# Undergraduate Catalog

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How to Use This Catalog

This is the University of Minnesota, Twin Cities Undergraduate Catalog for the academic years 2004-2006. 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 basic 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 http://onestop.umn.edu 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-curriculum 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 through 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 curriculum overviews, degree requirements, and other relevant academic information. Students can choose from 158 majors, 38 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 298 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/summer.

Some courses in this catalog are not offered every semester. To find out whether a course is offered in a particular semester, consult the online 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 online Course Guide.

Administration and Faculty

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.

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.
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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 Biological Station and Laboratories 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 has a statewide presence.

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.

The University of Minnesota is one of the nation’s top research universities according to the most recent study by the University of Florida.

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 www.evpp.umn.edu/accred/newrecord.pdf.

For more information, contact the NCA’s Higher Learning Commission at 1-800-621-7440 or visit their Web site at 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 www.evpp.umn.edu/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 should also 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 Rapson Hall, 626-1000

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

College of Continuing Education
Information Center, 101 Wesbrook Hall, 624-4000
Inter-College Program, 180 Wesbrook Hall, 624-2004
Program for Individualized Learning, 150 Wesbrook Hall, 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 and Career 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

Division of Medical Technology
Student Services, 15-170 Phillips-Wangensteen, 625-9490

Program of Mortuary Science
Student Support Services, A-275 Mayo, 624-6464

College of Natural Resources
Student Services, 107 Rapson Hall, 626-1000

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 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 online Class Schedule, and the online Course Guide before each registration period. 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 should also:

• 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.)
• 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 opportunities.

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 takes. The University Senate has established the 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—Degree-seeking students whose first term of enrollment as a new freshman or a new transfer at the University was fall semester 2002 or later are required to register for at least 13 credits each semester. 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 can be found at www.onestop.umn.edu/newqueue/index.html.

Four-year Graduation Plan
The Four-year Graduation Plan is an agreement between a 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. Credits earned while in high school (AP, IB, or PSEO) can give students a head start on their college degree.

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.

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/centers.html.

(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 Rapson Hall, 626-1000
College of Biological Sciences
Career Center, 229 Snyder Hall, 624-9270
College of Continuing Education
Information Center, 101 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
Student and Career Services, 12 McNeal Hall, 624-1717
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
Division of Medical Technology
Student Services, 15-170 Phillips-Wangensteen, 625-9490
Program of Mortuary Science
Student Support Services, A-275 Mayo, 624-6464
College of Natural Resources
Career Services, 135 Skok Hall, 624-6768
Institute of Technology
Career Services, 50 Lind Hall, 624-4090
Campus-wide Career Centers
University Counseling & Consulting Services
Career Development Center, 109 Eddy Hall, 624-3323
Career counseling appointments, 624-3323
St. Paul Office, 199 Coffey Hall, 624-3323
Learning Abroad Center
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.

Academic Resources

Bookstores
The University Bookstores have three campus locations that 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)
Coffman Store
Coffman Memorial Union, 625-6000
Law School Store
Law Center, 626-8569
St. Paul Store
St. Paul Student Center, 624-9200

Libraries
Housed in six major facilities and nine branch sites, the University Libraries system includes nearly 6 million print volumes, 45,000 serial subscriptions, 5.7 million microforms, 2.6 million government documents, and 400,000 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 at 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; MINITEX
- 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 at 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/adcs for student computer lab locations, hours, and equipment. Many students choose to buy their own personal computer and software. The University TechMart Web site at 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 walk-in facilities:

**East Bank**
152 Shepherd Labs

**St. Paul**
50 Coffey Hall

**West Bank**
93 Blegen Hall

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 University Technology Training Center Web site at http://training.micro.umn.edu/ShortCourses 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. Computer and Internet support is also available via e-mail at help@umn.edu. For additional resources, visit the ADCS Web site at www.umn.edu/adcs.

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 (612-626-3853) 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 300 study abroad options in 67 countries are available to University undergraduates through the Learning Abroad Center 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 Learning Abroad Center 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 offered by the Learning Abroad Center earn transfer credit, which is facilitated by the Learning Abroad Center.

**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 Learning Abroad Center works with University colleges and departments to develop a list of options for each major. Students should consult with the Learning Abroad Center and major advisers to discuss how study abroad can fit smoothly with their degree program.

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**Students can choose from more than 300 international study, work, internship, and volunteer programs in 67 countries.**

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**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 Learning Abroad Center 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 students for study abroad. Also, the Learning Abroad Center has secured reduced program fees for University students participating in a variety of programs.

**Work, Intern, Volunteer, and Travel**—The Learning Abroad Center also has information on international work, intern, and volunteer opportunities; and sells a variety of travel products, such as guides, passport photos, and railpasses.

**For More Information**—Advisers, program information, and computers are available in 230 Heller Hall. Or call 612-626-9000 or visit the Learning Abroad Center Web site at www.UMabroad.umn.edu.
Admissions and Prospective Student Services

Admission Information

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

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

**Campus Visits and Tours**
To make visit reservations, register online at http://admissions.tc.umn.edu or 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 6:00 p.m. It also is 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.

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**General Application and Admission Information**

For official and up-to-date information about the University’s admissions policies, procedures, and deadlines, contact the Office of Admissions or visit the Web site 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,
- 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, 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, 3020 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 on inactive status. Students should contact their former college of enrollment for more information. See also the Policies section of this catalog.

Confirmation Fee—New 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 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.
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. 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.

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 postsecondary institution after high school are considered freshmen for admission purposes.

Application Review Process

Admission to the University of Minnesota is competitive. Each year, the University has more applicants than can be accommodated in the freshman class. Each application is carefully reviewed, and admission decisions are based on an overall assessment of each application.

The Office of Admissions gives primary consideration to:

• successful completion of the high school requirements (see following section);
• high school rank percentile (students from non-ranking schools and those with GED or other high school equivalency scores are given full consideration);
• grade point average;
• ACT or SAT scores;
• rigor of the curriculum, including 12th grade coursework in progress.

High School Course Preparation

All applicants are expected to complete, at a minimum, the following high school course requirements. Because a strong college preparatory curriculum provides the tools necessary for success at the University, students are strongly encouraged to continue to take a strong curriculum during their senior year.

Applicants who are not on track to complete all of the high school course requirements may sometimes be admitted if they have promising academic records and meet other admission requirements. Students admitted with any course deficiencies must make them up before graduating from the University.

Course 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 science3, including one year each of biological and physical science and including laboratory experience;
• three years of social studies4, 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 arts5, 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, the Carlson School of Management, and Institute of Technology require four years of mathematics, including geometry in two and three dimensions and trigonometry.
3 The College of Biological Sciences, the Carlson School of Management, and Institute of Technology require require three years of science to include one year each of biological science, chemistry, and physics.
4 Applicants who are missing one year of geography will not be denied admission if they are otherwise admissible.
5 Applicants who are missing this requirement will not be denied admission if they are otherwise admissible.

Students who graduated from high school before 1987 are not required to meet the University’s high school preparation requirements.
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 courses 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 Undergraduate 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 at 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 in the U.S. and Canada. Exchange students usually have highly specific educational goals. For information on the program, contact the NSE Coordinator, Career and 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 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.

Each year, the University offers more than 150 freshman seminars—courses designed specifically for first-year students.

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.
General Information

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:
  1) college catalog
  2) transfer brochure
  3) 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
  4) 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?”

Students who change career goals or majors 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 students’ courses specifically meet degree requirements may not be decided until they arrive for orientation or have 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.

Usual appeals steps are:
• Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help.
• Department or committee will review.
• Student receives, in writing, the outcome of the appeal.
• Student can appeal decision to Office of Admissions.
• At a student’s request, a review of her or his eligibility for financial aid or scholarships.

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

Residency and Reciprocity
Residency—To qualify for resident status, students must reside in Minnesota for at least one calendar year prior to the first day of class attendance. During that one year waiting period, the primary reason for living in Minnesota must be something other than school attendance.

For a residency application and more information, contact the University’s residency adviser at 612-625-6330.

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

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

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

Note: MSEP reciprocity eligibility will be granted for the first baccalaureate degree only.
Application for reciprocity is separate from application for admission. Students who are nonresidents and have not applied or are not eligible for reciprocity will be charged nonresident tuition rates.

* Limited to undergraduate degree only.

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. One Stop (onestop.umn.edu/Student/index.html) is the 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 available online at onestop.umn.edu/registrar/registration/index.html.

Students register via the Web at http://onestop.umn.edu/registrar /registration/index.html; or credit enrollment request form and take it to One Stop Student Services Centers in 200 Fraser Hall, 130 West 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.
- Check the online Class Schedule at http://onestop.umn.edu /registrar/registration/courses.html.
- Consult other resources, including college handbooks, the online course guide, and this catalog.

Tuition and Fees

For current information about tuition and fees, see 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 at http://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 college, including postsecondary or college credit earned as a high school student. Additionally, scholarships from University departments may be available to students, depending on their major and their academic record.

New students who apply before the March 1 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 April 1 to have their aid ready by fall term and to improve the possibility that they will receive a higher proportion of gift assistance.

The University Job Center posts many jobs on and off campus (between 6,000 and 7,000 on campus), and offers a job guarantee program for 500 first-year students.

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, Minneapolis East Bank campus. General office hours are 8:00 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m., Friday. Financial aid counseling is available by phone at 612-624-1111 (8:00 a.m. to 4:00 p.m., Monday through 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, 8 a.m. to 4 p.m., Monday through Friday; or in 130 West Bank Skyway, West Bank campus, 8 a.m. to 5 p.m., Monday through Tuesday (on days when classes are in session); 8 a.m. to 4 p.m., Monday through Tuesday (on days when classes are not in session and May/summer term); 8 a.m. to 4 p.m., Wednesday through 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) .................. 612-624-1111
TTY (for hearing-impaired callers only) .......... 612-626-0701
Fax ......................................................... 612-624-5854
E-mail ...................................................... helpingu@umn.edu
Web site ................................................... http://onestop.umn.edu/Finances
Student Accounts Receivable .....................

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 http://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 at 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 and 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.housing.umn.edu.

**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, visit the Web site at www.recsports.umn.edu or call 612-625-6800 (Minneapolis campus) or 612-625-8283 (St. Paul campus).

**Student Activities Office**—The Student Activities Office, Coffman Memorial Union, Room 126, (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.sao.umn.edu.

**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.

Coffman Memorial Union houses 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, post office, a bank, and other services and facilities for students on the Minneapolis campus.

For student union information, call the St. Paul Student Center at 612-625-9794 or visit www.spsec.umn.edu; call 612-624-INFO or visit www.coffman.umn.edu for more information about Coffman Memorial Union and its West Bank services.
Student Services Directory
(area code 612)

Campus Information
Emergency 911
Escort service 624-WALK
Campus directory assistance
• From off campus, 625-5000
• From on campus, dial 0
• 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 Station
  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
626-6919
University Film Society hotline
331-3134
University Theatre
120 Rarig Center 625-4001
Admissions
Change of college
• 200 Fraser Hall 624-1111
• 130 West Bank Skyway 624-1111
• 130 Coffey Hall 624-1111
Residency and reciprocity
240 Williamson Hall 625-2008
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
Intercollegiate Athletics
• Information: 250 Bierman Field Athletic Building 624-4497
• Tickets: East end of Mariucci Arena
  624-8080
Recreational Sports
• 108 Cooke Hall 625-6800
• 104 St. Paul Gym 625-8283
Bookstores
Coffman Store
Coffman Memorial Union 625-6000
Law School store
85 Mondale Hall 626-8569
St. Paul store
Student Center 624-9200
Campus newspaper
The Minnesota Daily
2301 University Avenue S.E.
627-4080
Computing services
Computer Helpline 301-4357 (1-HELP)
• 152 Shepherd Labs, East Bank
• 93 Blegen Hall, West Bank
• 50 Coffey Hall, St. Paul
Copying services
Printing Services Copy Centers
• East Bank, G14 Coffman Memorial Union
  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
185 Klaeber Court 625-6386
American Indian Learning Resource Center
125 Fraser Hall 624-2555
Asian/Pacific American Learning Resource Center
185 Klaeber Court 625-6386
Aurora Center for Advocacy & Education
24-Hour Crisis Line 626-9111
407 Boynton Health Service 626-2929
Career Development Center
109 Eddy Hall 624-8344
Chicano Latino Learning Resource Center
185 Klaeber Court 625-6386
College of Continuing Education Student Support Services
150 Westbrook Hall 625-3333
Disability Services
180 McNamara Alumni Center 626-1333
 voz or V/TTY)
Equal Opportunity Office
419 Morrill Hall 624-9547
Gay, Lesbian, Bisexual, Transgender Programs Office
138 Klaeber Court 625-0837
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
146 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 624-1111
130 Coffey Hall 624-1111

Student Financial Collections
20 Fraser Hall 625-8007

Health and Public Services
Aurora Center for Advocacy & Education
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 672-5555
• 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
• Riverbend Commons 625-8786
• Sanford 624-2526
• Territorial 625-0971
• University Village 625-3909
• Wilkins 624-0044

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

Learning Abroad Center
230 Heller Hall 626-9000

International Programs, Office of
645 Heller Hall 624-5580

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 626-5653

Humanities/Social Sciences
Wilson Library 626-2227

Journalism, Eric Sevareid Library
20 Murphy Hall 625-7892

Law Library
120 Mondale Hall 625-4300

Magrath 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
Andersen Library 625-9825

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

Banking services
University of Minnesota Federal 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
  651-645-8938
• Como Community Child Care
  1024 27th Avenue S.E., Mpls.
  331-8340

Lost and found
• Skyway Service Center
  West Bank 624-6338
• 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
• G11 Coffman Memorial Union 624-8602
• Dinkytown, 1311 Fourth Street S.E.
  800-275-8777
• St. Paul Student Center 625-9794
• 130 West Bank Skyway 624-6338
• Williamson Hall main concourse
  (stamp machine)

Recruitment
• Recreational sports information 625-6800,
  626-9222
• University Rec Center 625-6800
• 104 St. Paul Gym 625-8283
• Center for Outdoor Adventure
  St. Paul Gym 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 624-1111

One Stop Student Services Centers
Registration, transcripts, records problems
• 200 Fraser Hall 624-1111
• 130 Coffey Hall 624-1111
• 130 West Bank Skyway 624-1111

Student Groups
• Student Activities Office 626-6919

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

Commuter (bus) cards
• University Bookstore, Coffman Memorial Union
  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 626-PARK (7275)
## Policies

### Policies Contents

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Policies
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.

Many University policies can be found on the Web at [www.fpd.fino.umn.edu](http://www.fpd.fino.umn.edu). If students have questions about these and other requirements, they should check with their advisers or college or department offices.

Absences

Students are expected to attend all meetings of their courses. They may be excused from class, however, to participate in religious observances. Students are responsible for notifying instructors at the beginning of the term about such planned absences.

Students must attend the first class meeting of every course in which they are registered, unless they obtain approval before the first meeting. Otherwise, they may lose their place in class to another student. For more information, see [http://onestop.umn.edu/registrar/registration/attendance.html](http://onestop.umn.edu/registrar/registration/attendance.html).

See also Leave of Absence.

Academic Integrity

Students, faculty, and staff are expected to uphold the highest standards of academic integrity. The Office for Student Academic Integrity (OSAI) is a central resource that promotes scholastic responsibility and skill on the part of individual students; aids faculty and instructional staff in providing a positive learning environment through the prevention and detection of cheating; and serves as a centralized forum for the fair and even-handed resolution of reported cases of student scholastic dishonesty.

For more information, see the OSAI Web site [www.osai.umn.edu](http://www.osai.umn.edu) or call 612-624-6073.

See also Conduct Code and Grievance.

Academic Progress

All colleges and programs require students to make satisfactory academic progress toward their degree. The U.S. Department of Education and the state of Minnesota also require the University to verify that students receiving federal or state financial aid maintain satisfactory progress.

Students’ progress is monitored each term and annually by the college of enrollment. Term monitoring is based solely on GPA. The annual review may also include coefficient of completion in conjunction with GPA. The coefficient of completion is defined as credits graded A, B, C, or S divided by credits graded A, B, C, S, D, F, N, or I. Plus or minus modifiers are not included in determining coefficient of completion.

See also Probation.

Academic Progress Audit System (APAS)

Each student has an individualized APAS report generated each term. The report compares past and current coursework with the requirements for the student’s academic program. Advisers can help students understand the various sections of the report and plan a course of study to satisfy degree requirements. Copies are available in One Stop Student Services Centers located in 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall or online at the APAS Web site at [http://onestop.umn.edu/registrar/transcripts/apas.html](http://onestop.umn.edu/registrar/transcripts/apas.html).

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 [http://onestop.umn.edu/registrar/info/otrpol1.html](http://onestop.umn.edu/registrar/info/otrpol1.html), 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 (612-624-1111).

Students are responsible for updating their personal information, which can be done online [http://onestop.umn.edu/Student](http://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 Undergraduate Change of College to the One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall). Deadlines are available at [www.onestop.umn.edu/registrar/majors/change_colleges.html](http://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 at [www.onestop.umn.edu/registrar/registration/changing.html](http://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 was 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 http://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 http://onestop.umn.edu/registrar/registration/queue_faq.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 on the A-F grading system. 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 at the end of each term to students graduating with a bachelor’s degree. Diplomas are mailed approximately two to three months after graduation. Duplicate diplomas may be ordered for $15 per copy. For more information, see http://onestop.umn.edu/registrar/Graduating or call the Office of the Registrar at 612-624-1111.

Discretionary Course Cancellation or Withdrawal
Students are allowed to withdraw from a course after the eighth week of class and at any time up to and including the last day of class for that course, without college approval, once during their undergraduate enrollment. A “W” is recorded on the student’s transcript. Check with your college office for withdrawal procedures. Complete grading policies are online at www.umn.edu/usenate/policies/gradingpolicy.html.

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 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
Detailed information each term about final exam schedules and policies can be found at http://onestop.umn.edu/registrar/calendars/.

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.evpp.umn.edu/fouryear/index2001.htm.

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.umn.edu/419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 (612-624-9547).

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 at www.umn.edu/usenate/policies /gradingpolicy.html. More information about transcripts can be found on the Web at http://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.

Grading Policy
<table>
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<tr>
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<th>Points</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>4.000</td>
<td>Represents achievement that is outstanding relative to the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>Represents achievement that is significant above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>Represents achievement that is significantly above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>Represents achievement that is significantly above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>Represents achievement that is above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>Represents achievement that is at the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>Represents achievement that is below the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td>Represents achievement that is below the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>Represents achievement that is below the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Represents achievement that is satisfactory (equivalent to a C- or higher) and meets or exceeds course requirements in every respect. The S does not carry grade points and is not included in GPA calculations; the credits count toward the student’s degree program if allowed by the department.</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Represents failure or no credit and indicates that coursework was completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. Academic dishonesty is grounds for an F or N for the course. The F carries 0.00 grade points and is included in GPA calculations; the N does not carry grade points and is not included in GPA calculations.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete, a temporary grade that indicates coursework has not been completed. The instructor assigns an I when, due to extraordinary circumstances, 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 final examination; 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).</td>
</tr>
<tr>
<td>K</td>
<td></td>
<td>Indicates the course is still in progress and a grade cannot be assigned at the present time.</td>
</tr>
<tr>
<td>NG</td>
<td></td>
<td>No grade required.</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Transfer credit or test credit.</td>
</tr>
<tr>
<td>V</td>
<td></td>
<td>Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>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 under-graduate 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.</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
Policies

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. For more information, see http://onestop.umn.edu/registrar/registration

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 at http://onestop.umn.edu/registrar/transcripts/index.html.

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 29 (with grade points as indicated) and symbols are used on transcripts.

Graduation, Applying for

In general, Twin Cities campus undergraduate degree applications are due by the end of the second week of the semester of graduation. For more information, see the registrar’s Web site at 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 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 cleared 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, 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/policies/stugriev.html. Students should also check with the Student Dispute Resolution Center Web site www.tc.umn.edu/~sos or call 612-625-5900 for assistance.

Grievances by student employees or other employees of the University are handled through the University Grievance Office, 662 Heller Hall (612-624-1030).

Matters arising from student misconduct or actions taken under the Student Conduct Code are the responsibility of Student Judicial Affairs (612-624-6073). Student Judicial Affairs provides a forum for resolution of such issues within the services of its own office and through consultation and advisement of colleges, individuals, and administrative units within the University. Whenever possible, conduct complaints are handled on an informal, person-to-person basis with emphasis on educational development.

Complaints alleging discrimination in the University/student relationship, including student complaints alleging sexual harassment by University staff or faculty, are handled by the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall (612-624-9547).
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 who have holds on their records may not register or, in many cases, obtain transcripts until the holds are cleared with the office imposing the holds.

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 One Stop Student Services at 612-624-1111.

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 Boynton Health Service Web site at www.bhs.umn.edu/ or call 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.

Incompletes
See Grading and Transcripts.

Leave of Absence
Students who plan to leave school for one or more semesters must request a leave of absence from their college office. The form is available online at http://onestop.umn.edu/Forms/pdf/leave_of_absence.pdf. 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
Each semester, the online Class Schedule publishes the requirements and lists courses that count toward the liberal education requirements at http://onestop.umn.edu/registrar/libed. The Class Schedule also lists which courses are offered for a particular semester and which are tentatively scheduled for subsequent terms during the academic year. The online Class Schedule is available at http://www.onestop.umn.edu/schedule /html/tc.html.

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 list of courses that can be used to satisfy liberal education requirements changes often. For the most up-to-date information, check the Web at http://onestop.umn.edu/registrar/libed/.

The Designated Themes of Liberal Education

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

**Requirement:** A minimum of one course of at least 3 credits in each of the following:

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

Some diversified core courses also meet one theme requirement. Other courses may satisfy two theme requirements. Students who have completed the required coursework in the diversified core or designated theme areas but are missing one credit in either may apply for a one-credit waiver. Detailed information is available at http://onestop.umn.edu/registrar/libed/.

Writing Requirement

One or two first-year writing courses are required, depending on the student’s college of enrollment. Four writing intensive courses are required. Two of the courses must be upper division courses, one of which should be taken in the student’s major.
Policies

Minnesota Transfer Curriculum

If students complete the Minnesota Transfer Curriculum (MTC) at any participating Minnesota college or university, they fulfill the University’s Twin Cities campus liberal education requirements. Students completing the MTC will have completed the first-year writing requirement. The writing intensive requirement is separate from the MTC; however, transfer courses might count as writing intensive. For more information on using transfer credits for the liberal education requirements, contact the Office of Admissions (612-625-2008). College advising offices also have information about these requirements.

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.

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 one semester, excluding summer, 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.

Students who have left the University without a leave of absence for more than one semester (not including summer session) will be held to new program requirements upon their return. Students returning after only one year out or less will be allowed to follow the program requirements in effect when they were last enrolled. Exceptions may be made only for students who are returning after a formal leave of absence.

Repetition of Courses

See Grading and Transcripts.

Residence Requirements for Graduation

See Graduation Requirements.

Retention of Student Records

College-specific student records are kept for seven years following a student’s last registration. For more information, see http://recmgnt.finop.umn.edu/retention.htm.

Smoke-free Campus

Smoking is prohibited in all facilities of the University of Minnesota, Twin Cities campus except for designated private residence hall rooms.

Student Responsibilities

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

Student Right-to-know Act

Under federal law, students may receive information about campus security and about graduation and retention rates at the Twin Cities campus at www.rr.unm.edu/SRTK.

Suspension

See Probation.

Transcripts

See Grading and Transcripts.

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 http://onestop.umn.edu/registrar/registration/.

Withdrawal From the University

See Leave of Absence.