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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.
How to Use This Catalog

This is the University of Minnesota, Twin Cities Undergraduate Catalog for the academic years 2002-2004. This catalog is an academic planning tool for undergraduates. To learn how to use it, read this page.

Directory of Undergraduate Programs/Majors and Directory of Undergraduate Minors

The directories on the following pages list majors and minors and their corresponding colleges as well as the type of degree offered and the page where the program or minor can be found.

General Information

All undergraduates should read the General Information section, beginning on page 9. 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.

Colleges and Programs

The college and program sections of this catalog provide detailed information about undergraduate degree programs and services offered by colleges on the Twin Cities campus. Most of the colleges are subdivided into departments. Certain departments offer cross-curricula programs that incorporate the resources of two or more departments. Interdepartmental groups, special studies, special projects, and other nondepartmental units are listed alphabetically within the degree listings for each college program.

To find an academic area of interest and its corresponding college, use the Directory of Undergraduate Programs/Majors on pages 4-6 or the index at the back of this catalog.

General Information About Each College

The general information section at the beginning of each college section contains information about admission, orientation, honors, policies, and graduation requirements. This information expands upon the general information at the beginning of the catalog and gives college-specific detail in these areas. Contact information for each college can be found in the directory listings after each college’s general information section.

Degree Program Information

The degree program descriptions contain curricula overviews, degree requirements, and other relevant academic information. Students can choose from 137 majors, 37 stand-alone minors, and a wide variety of concentrations or tracks within many of the majors and minors.

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.

Course Descriptions

All undergraduate courses on the Twin Cities campus are listed in this section. See page 294 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.

The courses listed in the catalog are available during the day and during fall and/or spring semester. Evening, May session, and summer courses can be found in the Summer Session Catalog or at <www.cce.umn.edu/pdm/bull.shtml>.

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.

The Class Schedule is available online at <www.onestop.umn.edu/schedule/html/tc.html> and the Course Guide can be found at <www.onestop.umn.edu/guide/html/tc.html>. Each publication also is available at University Bookstores during registration.

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.

To find a major or minor and its corresponding college, use the Directory of Undergraduate Programs/Majors and the Directory of Undergraduate Minors on the following pages.
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Overview

The University of Minnesota—with campuses in the Twin Cities, Duluth, Morris, and Crookston—is one of the most comprehensive universities in the country and ranks among the most prestigious universities in the United States. It is both the state 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 20 colleges and offers undergraduate and graduate degrees in more than 370 fields of study, including about 160 bachelor’s degree programs. With a host of nationally recognized, highly ranked programs, the University’s Twin Cities campus provides a world-class setting for lifelong learning.

Other important parts of the University are 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, University of Minnesota Rochester, Soudan Underground Research Site, and research and outreach centers 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.

History

The University of Minnesota, which celebrated 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.

Mission Statement

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

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

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

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

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

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

Accreditation

The University of Minnesota, Twin Cities is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). The University has been accredited since 1913, when the NCA’s first list of accredited institutions was published. Its institutional accreditation was renewed most recently in 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. Background information about the 1996 review and the current “Record of Status and Scope” of the University’s accreditation is available on the Web at <http://www.evpp.umn.edu/evpp/accred/>. For more information, call the NCA’s Higher Learning Commission at 1-800-621-7440 or view their Web site <http://www.higherlearningcommission.org/>. The Twin Cities campus also includes nearly 100 academic programs that are accredited separately by various professional and disciplinary associations. An inventory of these programs is available at <http://www.evpp.umn.edu/evpp/accred/>.
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 or visit <www.onestop.umn.edu/Academic/advising.html> for links to college advising Web sites:

(area code 612)

**College of Agricultural, Food and Environmental Sciences**
Student Services, 190 Coffey Hall, 624-7254

**College of Architecture and Landscape Architecture**
Student Services, 107 Architecture, 626-1000

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

**College of Continuing Education**
Student Support Services, 150 Westbrook Hall, 624-4000
Inter-College Program, 107 Armory, 624-2004
Program for Individualized Learning, 107 Armory, 624-4020

**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, 12 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, 155 Natural Resources Administration, 624-6768

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

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

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.

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.

13-Credit Requirement—This requirement is being phased in over three years. Phase one: Degree-seeking students whose first term of enrollment as a new freshman or a new transfer at the University is fall semester 2002 or later are required to register
for at least 13 credits each semester. Phase two: Effective fall semester 2005, all degree-seeking students will be required to register for at least 13 credits each semester. To apply for part-time status, or to take fewer credits temporarily, students must petition their college. More information about the 13-credit minimum can be found at <www.onestop.umn.edu/13credits/index.html>.

The course registration queue gives priority to students whose immediately previous registration was “full-time” (i.e., for at least 13 credits). Under the queue, full-time seniors register first, followed by part-time seniors, full-time juniors, part-time juniors, full-time sophomores, etc. More information about the queue can be found at <www.onestop.umn.edu/newqueue/index.html>.

Four-year Graduation Plan

The Four-year Graduation Plan is an agreement between the student and the University that guarantees institutional support for completing degrees within four years. Under the plan, the student agrees to meet certain expectations for academic planning and performance. In turn, the University agrees to ensure that classes the student needs will be available. If the University cannot provide a required course, offer a substitution, or waive the requirement, it will pay the student’s tuition to stay an extra semester to complete the course.

A few degree programs are designed to take longer than four years, and students in those programs are not eligible for the four-year guarantee.

Whether students in qualifying programs elect the four-year plan or not, they can graduate in four years simply by taking 15 or more credits each semester and working with an academic adviser to make sure their graduation requirements are being fulfilled.

Throughout the academic experience, certain steps will help students stay on track. Most are common sense and apply for any student.

Freshmen: During their first year, students should complete the freshman writing requirement and at least 30 credits—more if they are in a major that requires more than 120 credits. Advanced-placement credits and post-secondary education credits can be applied toward the 30 credits.

Sophomores: Students should make sure that they are taking classes to satisfy the liberal education requirements. They should also be exploring majors if they haven’t yet selected one. Students must declare a major by the end of sophomore year.

Juniors: Students should confirm that their liberal education and core requirements are being completed. They should meet with their adviser to determine that they understand and are working toward completion of their major requirements. Students in the College of Liberal Arts should be completing their language requirements and taking the language proficiency test.

Seniors: Students must file for graduation by the beginning of the final semester. They must complete their senior project if their program requires one.

All students: Students should meet with their academic adviser once each semester during their freshman year and at the beginning of every subsequent year. All students are advised to take an average of 15 credits per semester and maintain good academic standing based on the requirements of their department or college.

Students should develop a study plan and review it with their adviser. They also should work with their adviser regularly to be certain that all checkpoint requirements are being met.

For more information, see Four-year Graduation Plan in the Policies section of this catalog or call 612-625-2525.

Using Online Resources

The computer is an essential tool for University students. Access to personal computing resources and the Internet is becoming increasingly important for students in and out of the classroom. (See Computing in this section of the catalog.) Helpful Web sites have been created to assist students and advisers. A good starting point is the Student Services site at <www.onestop.umn.edu>.

Registered students receive a University Internet account to access e-mail and other Internet services. See Computing in this section of the catalog.

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 <www.onestop.umn.edu/Employment>.

Career planning takes time. Students should plan to begin this process early in their University experience. Many of the following college career centers can be found online at <www.onestop.umn.edu/Employment>.

(area code 612)

College of Agricultural, Food and Environmental Sciences
Career Services, 190 Coffey Hall, 624-2710

College of Architecture and Landscape Architecture
Student Services, 107 Architecture, 626-1000

College of Biological Sciences
Career Center, 229 Snyder Hall, 624-9270

College of Continuing Education
Student Support Services, 150 Wesbrook Hall, 624-4000

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

College of Education and Human Development
Career Services, 110 Wulling Hall, 625-9884

General College
Transfer and Career Center, 127 Appleby Hall, 624-4346

College of Human Ecology
Career Services, 12 McNeal Hall, 624-6762

College of Liberal Arts
Career & Community Learning Center, 135 Johnston Hall, 624-7577

Carlson School of Management
Business Career Center, 1-110 Carlson School of Management, 624-0011

College of Natural Resources
Career Services, 135 Natural Resources Administration, 624-6768

Institute of Technology
Career Services, 50 Lind Hall, 624-4090

The University of Minnesota is one of the nation’s top three public research universities, according to a July 2001 University of Florida study.
General Information

Campus-wide Career Centers
University Counseling & Consulting Services
Career Development Center, 302 Eddy Hall, 624-8344
Career counseling appointments, 624-3323
St. Paul Office, 199 Coffey Hall, 624-3323

Global Campus/Study Abroad
230 Heller Hall, 626-9000

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

Disability Services
Careers Online Projects, 230 McNamara Alumni Center, 626-9658

Other Academic Support Services
In addition to collegiate advising offices, the Twin Cities campus has many resource offices to help students achieve academic success. Below is a list of several of these offices. For more detail about these and other services, students should contact their college offices or refer to the Gopher Guide.

(a area code 612)
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
1901 University Ave. S.E., 2nd floor, 626-1055

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

Disability Services
180 McNamara Alumni Center, 626-1333

Global Campus
230 Heller Hall, 626-9000

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

Learning and Academic Skills Center
109 Eddy Hall, 624-3323

Residence Hall Academic Service Centers
624-2994

Student Writing Center
306b Lind Hall, 625-1893

Writing Support Network
<http://cisw.cla.umn.edu/wn.html>

Academic Resources

Bookstores
The University Bookstores have five campus locations which offer new and used textbooks, course packets, reference and research materials, school supplies, and University clothing and gifts. In addition, the Bookstores offer other services, including a textbook buy-back program, photo processing, visiting author discussions, and graduation supplies (e.g., caps and gowns, announcements, and college rings).

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. It also allows students to order their textbooks and course materials through Gopher Books Online, which ensures them of getting the correct materials.

(area code 612)

East Bank Store
Williamson Hall, 625-6000

West Bank Store
Anderson Hall, 625-3000

St. Paul Store
St. Paul Student Center, 624-9200

Libraries
Housed in six major facilities and nine branch sites, the University Libraries system includes more than 5.8 million print volumes, 41,000 serial subscriptions, 5.7 million microforms, 2.7 million government documents, and 404,000 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 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 access to full-text periodicals, academic journal articles, and newspapers. Students can access both LUMINA® and MNCAT® from library computer terminals or remotely through the University Libraries’ Web site <www.lib.umn.edu>.

Each major branch of the University Libraries houses different subjects.

• Andersen Library (West Bank)—computer history; children’s literature; immigration history; manuscripts; social welfare history; special collections/rare books; University Archive; YMCA Archives; MINTEX
• 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; social work; applied economics
• Science and Engineering Library (Walter Library, East Bank)—scientific and technical materials
• Wilson Library (West Bank)—social sciences, literature, art, education/psychology
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
On campus, students can use centrally provided computing labs, which are equipped with commonly used software and Internet access. Visit the Academic and Distributed Computing Services (ADCS) Web site <www.umn.edu/adcspublabs> for student computer lab locations, hours, and equipment.

Many students choose to buy their own personal computer and software. The University TechMart Web site <www.techmart.umn.edu> offers a variety of hardware and software options at considerable discounts, or visit the ADCS computer showroom in 152 Shepherd Labs or 50 Coffey Hall for consultation.

Registered University students initiate their account by visiting the ADCS Web site <www.umn.edu/initiate> or by going to one of the computer helplines:

**East Bank**
152 Shepherd Labs, Mon.-Fri., 8 a.m.-5 p.m.

**St. Paul**
50 Coffey Hall, Mon.-Fri., 8 a.m.-5 p.m.

**West Bank**
93 Blegen Hall, Mon.-Fri., 8 a.m.-5 p.m.

ADCS offers e-mail and Internet orientation classes. Topics include initiating and managing University Internet accounts, obtaining software for Internet access, and learning about other University technology resources. Visit the ADCS training Web site <www.umn.edu/adcstraining> for a schedule of orientation classes or call 612-625-1300 for more information.

ADCS also provides comprehensive call-in support through the technology helpline at 612-301-4357. Call for help with Internet and e-mail support, password changes, on-campus telephone and network support, and technology troubleshooting. Hours are Monday–Thursday, 8 a.m.–11 p.m.; Friday, 8 a.m.–5 p.m.; Saturday, 12 p.m.–5 p.m.; and Sunday, 5 p.m.–11 p.m. Computer and Internet support is also available via e-mail at help@umn.edu. For additional resources, visit the ADCS Web site <www.umn.edu/adcspublabs>.

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 March for a July 1 start date and in early 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 230 study abroad options in 80 countries are available to University undergraduates through the Global Campus/Study Abroad in the Office of International Programs. Undergraduates in every major are encouraged to earn credit toward their degree through study abroad.

A World of Options—The Global Campus offers world-class programs, including short-term faculty-led opportunities, intensive language study, internships, study at a foreign university, and special theme programs. Programs are offered in collaboration with academic departments and on-site foreign institutions, and many courses have been evaluated to meet the University’s liberal education and major requirements. Students may choose from academic year, semester, May session, and summer terms. Many programs in English are available. A number of programs offer credit-bearing internship and research opportunities in addition to classroom coursework.

The vast majority of students on study abroad earn University of Minnesota residence credit. Students on some exchange programs and programs not listed in the Global Campus study abroad catalog earn transfer credit, which is facilitated by the Global Campus.

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

Foreign Studies Minor—The foreign studies minor is an individualized, interdisciplinary College of Liberal Arts minor open to all University of Minnesota undergraduates. This minor integrates a study abroad experience with intercultural communication, language study, and related coursework focusing on a country or region of study. See the College of Liberal Arts section of this catalog or contact the Global Campus office for more information.

Scholarships and Other Financial Resources—Most financial aid can be used for study abroad, and financial aid awards can be revised to include study abroad costs. Over $500,000 in scholarships and grants are available annually to University of Minnesota students for study abroad. Also, the Global Campus has secured reduced program fees for University students participating in a variety of programs.

Study Abroad Alumni Society—The Study Abroad Alumni Society (SAAS) is a Global Campus student organization designed to bring together students who have had intercultural experiences. SAAS activities are scheduled throughout the year and include cultural encounters, community service, and a year-end activity. SAAS also offers a mentoring program that pairs return study abroad students with students preparing to study abroad. For more information, visit <www.UMabroad.umn.edu/alumni.html>.

For More Information—Advisers, catalogs, brochures, and a computer for Web surfing are available in 230 Heller Hall. Or call 612-626-9000 or visit the Global Campus Web site <www.UMabroad.umn.edu>.
General Information

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
or visit the Web site ................................. <http://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 official and up-to-date information about the University’s admissions policies, procedures, and deadlines, please see the latest edition of the Undergraduate Application Booklet available from the Office of Admissions or online at <http://admissions.tc.umn.edu>.

How to Apply—Prospective freshmen and transfer students may obtain application materials on the World Wide Web at <http://admissions.tc.umn.edu> or by contacting the Office of Admissions (see addresses and phone numbers above). There are separate applications for:

- freshmen and transfers from colleges outside the University of Minnesota system,
- transfers from other colleges inside the University system,
- international students, and
- adult special (non-degree-seeking) students.

Freshmen must submit a completed application, official high school transcripts, official college transcripts (if applicable), ACT or SAT test scores, 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 or is applying to the College of Agricultural, Food and Environmental Sciences; College of Human Ecology; or College of Natural Resources) and all postsecondary institutions attended, ACT or SAT scores (if the student has fewer than 26 semester credits), 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 under English Proficiency 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 welcome to do so as additional support for their application. International students applying for non-degree seeking admission should use the international student 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, contact 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/Prometric Testing Center or contact TOEFL Services/Educational Testing Services (P.O. Box 6151, Princeton, NJ 08541-6151 USA, 609-771-7100). To register for the MELAB, contact the English Language Institute, 3200 North University Building, University of Michigan, Ann Arbor, MI 48109-1057 USA, (734)-764-2416). Students in the Twin Cities area may contact the Office of Admissions for information about registering for the MELAB or TOEFL test.

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 in 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 enrollment confirmation fee. The deadline for payment of the confirmation fee will be indicated on the Enrollment Confirmation 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 receive information from their college of admission, including an invitation to 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.)

Twin Cities Campus Colleges
On the next page is a list of the Twin Cities campus colleges that admit freshmen, those colleges and programs that require a year or more of undergraduate work for admission, and those colleges and programs that require a bachelor’s degree or the equivalent.

Note: Most College of Education and Human Development teaching licensure programs are postbachelor’s programs. Professional architecture and landscape architecture programs are master’s level. Physical therapy and occupational therapy are master’s programs. For more information, contact the college or program office.
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 Continuing Education
College of Education and Human Development*
Program in Medical Technology
Program of Mortuary Science
School of Nursing
College of Pharmacy*
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 who are graduating from high school in the spring preceding fall enrollment (regardless of total college credits completed while in high school) or high school graduates who have not enrolled at a post-secondary institution after high school 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 makes an overall assessment of each application to determine the applicant’s potential for academic success.

The Office of Admissions gives primary consideration to:
• completion of high school courses (see below);
• high school rank percentile (HSR);
• test scores (ACT or SAT);
• patterns of coursework and performance;
• performance in completed college courses at the time of application.

All of the additional information provided in the application will be considered routinely as part of the admission process to determine an applicant’s admissibility.

High School Course Preparation
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;
• three years of social studies, including one year each of geography (or a combination of courses incorporating geographic studies, e.g., world history, western civilization, Latin American studies) and U.S. history;
• two years of a single second language;
• one year of visual or performing arts, including instruction in the history and interpretation of the art form (e.g., theater arts, music, band, chorus, orchestra, drawing, painting, photography, graphic design).

¹ Students 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.

² The 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 are missing the newest requirements—one year of geography and one year of visual and/or performing arts—will not be denied admission if they are otherwise admissible. In addition, applicants who do not complete the other high school course preparation requirements may sometimes be admitted if they have promising academic records and meet other admission requirements. Students admitted with deficiencies must make them up before graduating from the University.

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

Nongraduates 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

Applicants who have enrolled at a post-secondary institution or internationally recognized foreign college or university after high school are designated as transfer students. Most colleges and programs require a cumulative 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.

Applicants who have completed less than a full year of college coursework at the time of application will be considered for admission using a combination of transfer and freshman admission criteria. High school and college transcripts and ACT or SAT (where required) will be reviewed.

Transfer students who graduated from high school in 1987 or later and have not earned a bachelor’s degree or its foreign 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 17.

Transfer Application Procedures

Applications—Complete the University of Minnesota, Twin Cities Campus Application for Admission (available online or 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.

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.

Non-degree Admission—Students who wish to enroll in day school courses for personal reasons and who do not wish to be formally admitted to an undergraduate degree program may apply for admission as a non-degree 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 a non-degree student, a student generally must meet the same requirements as a student applying for admission to a degree program. Most non-degree students already have earned bachelor’s degrees. Some colleges—including the College of Liberal Arts—will consider requests for non-degree status from students who do not have degrees.

Note: Formal application is necessary for non-degree 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 to the One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall) by the application deadline. For deadlines or to download an application, see the Office of the Registrar Web site <www.onestop.umn.edu/Forms/>.

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, Career & Community Learning Center, 345 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455, (612-626-2044).

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—The University follows a semester calendar. Quarter credits from other U.S. institutions are converted to semester credits by multiplying the number of quarter credits by two-thirds. For example, 3 quarter credits equal 2 semester credits.

Residence Requirement for Graduation—To complete a degree at the University, a student must complete 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.

For more information, see Graduation Requirements in the Policies section of this catalog.

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 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. General education courses are routinely accepted in transfer (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 baccalaureate degree programs on the Twin Cities campus. 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: When a student has repeated a course, only the last enrollment for the course shall transfer.
- The minimum grade required for transfer is D. The college or program determines how the course may be used to meet degree requirements.
- Independent study, field experience, and internships may or may not transfer, depending on the level and appropriateness of the learning experience.
- Remedial or developmental 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, CLEP, 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 these nontraditional experiences will be re-evaluated for content and comparability.
- 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 or see the admissions Web site at <http://admissions.tc.umn.edu>.

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 or see the admissions Web site at <http://admissions.tc.umn.edu>.

College Level Examination Program (CLEP)—Students may earn college credit for successful completion of some CLEP examinations. For additional information, contact the Office of Admissions.

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 (MnTC). Students who complete the MnTC at a participating college and then transfer to the University of Minnesota, Twin Cities have completed the lower division portion of the University’s liberal education (LE) requirements. MnTC completion must be noted on the official transcript.

Note: Practitioner-oriented degrees through the College of Continuing Education (CCE) do not follow the Minnesota Transfer Curriculum. For more information, call CCE Student Support Services at 612-624-4000.

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 the following “Rights as a Transfer Student.”

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.

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

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 <www.onestop.umn.edu/Courses/schedule.html>.

Most students register via the Web <www.onestop.umn.edu/Enrollment/>; others complete a credit enrollment request form and take it to the Student Services Center in 200 Fraser Hall, 130 West Bank 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 or check the Web <www.onestop.umn.edu/Courses/schedule.html>.
• 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 at <www.onestop.umn.edu/Finances/tuitionrates/index.html>.

### Financial Aid

A good place for students to start planning their college finances is the University’s Student Finances Web site <www.onestop.umn.edu/Finances/>. This site includes links to information about University student accounts, tuition and fees, financial aid eligibility, and the types of aid available. The “Financial aid basics” section has cost estimates to attend the University and describes the types of financial aid—grants, scholarships, work-study employment, student loans—that might be available to help students meet those costs.

Cost estimates are based on anticipated state funding for the University and cost of living averages for the Twin Cities metropolitan area. Actual costs will depend on where students live, their transportation, and other lifestyle choices. In addition, a directory of Web sites and other contact information for on-campus and off-campus financial aid resources is available at <www.onestop.umn.edu/Finances/quicklink02.html>.

To apply for financial aid, students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) available at <www.fafsa.ed.gov>. Printed forms are also available on campus at Student Services Center locations, University Bookstores, St. Paul Student Center, University libraries, residence halls, college advising offices, and public libraries. A new application cycle begins each year on January 1.

New students who apply before the February 15 priority date may have a better opportunity for funds (including the most desirable type—gift aid) that are often depleted later in the financial aid cycle. 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. Additional scholarship funds from University departments may be available to students, depending on their major and their academic record.

Students must reapply for financial aid each year after January 1. After their first year, they will be provided with a Renewal FAFSA with pre-filled data, available online, that asks them to update only information that has changed since their last application. Continuing students are encouraged to apply for financial aid by the priority date of March 1 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 online at <www.onestop.umn.edu/Forms> or for pickup in a One Stop Student Services Center. The form asks students to identify all postsecondary or college credit earned as a high school student and to provide a copy of academic transcripts with the terms highlighted in which they were a PSEO student. The Office of Student Finance will deduct these high school quarters or semesters of attendance from students’ accumulated state grant eligibility to ensure students get the maximum award amounts.

### Visit, Call, or Write

Financial aid assistance is provided year-round at three campus One Stop Student Services Centers to help students through the financial aid application process. All of the centers provide a range of publications and forms for pickup. Full services are provided at the One Stop Student Services Center located in 200 Fraser Hall, 106 Pleasant Street S.E., Minneapolis campus. General office hours are 8:00 a.m.–5:30 p.m., Monday–Thursday, and 8:00 a.m.–4:00 p.m., Friday. Financial aid counseling is available by phone at 612-624-1665 (8:00 a.m.–4:00 p.m., Monday–Friday), 1-800-400-8636 toll-free outside the Twin Cities metropolitan area, or TTY (text telephone for hearing impaired only) 612-626-0701. Students may also see counselors in person on a walk-in basis or by appointment to discuss their concerns, have their questions answered, to review their applications or other forms for completeness, and to obtain any additional forms or application materials that may be needed. In
addition, a self-service computer area allows students to conduct online scholarship searches, complete an online FAFSA application, or review their student accounts. Students may also go to the One Stop Student Services Center in 130 Coffey Hall, 1420 Eckles Avenue, St. Paul campus or in 130 West Bank Skyway, West Bank campus, 8:00 a.m.–4:00 p.m., Monday–Friday.

**Send correspondence to:**
Office of Student Finance
University of Minnesota, Twin Cities
210 Fraser Hall,
106 Pleasant Street S.E.
Minneapolis, MN 55455-0422

General information (Twin Cities) ................ 612-624-1665
TTY (for hearing-impaired callers only) ........... 612-626-0701
Fax .......................................................... 612-624-9584
E-mail ..................................................... osfa@tc.umn.edu
Web site ..................................................<www.onestop.umn.edu/Finances>
Student Accounts Receivable ..................... 612-625-8500
Student Loan Collections .......................... 612-625-8007

For FAFSA questions, students may call 1-800-433-3243 or 1-800-801-0576 (TTY for hearing impaired only) or connect to FAFSA on the Web at <www.fafsa.ed.gov> and select the “Check My Submitted FAFSA” tab. Customer service is also available live, online, by selecting the “Customer Service Live” button at the bottom of the Web page. The center can help students through the application process by:

- explaining comments on the Student Aid Report (SAR) and how to make corrections to erroneous or inconsistent information.
- answering technical questions regarding the PIN (personal identification number).
- assisting a student in navigating through the FAFSA Web site.
- confirming application or correction processing and issuing a duplicate SAR.
- identifying the holder of any currently held student loans.

**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 <www.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.

**Housing & Residential Life**—The University has 11 housing facilities on campus serving about 6,300 individual students: eight residence halls (six on the East Bank, one on the West Bank, and one on the St. Paul campus) and three apartment-style complexes (all three on the East Bank). The Housing & Residential Life office (in Comstock Hall-East, 612-624-2994) also has information about housing units for married/partnered couples and families, including single parents, and about off-campus housing. For housing information on the Web, go to <www.umn.edu/housing>.

**Intercollegiate Athletics**—Several men’s and women’s sports are offered. For more information, visit <www.gophersports.com> or call 612-625-4838 for men’s programs or 612-624-8000 for women’s programs.

**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. Students can view job opportunities on the Web <www.umn.edu/ohr/jobs/students.html> and contact employers directly. Work-Study positions are available. Job Center staff are available to advise students as they search for jobs.

**Recreational Sports**—The University offers recreational sports programs and facilities to improve the quality of life for students, staff, and faculty. The Sport Clubs Program offers 26 clubs in a wide variety of competitive and instructional sport activities. The Intramural Program offers nearly 500 leagues and tournaments in 15 sports. The University 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 Activities Office**—The Student Activities Office, 825 Washington Ave. S.E., Room 202, (612-626-6919), offers various programming initiatives and learning opportunities, including the events calendar Web site <http://events.tc.umn.edu>, leadership development programs, and support for student groups. For a complete listing of registered student groups, see the *Gopher Guide* or visit the Web site at <www.umn.edu/sao>.

**Student Unions**—The student unions—St. Paul Student Center and Coffman Memorial Union and its West Bank services—offer lounge and study spaces, dining services, convenience stores, meeting/conference space, game rooms, non-credit art courses, copy centers, postal stations, ATMs, e-mail kiosks, and bookstores. The student unions also sponsor numerous events and activities for the campus community, including films, lectures, concerts, art exhibits, outdoor adventures, and Spring Jam.

**Note:** Coffman Memorial Union will be closed for renovation through December 2002. Once reopened, Coffman will house the University’s new, central 40,000 square-foot bookstore, 24-hour computer lab, 400-seat multi-purpose theater, food court, campus security escort station, study lounges, student organization office space, convenience store, and a bank and other services and facilities for students on the Minneapolis campus. Many student organizations, cultural centers, and University departments have been relocated to 720 Washington Avenue during the renovation; other services have been moved elsewhere on campus. For relocation information, check <www.coffman.umn.edu>. For student union information, call the St. Paul Student Center at 612-625-9794 or visit <www.spsc.umn.edu>. Call 612-624-4636 for more information about Coffman Memorial Union and its West Bank services.
**Student Services Directory**

*(area code 612)*

**Campus Information**

Emergence 911

Escort service 624-WALK

**Campus directory assistance**

- From off campus, 625-5000
- From on campus, dial 0
- 7:30 a.m.-8:00 p.m., Monday-Saturday; 12:00 noon-8:00 p.m., Sunday

**Campus events** <events.tc.umn.edu>

- Student Activities Office 626-6919
- Coffman Memorial Union 625-2272
- St. Paul Student Center Union 625-9794

**University of Minnesota Alumni Association**

200 McNamara Alumni Center 624-2323

**University of Minnesota Police Department**

100 Transportation and Safety Building 511 Washington Avenue S.E. Non-emergency 624-3550

**Emergency 911**

**Activities, Programs, and Entertainment**

- Bell Museum of Natural History 624-7083
- Coffman Memorial Union program information 625-2272
- Events calendar <events.tc.umn.edu>
- Frederick R. Weisman Art Museum 625-9494
- The Goldstein Museum of Design 624-7434
- Katherine E. Nash Gallery 624-7530
- Northrop Auditorium arts ticket office 624-2345
- Orientation and First-Year Programs 624-1979
- Paul Whitney Larson Gallery 625-0214
- School of Music/Ted Mann Concert Hall events hotline 626-8742
- Student union activities/events 625-9794
- University Film Society hotline 627-4430
- University Theatre 120 Rarig Center 625-4001

**Admissions**

- Change of college
  - 200 Fraser Hall 625-5333
  - 130 West Bank Skyway 626-9110
  - 130 Coffey Hall 624-3731

- Residency and reciprocity
  - 240 Williamson Hall 625-6330

**Transfer information**

Contact the individual college admissions office or

- 240 Williamson Hall 625-2008
- 8:00 a.m.-6:00 p.m., Monday
- 8:00 a.m.-4:30 p.m., Tuesday-Friday

**Athletics**

- Men's Intercollegiate Athletics
  - Information: 226 Bierman Field Athletic Building 625-4838
  - Tickets: East end of Mariucci Arena 624-3080

- Recreational Sports
  - 108 Cooke Hall 625-6800
  - 104 St. Paul Gym 625-8283

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

**Bookstores**

- East Bank store
  - Williamson Hall 625-6000
- Health Sciences store
  - Moos Tower 625-8600
- Law School store
  - Law Center 626-8569
- 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**

- Computer Helpline 301-4357 (1-HELP)
  - 190 Shepherd Labs, East Bank
  - 93 Blegen Hall, West Bank
  - 50 Coffey Hall, St. Paul

**Copying services**

- Printing Services Copy Centers
  - East Bank, B-1 Johnston Hall 625-1092
  - East Bank, 147 Smith Hall 625-4390
  - East Bank, 130 McNamara Alumni Center 624-7531
  - Health Sciences, D-104 Mayo Memorial Building 625-8914
  - St. Paul, 8 St. Paul Student Center 625-4771
  - West Bank, L-129 CarlSMgmt 624-6588
  - West Bank, 33 Social Sciences Building 625-9047

**Counseling and Student Services**

- African American Learning Resource Center
  - 215 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
  - 1901 University Avenue S.E., Suite 210 626-1055
- Aurora Center for Advocacy & Education
  - (formerly Program Against Sexual Violence) 24-Hour Crisis Line 626-9111
- 407 Boynton Health Service 626-2929
- Career Development Center
  - 302 Eddy Hall 624-8344
- Chicano Latino Learning Resource Center
  - 315 Science Classroom Building 625-6013
- College of Continuing Education Student Support Services
  - 150 Westbrook Hall 625-3333
- Disability Services
  - 180 McNamara Alumni Center 626-1333
  - (voice or TDD)
- Diversity Institute
  - 140 Klaeber Court 625-0537
- Equal Opportunity Office
  - 419 Morrill Hall 624-9547
- Gay, Lesbian, Bisexual, Transgender Programs Office
  - 138 Klaeber Court 625-0537
- International Student and Scholar Services
  - 190 Hubert H. Humphrey Center 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
  - 112 Klaeber Court 625-9837
- Student Dispute Resolution Center
  - 107 Eddy Hall 625-5900
- Student/Parent HELP Center
  - 133/180 Appleby Hall 626-6015
- University Counseling & Consulting Services
  - 109 Eddy Hall 624-3323
  - 199 Coffey Hall 624-3323
- University of Minnesota Alumni Association
  - 200 McNamara Alumni Center 624-2323
- Urgent Counseling
  - 410 Boynton Health Service 625-8475

**Employment**

- Graduate Assistant Office
  - 200 Donhowe Building 319 15th Avenue S.E. 624-7070
- Student Employment
  - U of M Job Center
  - 170 Donhowe Building 319 15th Avenue S.E. 626-1523, 625-2000
Financial Aid
Student Finance, Office of
200 Fraser Hall 624-1665
130 Coffey Hall 624-1665

Student Loan Collections
140 Williamson Hall 625-8007

Health and Public Services
Aurora Center for Advocacy & Education
(formerly Program Against Sexual Violence)
24-hour crisis line 626-9111
407 Boynton Health Service 626-2929

Boynton Health Service (information)
Minneapolis 625-8400
St. Paul 624-7700
TTY 625-6184

Boynton Health Service (appointments)
• Medical 625-3222
• Eye Clinic 624-2134
• Dental Clinic 624-9998
• Mental Health Clinic 624-1444
• St. Paul 624-7700

Boynton Health Service (emergency)
When Boynton is closed:
• Medical Emergencies 625-7900
• Dental Emergencies 273-3000
• Crisis Connection 379-6363 or 625-7900

Dental School Clinic
Seventh floor, Moos Tower 625-2495

Fairview-University Medical Center
273-3000

University Police
511 Washington Avenue S.E. 624-3550

Women’s Health Clinic
Ground floor, Boynton Health Service 625-3222

Housing
Housing & Residential Life
Comstock Hall-East 624-2994

Residence halls
• Bailey (St. Paul) 624-0700
• Centennial 625-4452
• Comstock 624-1995
• Frontier 624-9999
• Middlebrook (West Bank) 625-0536
• Pioneer 626-3333
• Sanford 624-2526
• Territorial 625-0971
• University Village 625-3909
• Wilkins 624-0044

International Resources
China Center
290 Hubert H. Humphrey Center 624-1002

Global Campus•Study Abroad
230 Heller Hall 626-9000

International Programs, Office of
645 Heller Hall 624-5580

International Service and Travel Center
94 Blegen Hall 626-4782

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

Legal Service
University Student Legal Service
160 West Bank Skyway 624-1001

Libraries
General information 624-0303
Hours recording 624-4552

Bio-Medical Library
270 Diehl Hall 626-3653

Humanities/Social Sciences
Wilson Library 626-2227

Journalism, Eric Sevareid Library
20 Murphy Hall 625-7892

Law Library
Law Center 625-4300

Maggie Library (St. Paul Campus)
1984 Buford Avenue 624-2233

Science and Engineering Library
Walter Library 624-3366

Library Learning Resource Centers
• Bio-Medical Library 270 Diehl Hall 626-4045
• 204 Walter Library 624-1584

University Archives and Special Collections
Anderson Library 625-9825

Personal Services
Automated teller machines
• Blegen Hall basement
• Science Classroom Building
• St. Paul Student Center lower level
• Willey Hall upper concourse
• Williamson Hall lower concourse

Banking services
University of Minnesota Credit Union
170 McNamara Alumni Center 626-0500

Check cashing
• 145 Williamson Hall 625-7535
• 101A Anderson Hall 625-1383
• 107 Coffey Hall 625-8108

Child care
• Child Care Center, University
East Bank 627-4014
• Community Child Care Center
1250 Fifield Avenue, St. Paul 651-645-8958
• Como Community Child Care
1024 27th Avenue S.E., Mpls. 331-8340

Lost and found
• Skyway Service Center
West Bank 626-6338
• St. Paul Student Center
Union Station 625-9794

Student Services Center
130 Coffey Hall 624-3731

Notary service
240 Williamson Hall 625-2008

Postal Services
• 2-220 Phillips-Wangensteen Building 625-0981
• Dinkytown, 1311 Fourth Street S.E.
800-275-8777
• St. Paul Student Center 625-9794
• West Bank Skyway 624-6338

Recreation
• Recreational sports information 625-6800,
626-9222
• University Rec Center 625-6800
• 104 St. Paul Gym 625-8283
• Center for Outdoor Adventure
St. Paul Student Center 625-8790
• Gopher Spot
St. Paul Student Center 625-5246

Registration, Fee Payment, and
Student Records
Fee payment, Bursar’s Office
• 145 Williamson Hall, East Bank
625-7535
8:00 a.m.-5:00 p.m., Monday-Thursday;
8:00-4:00 p.m., Friday
• 101A Anderson Hall, West Bank
625-1383
8:00 a.m.-3:00 p.m., Monday-Friday
• 107 Coffey Hall, St. Paul
625-8108
8:00 a.m.-3:30 p.m., Monday-Friday

Paid fee verification
200 Fraser Hall 625-8500

One Stop Student Services Centers
Registration, transcripts, records problems
• 200 Fraser Hall 625-5333
• 130 Coffey Hall 624-3731
• 130 West Bank Skyway 626-9110

Student Groups
• Student Activities Office 626-6919

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

Commuter (bus) cards
• 2-200 Phillips-Wangensteen Building 625-0981
• University Bookstore, Williamson Hall
625-6000
• St. Paul Student Center, Union Station 625-9794
• West Bank Skyway Service Center
624-6338

Metro Transit buses 373-3333
Motorist Assistance Program 625-5533
# Policies

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Policies

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. In general, these policies are effective for students who enrolled fall 1999 or after. 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. Students should expect academic advisers to assist them in designing and implementing a program of study to satisfy degree requirements. Copies are available in One Stop Student Services Centers located in 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall or online at <http://onestop.umn.edu/dars>. 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.

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 at <www.onestop.umn.edu/Registrar/Grades/gradereporting>, at 200 Fraser Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the One Stop Student Services Center, 200 Fraser Hall (612-625-5333).

Students are responsible for updating their personal information, which can be done online at <www.onestop.umn.edu/Student>.

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 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 to the One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall). Deadlines are available in

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
the Class Schedule. See also the registrar’s Web site <www.onestop.umn.edu/registrar/majors/change_colleges.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. See also the registrar’s Web site <www.onestop.umn.edu/registrar/registration/changing.html>.

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, 612-624-6073. The code is published regularly and also available on the Web at <www.sja.umn.edu>. See also Academic Integrity and 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 their adviser.

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

13-Credit Requirement—This requirement is being phased in over three years. Phase one: Degree-seeking students whose first term of enrollment as a new freshman or a new transfer at the University is fall semester 2002 or later are required to register for at least 13 credits each semester. Phase two: Effective fall semester 2005, all degree-seeking students will be required to register for at least 13 credits each semester. To apply for part-time status, or to take fewer credits temporarily, students must petition their college. More information can be found at <www.onestop.umn.edu/13credits/index.html>.

The course registration queue gives priority to students whose immediately previous registration was “full-time” (i.e., for at least 13 credits). Under the queue, full-time seniors register first, followed by part-time seniors, full-time juniors, part-time juniors, full-time sophomores, etc. More information about the queue can be found at <www.onestop.umn.edu/newqueue/index.html>.

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 have a registration hold and will not be allowed to register without first meeting with their adviser and gaining college approval.

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).

Discretionary Course Cancellation or Withdrawal
Students are permitted one discretionary course cancellation, or withdrawal, at any time up to and including the last day of class for that course. This discretionary cancellation may be used only once during a student’s enrollment at the University. Students must notify their college to use this withdrawal, but college approval is not required. A “W” is recorded on the student’s transcript.

For more information about withdrawal from a course, see Grading and Transcripts on page 29. Information about course cancellation procedures, deadlines, and refund information can be found in the Class Schedule.

E-Mail
E-mail is the University’s official means of communication with students. Students are responsible for all information sent via their University e-mail account. Students who forward their University e-mail account are still responsible for all the information, including attachments, sent to the account.

Equal Opportunity
The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.
In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Julie Sweitzer, 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 to graduate in four years. A complete set of eligibility rules and eligible majors is listed in the information packet sent to all new freshmen and is on the Web at <www.irr.umn.edu/fouryear/>

Students on the plan must meet the eligibility requirements when they enter the University and must plan their program with the assistance of their adviser. Checkpoint course guides have been set up for degree programs on the Four-year Graduation Plan to help students stay on track. The checkpoint course guides are available on the Web at <www.irr.umn.edu/fouryear/alphachk.htm> 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, see page 13 in the General Information section or 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.

See also Credit Load.

Grading and Transcripts
The complete University Senate grading policy can be found on the Web <www.umn.edu/usenate/policies/gradingpolicy.html>. More information about transcripts can be found in the Class Schedule or on the Web at <www.onestop.umn.edu/registrar/transcripts/>.

1. The policy has been in effect since fall 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.
   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.

3. When both grading systems are available, students must choose one when registering for a course. See the Class Schedule for deadlines related to selecting a grading option.

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

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

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 a grade point average (GPA) for each student, both at the end of each grading period and cumulatively. GPA is calculated as the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Transcripts report the periodic and cumulative GPA for each term.

8. A student may repeat a course once. Both grades for the course appear on the transcript, but the course credits may not be counted more than once toward degree and program requirements. Only the last enrollment for the course counts in the student’s grade point average.

9. Students may petition the college scholastic committee or other appropriate body about this policy up to one calendar year after the grade was assigned.

10. The grades on page 30 (with grade points as indicated) and symbols are used on transcripts.
Grading Policy

A ...... 4.00 ...... Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A- ...... 3.67
B+ ...... 3.33
B ...... 3.00 ...... Represents achievement that is significantly above the level necessary to meet course requirements.
B- ...... 2.67
C+ ...... 2.33
C ...... 2.00 ...... Represents achievement that meets the course requirements in every respect.
C- ...... 1.67
D+ ...... 1.33
D ...... 1.00 ...... Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.
S .............. 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.
F or N .............. 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.
I ................. Incomplete, a temporary grade that indicates coursework has not been completed. The instructor assigns an I when, due to extraordinary circumstances, a student is 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. For undergraduates and non-degree seeking students, work to make up an I must be submitted within one year of the last final examination of the student's next term of enrollment; if not submitted by that time, the I will automatically change to an F (if A-F registration) or N (if S-N registration).
The instructor is expected to turn in the new grade within four weeks of the date work is submitted. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or N, it may be converted to any other grade by petition of the instructor (or department if the instructor is unavailable).
K ............... Indicates the course is still in progress and a grade cannot be assigned at the present time.
T ................. Transfer, a prefix to the original grade that indicates credits transferred from another institution or from one University college or campus to another.
V ................. Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.
W ............... Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student's transcript. The W is recorded if the student withdraws from the course during the third through sixth week of class (second or third 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.

Graduation, Applying for

In general, Twin Cities campus undergraduate degree applications are due by the end of the first week of the semester of graduation. For details, see the Class Schedule. See also the registrar's Web site <www.onestop.umn.edu/registrar /Graduating/info.html>.

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 have at least 30 semester credits from the University, including 24 credits taken after declaration of or admission to the major or program and taken from the college offering the major or program. Of the last 30 credits earned before graduation, at least 15 must be awarded by the University.
- 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 additional credits are a required part of a 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 will 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., the last 60 graded 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. Details on graduating with honors are available from college honors programs.

Grievance

Academic grievances are complaints brought by students regarding the University’s provision of education and academic services affecting their role as students. A step-by-step process, moving from informal to formal resolution is described in the Student Academic Grievance Policy <www.umn.edu/usenate
Health Service (612-624-0627).

Honors

registering for classes.

first term of enrollment in order for students to continue

returned to Boynton Health Service within 45 days of the

University admission letter, must be filled out and

submit an

University class are required under Minnesota law to

Students born after 1956 who take more than one

Immunization

more information, see the

their parents, employer, or spouse will need to provide

Students who already have insurance through

be enrolled in a University-sponsored plan when they

insurance. Students who enroll for 6 or more credits and

do not have hospitalization insurance will automatically

or, in many cases, obtain transcripts until the holds are

cleared with the office imposing the holds. A hold may be

imposed for financial indebtedness to the University (e.g.,

for unpaid tuition or library fines, or delinquent health

service payments) or for disciplinary or scholastic

reasons.

Students are usually notified of an existing or

impending hold by the department or office authorizing

the hold. Notice of any hold, including the name of the

department or office where it may be cleared, is available

online at <www.onestop.umn.edu/registrar/registration/

holds.html> or from the Gopher Student Line at 612-624-

5200.

Honors

Many undergraduate colleges offer honors programs. See

Admissions in the General Information section and the

college sections of this catalog for more information.

See also Graduation With Distinction or With

Honors.

Hospitalization Insurance

Students taking 6 or more credits, or those who purchase

an extended coverage benefits plan through Boynton

Health Service, are required to carry hospitalization

insurance. Students who enroll for 6 or more credits and

do not have hospitalization insurance will automatically

be enrolled in a University-sponsored plan when they

register. Students who already have insurance through

their parents, employer, or spouse will need to provide

documentation of coverage during registration to avoid

being charged for the University-sponsored plan. For

more information, see the Class Schedule or call Boynton

Health Service (612-624-0627).

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 Transcripts.

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. Each semester,

the Class Schedule publishes the requirements and lists

courses that count toward the liberal education

requirements. This information also is available on the

Web <www.onestop.umn.edu/registrar/libed>. In

addition, the Class Schedule lists which courses are

offered for a particular semester and which are tentatively

scheduled for subsequent terms during the academic year.

The online version of the Class Schedule is available at


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 “other humanities” category

includes courses in philosophy, visual or

performing arts, and other humanities or arts.)

Historical Perspective—at least 3 credits.

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.


**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.

**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 or term 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 may 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.

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 and allowed to register. 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 who were suspended 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. To regain active status, students 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 if there is space in the program.

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 last enrolled. Exceptions may be made only for students who are returning after a formal leave of absence.

**Suspension**

See **Probation**.

**Transcripts**

See **Grading and Transcripts** 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 **Discretionary Course Cancellation** and change of registration information in the **Class Schedule**.

**Withdrawal From the University**

See **Leave of Absence**.