and show evidence of changes in circumstances that demonstrate that they will succeed in an academic program.

Readmission—Undergraduates who have not been granted a leave of absence and who do not register for two consecutive semesters will be placed on inactive status. Following one semester of nonregistration, students will be sent information regarding both inactive
status and the University’s leave of absence policy. To regain active status before registering for another term, students on inactive status must contact their college office for approval. Students in good academic standing at the time they became inactive are routinely allowed to return to active status.

A student who has left the University without a leave of absence for more than two consecutive semesters (not including summer session) will be held to new program requirements upon his or her return. A student returning after only one year out or less will be allowed to follow the program requirements in effect when he or she was admitted. Exceptions may be made only for students who are returning after a formal leave of absence.

Repetition of Courses—See Grading and Transcript Policy.

Residence Requirements for Graduation—See Graduation Requirements.

Smoke-free Campus—Smoking is prohibited in all facilities of the University of Minnesota–Twin Cities campus except for designated private residence hall rooms.

Student Responsibilities—Students are responsible for complying with policies in this catalog and other policies of the University. Advisers and staff are available to provide guidance, but students are responsible for their choices, including selecting courses that fulfill requirements for their academic programs.

Student Right-to-know Act—Under federal law, students may receive, on request, information about campus security and about graduation and retention rates at the Twin Cities campus from the Office of the Registrar, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall.

Suspension—See Probation.

Transcripts—See Grading and Transcript Policy and the Class Schedule.

Transfer of Credit/Credit Evaluation—See “Admissions” in the General Information section of this catalog.

Undeclared Major—See Declaring a Major.

Withdrawal From a Course—See change of registration information in the Class Schedule.

Withdrawal From the University—See Leave of Absence.