<table>
<thead>
<tr>
<th>University Undergraduate Policies</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Probation and Suspension for Undergraduate Students</td>
<td>1</td>
</tr>
<tr>
<td>Admissions for Undergraduates: Twin Cities</td>
<td>4</td>
</tr>
<tr>
<td>Campus Specific Credit Requirements for an Undergraduate (Baccalaureate) Degree</td>
<td>6</td>
</tr>
<tr>
<td>Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree</td>
<td>9</td>
</tr>
<tr>
<td>Credit for Nationally Recognized Exams for Undergraduate Students</td>
<td>12</td>
</tr>
<tr>
<td>Declaring and Pursuing an Undergraduate Major</td>
<td>15</td>
</tr>
<tr>
<td>Departmental Exams for Proficiency or Credit for Undergraduate Students</td>
<td>17</td>
</tr>
<tr>
<td>Faculty Responsibility in Undergraduate Advising on the Curriculum</td>
<td>20</td>
</tr>
<tr>
<td>High School Preparation Requirements for Undergraduates</td>
<td>22</td>
</tr>
<tr>
<td>Holds on Records and Registration</td>
<td>25</td>
</tr>
<tr>
<td>Intercollegiate Athletic Events during Study Day and Finals Weeks: Twin Cities</td>
<td>27</td>
</tr>
<tr>
<td>Leave of Absence and Readmission for Undergraduates</td>
<td>30</td>
</tr>
<tr>
<td>Promoting Timely Graduation by Undergraduates</td>
<td>33</td>
</tr>
<tr>
<td>Providing Mid-Term Alerts on Academic Performance</td>
<td>35</td>
</tr>
<tr>
<td>Transfer of Undergraduate Credit</td>
<td>37</td>
</tr>
<tr>
<td>Undergraduate Degrees with Distinction and Degrees with Honors</td>
<td>40</td>
</tr>
<tr>
<td>Undergraduate Student Learning and Development Outcomes: Twin Cities</td>
<td>44</td>
</tr>
</tbody>
</table>
CONSULTED WITH: Faculty Senate

Printed on: September 19, 2014. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

All colleges and programs will use the following rules for determining probation and suspension.

Every college and campus must have a Student Scholastic Standing Committee.

A. Probation

1. A student will be placed on probation (and will remain on probation) if either the term or the cumulative GPA is below 2.000. A student on probation will have a hold placed on his or her record and must see an adviser in order to register.

2. Academic contract. Colleges may develop contracts specifying additional requirements that students enrolled in that college must meet to be removed from probation or to register for classes while on probation. The academic contract may include GPA expectations more rigorous than the 2.000 term and cumulative GPA minimum standard, where programmatically warranted and where clearly communicated to the student. If the student meets the conditions of the contract, and the term and cumulative GPA are at least 2.000, the student will be removed from probation. Even if the contract conditions are met, the student must still meet the minimum GPA requirements of this policy. If the conditions of the contract are not met, the student will be suspended.

3. Registering while on probation. Students will be given an override for the probation hold to enable them to register when they have met with an adviser and, if a contract is required, when the student’s academic adviser and college office are satisfied that the conditions of the contract have been met.

B. Suspension

1. A student is suspended if
   a. at the end of the probation term (semester), both the term and the cumulative GPA are below 2.000, or
   b. the conditions of an academic contract are not fulfilled. The suspension is effective immediately.

2. Consequences of suspension. When suspended, a student is no longer in the program and cannot register for any University courses for at least one full academic year. All colleges and campuses at the University must recognize the probationary holds and will not allow students, including non-degree seeking students, with these holds to register without the approval of the college placing the hold.

3. Appealing suspension decisions. Students may appeal suspension decisions or petition for re-admission in writing to the college’s Student Scholastic Standing Committee (SSSC) according to a defined collegiate petition process.
4. **Re-admission after suspension.** Re-admission after a period of suspension is not automatic. To be re-admitted, a student must show evidence of changes in circumstances that demonstrate that he or she will succeed in an academic program.

5. **Returning to the college or a different college after suspension.** Upon return to the college after petitioning to reenter, students will be placed on probation, and all colleges will use a probation hold and contract for the purpose of monitoring the student’s performance. If the student does not successfully complete the contract, he or she will be suspended again, but then will be required to reapply for admission to a college, rather than petition to reenter.

**Exclusions**

This policy is not applicable to the Crookston or Duluth campuses.

**REASON FOR POLICY**

Units have a responsibility to identify students who are unlikely to earn degrees and terminate their enrollment. This practice preserves the resources of the unit and the student. Standardizing the eligibility criteria for academic probation and suspension allows for greater understanding and consistent application of probation and suspension across units. Students need to have clearly articulated processes for being placed on and removed from probation or suspension.

**PROCEDURES**

There are no procedures associated with this policy.

**FORMS/INSTRUCTIONS**

There are no forms associated with this policy.

**APPENDICES**

- Student Services Contact Information

**FREQUENTLY ASKED QUESTIONS**

1. **Can a student who is suspended enroll in courses at the University of Minnesota during the suspension period?**

   No, students who are suspended may not enroll in courses at the University of Minnesota until their suspension is complete. At the University of Minnesota, Twin Cities the suspension period also includes not being eligible to enroll in courses offered through the College of Continuing Education (CCE). The suspension period applies to all academic terms within the suspension period, including May term and Summer Session.

2. **Is a contract required for probation?**

   No, use of a contract for probation is determined by the college or campus. A student should contact his or her college office to determine if a contract is required.

3. **What is the difference between an optional probation contract and a mandatory returning after suspension contract?**

   The optional contract for probation is just that, optional; some colleges or campuses employ these while others do not. After a student has been suspended, however, he or she must have a written contract from the college or campus outlining what performance will be necessary to return to full, unrestricted student status.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twin Cities Campus</td>
<td>Sue Van Voorhis</td>
<td>612-625-8098</td>
<td><a href="mailto:yavo002@umn.edu">yavo002@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>
See also Student Services Contact Information.

DEFINITIONS

Contract
A formal, written document that specifies both the corrective action and associated timeline, and expectations of student performance.

Evidence of changes in circumstances
A student is able to demonstrate via a transcript that he or she is academically ready to resume work at the University of Minnesota.

Probation
A student is performing poorly academically and is "on notice" that further performance decline (or lack of improvement) will result in more severe consequences (suspension).

Suspension
A period of time (one year) where a student is not allowed to take any course work at the University of Minnesota.

RESPONSIBILITIES

There are no specified responsibilities related to this policy.

RELATED INFORMATION

There is no related information associated with this policy.

HISTORY

Amended:
January 2011 - Title updated to reflect that Policy applies to Undergraduate Students and remove Crookston from the policy title and scope.

Amended:
December 2009 - Policy now applies to Crookston campus.

Effective:
April 2009
POLICY STATEMENT

1. Each college is responsible for proposing to the Admissions Office enrollment targets for the admission of New High School and New Advanced Standing students. These proposed targets are subject to the review and approval of the Senior Vice President for Academic Affairs and Provost and, as appropriate, the Vice President for Health Sciences. This effort is to be coordinated by the Director of the Office of Admissions.

2. Each college will set the criteria and standards that are to be used by the Admissions Office in admitting both New High School and New Advanced Standing students to the college. These standards and criteria are subject to the review and approval of the Senior Vice President for Academic Affairs and Provost and, as appropriate, the Vice President for Health Sciences.

3. Conditional admission. Each college will have a written conditional-admissions policy that communicates to applicants both the matriculation and the graduation conditions that may be imposed on a student when they are admitted. Such policies apply to students new to the University, not to those transferring within the University.

   a. Conditional admission to matriculate (begin taking courses toward a degree). Students are admitted subject to conditions (e.g., that they graduate from high school and others that may be imposed by the University). A student who does not meet the conditions required for admission will have his or her admission revoked.

   b. Conditional admission to graduate. Under circumstances established by the University and the student’s admitting college, a student may be permitted to matriculate (or transfer to the University), subject to certain conditions that must be satisfied before the student will be permitted to graduate. Such graduation conditions are in addition to degree requirements and might not count toward required credits to earn a degree.

Exclusions

This policy is not applicable to the Duluth, Crookston, Morris, and Rochester campuses.

REASON FOR POLICY

The colleges and campus administration work together to set enrollment targets for the admission of new high school and new advanced standing (transfer) students to the University, in order to ensure that colleges have expected numbers of numbers of students, and that University resources (housing, classrooms, curricula) are available to serve the admitted students. Additionally, the colleges establish collegiate admission criteria that the Office of Admissions uses to evaluate applicants, in order to admit applicants who can be successful in the degree programs offered by that college. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.
**PROCEDURES**
There are no procedures related to this policy.

**FORMS/INSTRUCTIONS**
There are no forms related to this policy.

**APPENDICES**
There are no appendices related to this policy.

**FREQUENTLY ASKED QUESTIONS**
There are no frequently asked questions related to this policy.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Rachelle Hernandez</td>
<td>612-625-2006</td>
<td><a href="mailto:rachelle@umn.edu">rachelle@umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**

Matriculate
The process by which a student accepts the University’s offer for admission and indicates that he or she intends to enroll.

New Advanced Standing (NAS)
Students who have graduated from high school, who have enrolled in and earned credit in courses at another post-secondary education institution.

New High School (NHS)
Students who have graduated from high school but have not previously matriculated to another post-secondary institution. (They may have earned college credits while they were enrolled in high school.)

**RESPONSIBILITIES**
There are no specified responsibilities related to this policy.

**RELATED INFORMATION**

- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

**HISTORY**

Amended:
October 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

Amended:
April 2009

Effective:
April 2009
POLICY STATEMENT

Students must complete the following minimum number of credits at the campus from which they expect to graduate before a degree will be granted.

1. To be eligible for a University undergraduate degree, a student must complete at least 30 semester credits awarded by the University campus from which he or she is seeking to graduate.

2. At least 15 credits of the last 30 credits earned prior to the awarding of a University degree, must be awarded by the University campus from which a student is seeking to graduate.

3. Students must complete at least half of upper-division major work (3XXX courses or higher) on the campus from which they are seeking to graduate. Study-abroad credits earned through programs sponsored by the University are considered resident credit.

4. In order to have a minor recorded on a University transcript, a student must take at least three upper division credits in the minor field at the campus from which he or she will receive the degree.

Exclusions

This policy is not applicable to the Duluth campus.

Special Situations

1. The Senior Vice President for Academic Affairs and Provost may, under extraordinary circumstances, waive the requirements in sections 2, 3, and 4, above, but not section 1.

2. Colleges or campuses may, with approval of the Senior Vice President for Academic Affairs and Provost, establish standards higher than those set in this policy. Students must be informed of such additional requirements.

3. Students may earn a major and a minor from two different campuses.

REASON FOR POLICY

It is expected that students who graduate from the University will have completed a minimum amount of coursework from the University campus from which they are seeking to graduate. This requirement allows the faculty of each campus to ensure the student meets the campus and institutional standards of achievement. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.
PROCEDURES
There are no procedures related to this policy.

FORMS/INSTRUCTIONS
There are no forms related to this policy.

APPENDICES
There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS
- Campus Specific Credit Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Sue Van Voorhis</td>
<td>612-625-8098</td>
<td><a href="mailto:vanvo002@umn.edu">vanvo002@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Judy Korn</td>
<td>320-589-6011</td>
<td><a href="mailto:kornjr@morris.umn.edu">kornjr@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS
- **Academic Major**
  A student's main field of specialization during his or her undergraduate or graduate studies. The major is recorded on the student's transcript.

- **Academic Minor**
  A student's declared secondary field of study or specialization during his or her undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

- **Requirements for the major and minor**
  The set of courses that constitute the program of study in a focused area for a particular degree program. These courses make up a portion of the University of Minnesota degree.

RESPONSIBILITIES
- **Colleges or campuses**
  Prepare request to establish standard higher than those set in the policy. Communicate the new standards, if approved.

- **Senior Vice President for Academic Affairs and Provost**
  Consider collegiate or campus requests on higher standards and communicate the decision.

RELATED INFORMATION
- Administrative Policy: Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Expected Student Academic Work per Credit
- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY
Amended:
October 2014 - Clarifications related to Higher Learning Commission accreditation requirements.
Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

1. Degrees are awarded by the Regents of the University on recommendation of the faculty, not by colleges or departments or campuses. The University sets degree requirements and standards, but departments, colleges, and campuses have the delegated authority to determine the requirements and standards related to programs and majors, so long as they are consistent with this policy.

2. All credit awarded by the University, regardless of the campus or type of instruction, must be recognized by all University campuses, must appear on the transcript, and must count toward the requirements for the degree (subject to the requirements and standards established by departments, colleges, and campuses). In some cases, a student may accumulate credits that, while recognized by the University, are in excess of what may be required for the degree program in which he or she is enrolled.

3. Students may not earn two baccalaureate degrees in the same major (e.g., B.A. and B.S. in Economics) from any campus(es) of the University.

4. A student fulfilling requirements for two majors within different degree structures (e.g., one B.A. and one B.S) may earn two degrees. The student must complete all additional requirements for the degree, beyond completion of the major (e.g., the language requirement for the B.A. degree).

5. Baccalaureate degrees require a minimum of 120 semester credits. College/campus approval is required for any baccalaureate degree programs that require more than 120 credits. Academic units that propose baccalaureate degree programs requiring more than 132 credits must also receive approval from the appropriate chancellor or provost in consultation with the Senate Committee on Educational Policy.

6. The accumulation of 120 or more credits, without meeting requirements and standards set out in this policy and by departments, colleges, and campuses, does not entitle a student to a degree.

7. Requirements regarding breadth of study (i.e., liberal education requirements) and other campus-wide graduation standards must be approved by the faculty governing body for that campus.

8. Limits on use of S/N grades (see Administrative Policy: Grading and Transcripts for definitions of S and N).

   a. The maximum proportion of University S/N credits permitted within the total University credits in the degree is 25%.

   b. [Twin Cities only] No unit will allow S/N grading in major course work unless the S/N grading system is preset by the unit for specific courses.

   c. [Twin Cities only] For a student who completes only the minimum number of
30 credits at the University, no more than 8 of the 30 credits may be taken S/N.
d. [Twin Cities only] Subject to the overall University policy contained in 8a, above, colleges, campuses, and programs may specify what courses or proportion of courses taken by its students or its prospective students must be on the A-F or S-N grading system.

9. [Twin Cities and Rochester only] D grades are not permitted in major or minor courses. Required courses for the major or minor in which a student receives a D grade (with or without plus or minus) do not count toward the major or minor (including transfer courses). All other courses, including courses in the major or minor field that are not required to complete the major or minor, will count toward a degree if the student earns a D or better.

10. [Morris only] No more than 8 credits in Music Ensembles, Mus 1300 through Mus 1340, no more than 4 credits in SSA 12xx skills courses, no more than 4 credits Varsity Athletics, SSA 14xx, and no more than 32 credits of IS 3796, 3896, 3996 may be applied to the 120 credit degree requirement.

11. GPA requirement for graduation. A student who is admitted to a degree program or major and who completes all requirements of the degree, with a cumulative GPA of at least 2.000 in University of Minnesota coursework, will be allowed to earn a degree. The cumulative GPA is based on only University of Minnesota course work. No academic unit may impose additional grade point standards or conditions to graduate.

Exclusions
This policy is not applicable to the Duluth campus.

REASON FOR POLICY
The policy establishes a minimum consistent standard that all undergraduate students must reach in order to earn an undergraduate degree. The standard applies across the University system and is intended to ensure that students have a strong foundation for their future endeavors. This policy supports the University of Minnesota mission of teaching and learning.

Departments, colleges and campuses are empowered to determine the requirements and standards related to their degree programs and their majors and minors, but these must be consistent with the University’s policy standards.

PROCEDURES
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS
There are no forms associated with this policy.

APPENDICES
There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

- [Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree FAQ]

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Sue Van Voorhis</td>
<td>612-625-8098</td>
<td><a href="mailto:vanvo002@umn.edu">vanvo002@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-critt@umn.edu">j-critt@umn.edu</a></td>
</tr>
</tbody>
</table>
DEFINITIONS

Academic Major
A student's main field of specialization during his or her undergraduate or graduate studies. The major is recorded on the student's transcript.

Academic Minor
A student's declared secondary field of study or specialization during his or her undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

Baccalaureate Degree
An academic degree conferred by a college or university upon those who complete the undergraduate curriculum. Also called bachelor's degree.

Degree Structure
The type of baccalaureate degree. Most baccalaureate degrees offered at the University of Minnesota are within the bachelor of arts (B.A.) structure or the bachelor of science (B.S.) structure. However, degrees are also offered within other structures such as the Bachelor of Fine Arts (B.F.A.) or Bachelor of Science in Business (B.S.B.).

Requirements for the Major and Minor
The set of courses that constitute the program of study in a focused area for a particular degree program. These courses make up a portion of the University of Minnesota degree.

RESPONSIBILITIES

Colleges or campuses
Prepare request to establish standards higher than those set in the policy. Communicate the new standards, if approved.

Senior Vice President for Academic Affairs and Provost
Consider collegiate or campus requests on higher standards and communicate the decision.

RELATED INFORMATION

- Administrative Policy: Campus Specific Credit Requirements for an Undergraduate (Baccalaureate) Degree; Twin Cities, Crookston, Morris, Rochester

HISTORY

Amended:
March 2013 - Minor Revision, Comprehensive Review. 1. Clarifies that a student may not earn two degrees in the same major. 2. Specifies that the minimum GPA requirement of 2.0 must be earned from the courses taken at the University of Minnesota. Transfer credits from other universities will not be used in this calculation.

Amended:
June 2012 - Major Revision, Comprehensive Review: 1. Specifies that Ds will not be allowed in courses required for the minor, which has been the current practice on the Twin Cities campus. 2. Clarifies that this rule applies to Rochester as well.

Amended:
August 2011 - Major Revision, Comprehensive Review: Eliminates the skills requirements for the Twin Cities, Crookston, and Rochester, to allow students choices as to how to use their electives. There are sufficient other controls in place to ensure that an undergraduate degree does not have an excess of electives.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
Credit for Nationally-Recognized Exams for Undergraduate Students: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

Students will be awarded credits based on nationally recognized examinations (Advanced Placement [AP] program, the International Baccalaureate [IB] program, and the College-Level Examination Program [CLEP]) when they meet the minimum standards for the campus awarding the credit.

These credits awarded become applicable to a University of Minnesota degree program or certificate program only after the student has been admitted and enrolled as a degree-seeking student or admitted to the certificate program.

Academic unit authorities on each campus have discretion to establish the minimum standards for awarding credits for nationally recognized examinations. In determining those standards, academic unit authorities evaluate the material in the nationally recognized examination. If the material is judged to be substantially similar to that of an existing course, credit will be awarded for that specific course. If the material is judged to be of college level but not substantially similar to an existing course, the academic unit may assign general departmental credits.

REASON FOR POLICY

To provide the opportunity for enrolled undergraduate students to receive credits for nationally recognized exams when the minimum standards, as determined by academic unit authorities, have been met. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

- UM 1787 - Review of Advanced Placement Course Award (DOCX)

Note: This form was designed for the Twin Cities Campus. Other campuses can adapt it to their processes if they so choose.

APPENDICES

There are no appendices associated with this policy.
FREQUENTLY ASKED QUESTIONS

1. Who determines the minimum standard to receive credit for a nationally recognized exam?

On the Twin Cities, Duluth, Crookston, and Rochester campuses, the minimum standard to receive credit for a nationally recognized exam is determined by the appropriate academic department or unit. On the Morris campus, the Scholastic Committee determines the minimum standard. On the Crookston Campus, the academic department recommends the minimum standard to the Standards and Policy Committee, which then recommends to the Faculty Assembly for final approval.

2. Which students are eligible to receive credit for nationally recognized exams?

Only students who have been admitted as degree-seeking undergraduates at the University of Minnesota and have a student status of “enrolled” are eligible to receive credit for nationally recognized exams. “Enrolled” does not refer to the student’s registration status, but is a term used for students who have been admitted to the University and have matriculated. Students who have been admitted to the University but have not accepted an offer of enrollment are not eligible to receive credit for nationally recognized exams. High school students who are enrolled through the Post-Secondary Enrollment Options (PSEO) program are not eligible to receive credit for nationally recognized exams while they are enrolled as PSEO students. However, if they apply, are admitted, and matriculate as degree-seeking undergraduates at the University of Minnesota, they are then eligible to receive credit for nationally recognized exams.

3. When are the credits for AP and IB exams awarded?

Students must have completed the AP and IB nationally recognized examinations before they begin their studies as degree-seeking undergraduate students at the University of Minnesota.

Approved credits for AP will appear in a student’s degree audit upon the University’s official receipt of official AP test scores; students are notified of approved AP credit totals after they have been admitted to the University. IB credits are awarded after a student has been admitted to the University.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities</td>
<td>Tina Falkner</td>
<td>612-625-1064</td>
<td><a href="mailto:rovic001@umn.edu">rovic001@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Duluth Campus</td>
<td>Carla Boyd</td>
<td>218-726-8795</td>
<td><a href="mailto:cboyd@d.umn.edu">cboyd@d.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:jcrt@umn.edu">jcrt@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Academic unit authority
The academic college, department, or committee responsible for determining the minimum standards required to receive credit for a nationally recognized exam.

Academic department
The unit on campus offering coursework that is the same or substantially similar to the subject area of the nationally recognized exam.

Matriculate
The process by which a student accepts the University’s offer for admission and indicates that he or she intends to enroll.

Minimum standard
The minimum exam score a student must earn in order to receive University credit for a nationally recognized exam.

Nationally recognized exam
Exams overseen by an independent organization (e.g., College Board) that determines the national standard for the exams’ content and scores.
RESPONSIBILITIES

Academic unit authority (academic departments on the Twin Cities, Duluth, and Rochester campuses; Scholastic Committee on the Morris campus; Academic Standards and Policy Committee on the Crookston campus)
Determine the minimum standards (i.e., exam score) to receive credit for a nationally recognized exam.

Office of Admissions (Twin Cities, Duluth, Crookston, and Rochester); Scholastic Committee in cooperation with the Office of the Registrar, Morris)
Oversee the administrative process for nationally recognized exams.

RELATED INFORMATION

- Higher Learning Commission, Criteria and Requirements for Accreditation

Twin Cities
- Advanced Placement
- International Baccalaureate
- College-Level Examination

Crookston
- Advanced Placement
- International Baccalaureate
- College-Level Examination

Duluth
- Advanced Placement
- International Baccalaureate
- College-Level Examination

Morris
- Advanced Placement
- International Baccalaureate
- College-Level Examination

Rochester
- Advanced Placement, International Baccalaureate, and College-Level Examination

HISTORY

Amended:
October 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

Amended:
March 2014 - Comprehensive Review, Minor Revision - Clarifies that an individual must be in a U of M degree program to be awarded these types of credits.

Effective:
May 2011 - New Policy, Comprehensive Review. Specifies the authority for awarding credits for nationally-recognized exams. Defines where the credit will be applied (either as equivalent to an existing course, or as general departmental credits.)

Supersedes:
Examinations for Credit and Proficiency (Senate Policy)
Declaring and Pursuing an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

All degree-seeking undergraduate students are required to declare a major or be admitted into a program before or upon the completion of 60 semester credits. Once a student has completed 60 credits, or earlier if programmatically warranted, an “adviser hold” will be placed on the student’s record, preventing the student from registering for additional classes until the student has declared a major or been admitted to a program.

1. Colleges determine the process by which students declare a major or gain admission to a degree program.
2. Departments set the academic standards for declaring and being allowed to enter a major in the field.
3. Department standards are subject to college review and approval. Department, college and campus standards for declaring a major are subject to review and approval by the Senior Vice President for Academic Affairs and Provost or the Vice President for Health Sciences, as appropriate.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Undergraduate degree-seeking students are admitted to the University to pursue an undergraduate degree. The University expects students to complete their degrees in a timely manner, and declaring a major is a fundamental part of this progression. This policy exists to promote timely intervention by advisers that will guide students toward majors that suit their talents and interests. To make the best use of students’ resources, as well as University resources, students are not allowed to continue registering for courses indefinitely without having a formal plan for completing a degree.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

Effective Date: April 2009
Last Update: June 2012
Responsible University Officer: Senior Vice President for Academic Affairs and Provost
Policy Owner: Vice Provost and Dean of Undergraduate Education
Policy Contact: Suzanne Bardouche

CONSULTED WITH: Faculty Senate

Printed on: September 19, 2014. Please go to http://policy.umn.edu for the most current version of the Policy or related document.
FREQUENTLY ASKED QUESTIONS

Declaring an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester FAQ

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Sue Van Voorhis</td>
<td>612-625-8098</td>
<td><a href="mailto:vanvo002@umn.edu">vanvo002@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingleday</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Academic Major
A student's main field of specialization during his or her undergraduate or graduate studies. The major is recorded on the student's transcript.

Academic Minor
A student’s declared secondary field of study or specialization during his or her undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

RESPONSIBILITIES

There are no responsibilities related to this policy.

RELATED INFORMATION

- Administrative Policy: Holds on Records and Registration: Twin Cities, Crookston, Morris, Rochester

HISTORY

Amended:
June 2012 - Major Revision, Comprehensive Review, Policy now specifically states that an advisor hold may be placed on a student record, even prior to the completion of 60 credits if the student is not satisfactorily progressing toward a degree.

Amended:
January 2011 - Title modified to "Declaring an Undergraduate Major" from "Declaring a Major".

Amended:
August 2010 - Added questions 2-4 to Frequently Asked Questions.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

Academic departments have the discretion to offer exams to either demonstrate proficiency or earn course credit. The format of these exams is at the department’s discretion (e.g., final examination, oral tests, written papers or projects). No department is required to offer exams for proficiency or credit.

Eligibility for such exams is limited to currently enrolled, undergraduate, degree-seeking students. Departments may establish further eligibility criteria for an exam for proficiency or credit. A student may not take an exam for credit for a course he or she has already completed for any grade basis (i.e., A-F, S-N, or AUD [audit] status) at the University of Minnesota.

Exam to demonstrate proficiency

A departmental exam for proficiency may be used to fulfill prerequisites for advanced courses or satisfy other requirements. An exam for proficiency does not yield any course credit or grade. The academic department giving the examination will determine the minimum standards for successful completion of an exam for proficiency.

Exam to earn course credit

A departmental exam for credit may be used to earn credit for a course. The academic department giving the examination will determine the minimum standards for successful completion of an exam for credit.

Credit(s) earned by departmental exam do not earn grade point average (GPA) points and are reflected only within the student’s cumulative credit totals on the transcript (not within the term in which the student completed the exam).

Credit(s) earned by departmental exam count in the credit total, but do not count toward the minimum number of credits students must earn at the campus from which they are seeking a degree.

Special situations

On the Morris campus, the Scholastic Committee serves in the role of the academic department and has all related responsibilities.

REASON FOR POLICY

Departments may wish to have a means of allowing students to demonstrate existing proficiency in a subject without requiring the student to complete coursework.
PROCEDURES

- Notating a Special Exam for Proficiency or Credit on the Transcript
- Requesting and Posting a Credit by Special Examination Fee
- Requesting Approval to Take an Exam for Proficiency or Credit

FORMS/INSTRUCTIONS

- Request for departmental examination for proficiency or credit (Twin Cities) (PDF)
- Request for special examination (Morris) (PDF)
- Request for special examinations (Crookston) (PDF)
- Request for special examination room

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. Who may take an examination for credit or proficiency?

Only students who have been admitted to the University of Minnesota as degree-seeking undergraduate students and have a student status of "enrolled" are eligible to take an examination for credit or proficiency. "Enrolled" does not refer to the student's registration status, but is a term used for students who have been admitted to the University and have matriculated. Students who have been admitted to the University but have not accepted an offer of enrollment are not eligible.

High School students who are enrolled through the Postsecondary Enrollment Option (PSEO) program are not eligible for these exams while they are enrolled as PSEO students. However, if they apply, are admitted, and matriculate as degree-seeking undergraduates at the University of Minnesota, they are then eligible to take an exam for credit or proficiency.

2. Who determines whether or not to offer an examination for credit or proficiency?

On the Twin Cities, Duluth, Crookston, and Rochester campuses, the decision to offer such an examination is made by the academic department or unit offering the course or subject for which the student is seeking examination. On the Morris campus, the Scholastic Committee has the authority to grant an examination for credit; examinations for proficiency are granted by the academic department.

3. If a student does not pass an exam for credit or proficiency, is this notated on the student's transcript?

No; only successful exam completions are noted on students' transcripts.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Tina Falkner</td>
<td>612-625-1064</td>
<td><a href="mailto:rovic001@umn.edu">rovic001@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Duluth Campus</td>
<td>Carla Boyd</td>
<td>218-726-8795</td>
<td><a href="mailto:cboyd@d.umn.edu">cboyd@d.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Academic department
The unit on campus offering course work that is the same or substantially similar to the subject area of the exam.

Currently enrolled undergraduate degree-seeking students
Students who have been admitted to a University of Minnesota undergraduate degree
program and who have matriculated.

**Campus-specific credit requirements**
The minimum number of credits students must complete at the campus from which they expect to graduate before a degree will be granted.

**RESPONSIBILITIES**

**Academic departments (Twin Cities, Duluth, Crookston, and Rochester)**
- Determine whether or not to make available to students an exam for credit or proficiency.
- Determine the format and scoring of the exam.

**Colleges (Twin Cities, Duluth, Crookston, and Rochester)**
- Determine whether or not successful completion of the exam will apply to the student’s degree program.
- Request the credit by special exam fee as part of the annual budget process.

**Scholastic Committee (Morris)**
- Determine whether or not to make available to students an exam for credit or proficiency.
- Determine whether or not successful completion of the exam will apply to the student’s degree program.

**Office of the Registrar (All campuses)**
- Appropriately notate on students’ transcripts any successful completion of a departmental exam for proficiency or credit.

**RELATED INFORMATION**

- [Special Examinations on Morris Campus](#)
- Administrative Policy: [Campus Specific Credit Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester](#)

**HISTORY**

**Amended:**
March 2014 - Comprehensive Review, Minor Revision 1. Clarifies that student must be enrolled in a program to be eligible for these exams. 2. Emphasizes that it is the department's choice as to whether or not to offer departmental exams for proficiency or credit.

**Effective:**
May 2011 - Replaces Senate Policy: Examinations for Credit and Proficiency. Clarifies who is eligible to take a departmental exam for proficiency or credit. Defines key terms to provide clarity for the reader.

**Supercedes:**
- Examinations for Credit and Proficiency
Faculty Responsibility in Undergraduate Advising on the Curriculum: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

The faculty in each unit are responsible for ensuring that there is an effective advising process. The faculty of every unit will collectively determine the mechanisms by which faculty members will be involved in advising students and will periodically review the effectiveness of that process. In some units faculty may choose to be directly involved in advising or may share that responsibility with appropriately trained academic professionals, graduate students, or peers. The faculty of each unit must assist in and cooperate with the advising process as appropriate and are responsible for providing timely information about the curriculum and student performance to advisers. The faculty should encourage students to take advantage of opportunities provided by the advising process to broaden, intensify, and integrate their educational experience.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Advising is an important component of the educational enterprise, and expectations for faculty and students regarding advising should be clearly outlined.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

There are no frequently asked questions related to this policy.
ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Laura Coffin Koch</td>
<td>612-624-1085</td>
<td><a href="mailto:koch@umn.edu">koch@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Stephen Lehmkuhle</td>
<td>507-258-8001</td>
<td><a href="mailto:lehmk007@umn.edu">lehmk007@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Curriculum
The set of courses offered by a unit

RESPONSIBILITIES

There are no specified responsibilities related to this policy.

RELATED INFORMATION

There are no related informational items for this policy.

HISTORY

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

To assure a minimum level of preparedness for University students, each campus of the University of Minnesota is responsible for setting minimum academic requirements for individuals seeking admission to undergraduate degree programs.

For the Twin Cities, Morris, and Rochester campuses, the minimum academic requirements must include:

1. **ENGLISH** - Four years, including writing, literature, and speech. Within the writing component, students may elect work in composition, creative writing, journalism, or research writing. Literature may include both American and world literatures; speech may include both public speaking and debate.

2. **MATHEMATICS**
   
   a. For students seeking admission before fall 2015: Three years consisting of two years of algebra, one of which must be intermediate or advanced algebra, and one year of geometry.
   
   b. For student seeking admission fall 2015 and thereafter: Four years, including two years of algebra, one of which must be intermediate or advanced algebra, and one year of geometry.

3. **SCIENCE** - Three years, including at least one course each in the biological and physical sciences, and all three units to incorporate significant laboratory experience. The biological and physical science requirements would most commonly be met by courses in biology, chemistry, and physics. Other courses could include advanced biology, human anatomy and physiology, botany, zoology, geology, and advanced chemistry and physics.

4. **SOCIAL STUDIES** - Three years, including one year each of geography and American history. Geography need not always be taught as a full year course, and may in fact be incorporated in a significant way into other studies; transcripts should indicate specifically which courses meet the geography requirement.

5. **WORLD LANGUAGE** - Two years of a single second language. Language courses may include both those traditionally taught in high schools (for example, Spanish, French, German), as well as those less frequently taught.

6. **ARTS** - One year in the visual or performing arts. It is expected that all arts courses (including band and chorus) will include instruction in the history and critical interpretation of the art form. Courses in the arts should offer students the opportunity to experience the arts directly as creators/performers and as critical, informed observers.

Colleges, departments, or programs may have additional admission requirements.

**Duluth and Crookston Campuses**

Students applying for admission to the Crookston campus must meet the high school preparation requirements specified at [http://www1.crk.umn.edu/prod/groups/crk/@pub/@crk/@admissions/documents/content/crk_content_147581.pdf](http://www1.crk.umn.edu/prod/groups/crk/@pub/@crk/@admissions/documents/content/crk_content_147581.pdf) (page 3).

### REASON FOR POLICY

The high school preparation requirements exist to provide guidance to prospective students and their high school counselors, to help them make informed curricular choices. These requirements were prepared and adopted in conjunction with the Minnesota State College and University system. The requirements are used in evaluating applications for admission, to ensure a minimum level of preparedness for University students. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

### PROCEDURES

There are no procedures associated with this policy.

### FORMS/INSTRUCTIONS

There are no forms associated with this policy.

### APPENDICES

There are no appendices associated with this policy.

### FREQUENTLY ASKED QUESTIONS

1. **Could a student be admitted without having met all of the high school preparation requirements?**

   Yes, it is possible under extenuating circumstances. A student who is missing a high school preparation requirement is not automatically disqualified from consideration for admission. However, admission to the University is competitive and all other factors being equal, the student’s application would not be as strong as the application of a student who has completed or exceeded all of the requirements.

### ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Contact(s)</strong></td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus Procedures</td>
<td>Wayne Sigler</td>
<td>612-625-2006</td>
<td><a href="mailto:w-sigl@umn.edu">w-sigl@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus Procedures</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus Procedures</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus Procedures</td>
<td>Stephen Lehmkuhle</td>
<td>507-258-8001</td>
<td><a href="mailto:lehmk007@umn.edu">lehmk007@umn.edu</a></td>
</tr>
</tbody>
</table>

### DEFINITIONS

There are no definitions related to this policy.

### RESPONSIBILITIES

**Admissions Department**

Determine which students are offered admission to undergraduate degree programs.

**Academic Advisor**

Advise students on the coursework needed to satisfy their campus, college, and degree requirements, taking into account the student’s prior coursework and background, including high school and any courses at the college level.
HISTORY

Amended
December 2011 - Comprehensive Review, Major Revision: Math requirement expanded to 4 years of Math for students seeking admission in Fall 2015 and thereafter.

Amended
December 2009 - Policy now applies to Crookston.

Amended
April 2009 - Policy clarified and put in standard format. Added contact information.

Effective:
April 2009

Supersedes:
Joint Preparation Requirements for the Minnesota State Universities and the University of Minnesota
Holds on Records and Registration: Twin Cities, Crookston, Morris, Rochester

**POLICY STATEMENT**

The University may impose holds on student records for financial, judicial, or academic reasons.

1. Holds may be placed on a student's record under the following circumstances:
   a. In order to assist the student, advisers may at any stage during a student's academic career impose a hold on his or her record that affects the student's ability to register when appropriate for advising purposes.
   b. The University may place a hold on a student's record for a violation of Board of Regents Policy: [Student Conduct Code](#) or for failure to meet financial obligations to the University (for example, unpaid bills, library fees, unreturned keys.
   c. The Senior Vice President for Academic Affairs and Provost and/or Vice President for Health Sciences may designate other appropriate reasons for the University to place a hold on a student's record.

2. A hold ordinarily will prevent a student from obtaining an official transcript or registering for courses or making changes to courses for which they have already registered.

3. To remove a hold from a student record, the student must first pay the debt owed; correct the deficiency or problem; or be cleared by the Office for Student Conduct and Academic Integrity (or the appropriate office on the coordinate campuses.)

**Exclusions**

This policy is not applicable to the Duluth campus.

**REASON FOR POLICY**

Holds are placed on student records as leverage where needed to protect the University’s interests where necessary. For various reasons the University may need to place holds on students’ records to compel student action. Placing holds is not an arbitrary action. Only certain offices on campus are able to place holds.

**PROCEDURES**

There are no procedures related to this policy.

**FORMS/INSTRUCTIONS**

N/A
There are no forms related to this policy.

**APPENDICES**

There are no appendices related to this policy.

**FREQUENTLY ASKED QUESTIONS**

There are no frequently asked questions related to this policy.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Tina Falkner</td>
<td>612-625-1064</td>
<td><a href="mailto:rovic001@umn.edu">rovic001@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Julie Selander</td>
<td>612-625-6579</td>
<td><a href="mailto:goode021@umn.edu">goode021@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**

There are no definitions related to this policy.

**RESPONSIBILITIES**

There are no specific responsibilities related to this policy.

**RELATED INFORMATION**

- Board of Regents Policy: *Student Conduct Code*
- Administrative Policy: *Declaring an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester*

**HISTORY**

*Amended:*
December 2009 - Policy now applies to Crookston.

*Effective:*
April 2009
POLICY STATEMENT

1. Subject only to the exception noted in this policy, no travel or competition is permitted from the period beginning with, and including, Study Days and ending with the last day of Final Examinations. Home events may be scheduled in the evening of the last day of Final Examinations if the examination schedule is concluded by 18:00.

2. Post-season or other athletic events that are invitational in nature (whether or not conducted by the National Collegiate Athletic Association (NCAA) or another national sport governing body), rather than a normal progression to a championship, and which would take place during Study Days or Finals Week, require the specific approval of the Senate Committee on Educational Policy before participation may occur.

3. This policy applies only to intercollegiate athletic teams, not to any other teams (e.g., teams competing under the aegis of recreational sports or any other unit of the University). For all other teams and for other activities, see Administrative Policies: Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester and Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester.

4. In those instances where post-season competitive events occur during Study Days or Finals Week, the Senate Committee on Educational Policy will consider them approved (that is, without requiring explicit action on the part of the Committee) subject to the following conditions:
   a. The event is in normal progression in the sport, leading from in-season competition to conference or regional championships and then to national championship competition;
   b. The academic counselor for the team ensures that satisfactory alternative academic arrangements have been made and reported to the Faculty Academic Oversight Committee for Intercollegiate Athletics; and
   c. The event is conducted under the aegis of the NCAA or the appropriate national sport governing body if it is not the NCAA.

5. Instructors must provide an alternative and timely opportunity for students to complete course requirements they were unable to complete because of an absence permitted by this policy.

6. The academic counseling office for intercollegiate athletics will provide annually to the chairs of the Senate Committee on Educational Policy and the Faculty Academic Oversight Committee for Intercollegiate Athletics, a report on the arrangements that are made pursuant to paragraph 2, above.

7. The Director of Athletics will provide a written report annually to the Senate Committee on Educational Policy and the Faculty Academic Oversight Committee.
on Intercollegiate Athletics early in the Fall Semester on the number of student-athletes who missed any Study Days or any part of Final Examinations during the preceding year and the academic performance of those student-athletes.

This policy is not applicable to the Duluth, Crookston, Morris and Rochester campuses.

**REASON FOR POLICY**

Rules and guidelines are provided to ensure that student athletes and faculty have a common understanding of what is expected and permitted when athletes have scheduled events during study day and finals weeks.

**PROCEDURES**

There are no procedures associated with this policy.

**FORMS/INSTRUCTIONS**

There are no forms associated with this policy.

**APPENDICES**

There are no appendices associated with this policy.

**FREQUENTLY ASKED QUESTIONS**

There is no FAQ associated with this policy.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Susan Van Voorhis</td>
<td>612-624-1111</td>
<td><a href="mailto:vanvo002@umn.edu">vanvo002@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus Procedures</td>
<td>Tina Falkner</td>
<td>612-625-1064</td>
<td><a href="mailto:rovic001@umn.edu">rovic001@umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**

**Intercollegiate athletics**
Sports teams organized and funded by the institution through the athletics department. Intercollegiate does not refer to or include recreational sports, intramural sports, club sports, or other special interest sport clubs or organizations.

**RESPONSIBILITIES**

There are no specified responsibilities associated with this policy.

**RELATED INFORMATION**

- Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)
- Administrative Policy: [Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester](#)
- [Academic Calendar](#)

**HISTORY**

**Amended:**
April 2009 - Clarified policy and put in standard format. Added contact information.

**Effective:**
April 2009

**Supersedes:**
[Classes, Schedules, and Final Examinations for the Twin Cities Campus](#)
Policy Statement

Undergraduates are expected to maintain continuous registration from the time they matriculate until they graduate. Students who will not maintain continuous registration for any reason should consult with an adviser about whether to request a leave of absence because there may be financial aid or re-admission implications if a student leaves without a leave of absence.

1. Students in good academic standing will ordinarily be granted a leave of absence upon request. The term of the leave must be specified and may not exceed two years. (Study abroad may or may not require a leave of absence.)

2. All colleges will have a process for implementing this policy.

3. Students who follow the college process and whose leave is approved in accordance with this policy need not apply for re-admission when they return, and students may return before the expiration of the leave. Whether the student returns early or at the expiration of the leave, colleges may condition the timing of re-admission to a program on availability of space. Re-admission may be denied based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled (see Board of Regents Policy: Student Conduct Code.)

4. Undergraduates who fail to register for a semester (excluding summer) (Twin Cities and Rochester) or two semesters (Morris) and who have not been granted a leave of absence or whose leave of absence has expired will be placed on "inactive" status. Students who are placed on Inactive status must obtain permission to be re-admitted to a program. Students in good academic standing at the time they became Inactive normally should be allowed to return to Active status. Students on Inactive status must contact their college office for approval to regain Active status before registering for another term.

5. At the time of matriculation, students should be informed about both the consequences of Inactive status and the University’s policy, including whether re-admission after a period of Inactive status is dependent on availability of space in the program.

6. A student who has left the University without a leave of absence for more than two consecutive semesters (not including summer session) may be held to new program requirements upon his or her return. A student returning after one year or less will be allowed to follow the program requirements.

This policy is not applicable to the Duluth campus.

Reason for Policy

Periodically students must interrupt their enrollment for a variety of reasons. Allowing
students to take a “leave of absence” provides students the opportunity to return to the University under the rules and policies in effect when they left. It also allows the University the opportunity to counsel students about the required actions to return upon the end of the leave.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

- Application for readmission form
- Leave of Absence Form

APPENDICES

- Student Services Contact Information

FREQUENTLY ASKED QUESTIONS

1. Who should a student contact about taking a leave of absence?
   A student should contact his/her academic advisor and follow the process for the college in which the student is enrolled. Links to the student services offices for the college on the Twin Cities campus are at http://policy.umn.edu/Policies/Education/Education/READMISSIONLOA_APPA.html. Contacts for Crookston, Morris, and Rochester are listed above under “additional contacts.”

2. If a student is on a leave of absence and has questions about returning or extending the leave, who should the student contact?
   The student should contact the college student services office for the college in which the student was enrolled at the time of taking the leave. Links to the student services offices for the college on the Twin Cities campus are at http://policy.umn.edu/Policies/Education/Education/READMISSIONLOA_APPA.html. Contacts for Crookston, Morris, and Rochester are listed above under “additional contacts.”

3. If a student is inactive (i.e., not on an approved leave of absence) and would like to inquire about resuming studies at the University of Minnesota, who should the student contact?
   The student should contact the college student services office for the college in which the student was enrolled at the time of last enrollment. Links to the student services offices for the college on the Twin Cities campus are at http://policy.umn.edu/Policies/Education/Education/READMISSIONLOA_APPA.html. Contacts for Crookston, Morris, and Rochester are listed above under “additional contacts.” The student should provide current contact information, and the student's U of M ID number, and indicate that the student is inquiring about readmission.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>List of Contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Questions</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Inactive status
Undergraduates who have not been granted a formal “leave of absence” or who do not register for one semester (excluding summer session) will be placed on ”inactive” status. A student who is no longer active in his or her program is in inactive status.

Leave of absence
Refers to a process by which students request official permission to leave the University for a set duration of time.

**Matriculate**
Students who have been admitted to the University, choose to attend the University and enroll in courses; students who may begin taking courses towards a degree.

**Readmission**
The process of reapplication to the University for admission. Readmission is required following a break in enrollment without an approved leave of absence, as well as after failure to return by the term immediately following an approved leave of absence (excluding summer).

### RESPONSIBILITIES

**College**
Inform students of space limitations on re-admission/returning from leave.

**Student**
- Complete a leave of absence form when planning a leave of absence
- Talk with college student services staff before planning the leave of absence

### RELATED INFORMATION

- Board of Regents Policy: [Student Conduct Code](#)

### HISTORY

**Amended:**
January 2011 - Policy title updated to reflect that Policy applies to Undergraduate students.

**Amended:**
December 2009 - Policy now applies to Crookston.

**Effective:**
April 2009
ADMINISTRATIVE POLICY

Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester

Policy Contents
- Policy Statement
- Reason for Policy
- Procedures
- Forms/Instructions
- Appendices
- Definitions
- Additional Contacts
- FAQs
- Responsibilities
- Related Information
- History

Effective Date: April 2009
Last Update: December 2009

Responsibility University Officer:
- Senior Vice President for Academic Affairs and Provost

Policy Owner:
- Vice Provost and Dean of Undergraduate Education

Policy Contact:
- Robert McMaster

CONSULTED WITH: Faculty Senate

Printed on: September 19, 2014. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

1. The University expects undergraduate students to graduate in a timely manner, defined here as four years. All departments and programs must have in place a published or publicly available curricular plan that enables students to graduate in four years. Such a plan should assume that students will enroll for at least 15 degree-applicable credits per semester, on average, but the plan may not require that students enroll for more than 17 credits per semester, on average.

2. Admissions, collegiate, and registration materials must contain language emphasizing to students that they must complete at least 15 degree-applicable credits per semester on average to graduate within four years. All colleges and campuses are responsible for informing students of the average credit load necessary to graduate in four years.

3. The University must adopt policies, and further publicize existing policies, which will facilitate timely graduation for most students (within four years). The Office of the Senior Vice President for Academic Affairs and Provost will engage in regular conversations with the Senate Committee on Educational Policy about these policies and their effectiveness.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Timely graduation is an underlying foundational principle for undergraduate education at the University. This policy outlines related guidelines to reinforce timely graduation.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.
FREQUENTLY ASKED QUESTIONS

There is no FAQ for this policy.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus Procedures</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus Procedures</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus Procedures</td>
<td>Stephen Lehmkuhle</td>
<td>507-258-8001</td>
<td><a href="mailto:lehmk007@umn.edu">lehmk007@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

There are no definitions for this policy.

RESPONSIBILITIES

There are no specified responsibilities for this policy.

RELATED INFORMATION

There is no related information for this policy.

HISTORY

Amended: December 2009 - Policy now applies to Crookston.

Amended: April 2009 - Clarified policy and put in standard format. Added contact information.

Effective: April 2009

Supercedes: Policy of Academic Progress of Undergraduates
Providing Mid-Term Alerts on Academic Performance: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

1. Instructors are required to provide mid-term alerts for all 1-XXX courses to students who, on the basis of performance to date in the course, appear to be in danger of receiving a grade of D, F, or N. Such notification will be provided no later than the seventh week of class, and earlier if possible, to allow students to improve their classroom performance or to withdraw by the eighth week. Mid-term alerts will not be recorded on transcripts.

2. Instructors are encouraged to provide mid-term alerts for all other courses.

3. The provision of mid-term alerts is a courtesy to the student. Failure to receive a mid-term alert does not create the right for a student to contest a grade in a course.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Studies of student learning underscore the importance of frequent and timely feedback as an important contribution to success in student learning. Past experience shows that for students in academic difficulty, a timely warning about performance can result in appropriate corrective action. Mid-term alerts also help advisers develop strategies for academic success with their advisees.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

Can instructors in classes other than 1xxx use the midterm alerts system?

Yes, the system is available for use by any instructor.
How do instructors issue a mid-term alert?
Instructors must connect and login (with X.500) to the mid-term alert system. After logging into the system instructors will be prompted to choose the course for which they wish to submit mid-term alerts. Choice of courses will be based on the courses for which the instructor is listed in PeopleSoft as the instructor of record. Once the appropriate course is chosen a list of students officially registered for the course will appear. At this point instructors can choose to send an alert to all students at one time, called a batch alert, or to students individually. For more information please see: Mid Term Alerts FAQ.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Tina Falkner</td>
<td>612-625-1064</td>
<td><a href="mailto:rovic001@umn.edu">rovic001@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Stephen Lehmkuhle</td>
<td>507-258-8001</td>
<td><a href="mailto:lehmk007@umn.edu">lehmk007@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

There are no definitions related to this policy.

RESPONSIBILITIES

There are no specific responsibilities related to this policy.

RELATED INFORMATION

- Mid Term Alerts FAQ

HISTORY

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

The Transfer Authority on each campus will identify those institutions from which credit can be transferred and determine whether course work is college level. If questions arise with regard to transfer of specific courses, the Transfer Authority will confer with the appropriate college or departmental faculty. The following will apply.

1. Credit for course work 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 course work with University course work; and
   - the appropriateness of the course work for meeting baccalaureate degree requirements at the University.

2. The University will not accept any transfer course with less than a "D" grade. Once a course has been accepted for transfer to a University of Minnesota campus, all colleges and programs on that campus will honor this decision. A transfer course with a grade of less than C- (less than D for Crookston) will not count toward satisfying a major or a minor requirement, but will count toward total credits. Credits from technical schools may be considered for transfer when appropriate to a student’s University of Minnesota degree program. Credit is not normally transferred from specialized or proprietary institutions, military training, or industry-based education programs.

3. Credit granted by another institution for nontraditional experiences, College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), military training, will be re-evaluated for content and comparability. Evaluation is based upon the standards set by the Transfer Authority on that University of Minnesota campus.

4. Religious studies courses 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 departmental faculty.

5. Transfer credits become applicable to a University of Minnesota degree program or certificate program only after the student has been admitted as a degree-seeking student or admitted to the certificate program.

Exclusions

This policy is not applicable to the Duluth campus.
This policy specifies where authority resides for decisions regarding transferability of credit and outlines the guidelines surrounding the transfer of credits from other institutions. Clear information is critical for students planning to transfer credits to the University.

**PROCEDURES**

There are no procedures related to this policy.

**FORMS/INSTRUCTIONS**

There are no forms related to this policy.

**APPENDICES**

There are no appendices related to this policy.

**FREQUENTLY ASKED QUESTIONS**

1. Are the grades in transfer credits from another institution included in a student’s cumulative University of Minnesota grade point average (GPA)?
   
   No. Only those credits earned from the University of Minnesota will be used in calculating the cumulative GPA. However, the transfer credits from the other institution may be used to fulfill degree requirements, where allowed by the department, college, or campus.

2. I am a transfer student who received credit at another institution for my scores on Advanced Placement (AP) exams. Does that credit automatically transfer to the University of Minnesota?
   
   No. Each University of Minnesota campus determines its standards for granting credit based upon AP exam scores. Your AP scores will be evaluated according to the University campus standards, and credit will be awarded based upon those standards.

3. Are courses transferring among University of Minnesota campuses treated differently than transfer courses from outside the University of Minnesota?
   
   The difference is that all University courses are recorded on a student’s transcript and the grades on these courses automatically factor into the student’s University cumulative GPA.

   Like transfer courses from other institutions, the applicability of courses from another campus to a particular degree program is determined by the particular program, college, and campus requirements.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus Procedures</td>
<td>Heidi Meyer</td>
<td>612-625-7325</td>
<td><a href="mailto:meyer119@umn.edu">meyer119@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus Procedures</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus Procedures</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus Procedures</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**

Regional Accreditation

Regional accreditation is educational accreditation of colleges, and universities in the United States by one of the six regional accreditors. Each regional accreditor encompasses the vast majority of public and nonprofit private educational institutions in its region. They accredit, and include among their members, public and private universities, colleges, and institutions of higher education that are academic in nature. For more information about...
regional accreditation, please see the Council for Higher Education Accreditation, at http://www.chea.org/Directories/regional.asp

RESPONSIBILITIES

Transfer Authority

The Transfer Authority at each campus has the following responsibilities:

- Identifies institutions from which credit can be transferred and determines whether course work is college level.
- Confers with the appropriate college or departmental faculty with regard to transfer of specific courses.
- Maintains detailed transfer tables to document transferability of specific courses from other institutions.

The Transfer Authority for each campus is listed below:

Twin Cities Campus Office of Admissions
Crookston Campus Office of Admissions
Rochester Campus Office of Admissions
Morris Campus Scholastic Committee

RELATED INFORMATION

- Twin Cities Campus Transfer Credit Practices
- Crookston Transfer Credit Practices
- Morris Transfer Credit Practices
- Rochester Transfer Credit Practices
- Administrative Policy: Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Credit for Nationally-Recognized Exams for Undergraduate Students: Twin Cities, Crookston, Morris, Rochester

HISTORY

Amended:
March 2014 - Comprehensive Review. Minor Revision. The policy now clarifies that the decisions made regarding a transfer of undergraduate credit, pertains to that campus. It also specifies that the student must be degree-seeking or admitted into a certificate program to have the credits transferred.

Amended:
December 2009 - Policy now applies to Crookston.

Amended:
April 2009 - Clarified policy, and put into standard format. Added contact information.

Effective:
April 2009

Supercedes:
Transfer of Credits
Undergraduate Degrees with Distinction and Degrees with Honors: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT


   a. Any campus may offer both degrees with honors and degrees with distinction, only one, or neither.

   b. A student may obtain both a degree with honors and a degree with distinction, if offered by the campus from which the degree is awarded.

   c. For the purpose of awarding degrees with honors and degrees with distinction, the overall performance of degree candidates on each campus will be judged in relationship to the performance of degree-seeking students on that campus, not in relationship to other University students.

   d. To qualify for either a degree with distinction or a degree with honors, a student must have completed 60 or more semester credits at the University of Minnesota. For the purposes of meeting the grade point average (GPA) standards set forth in this policy, only University of Minnesota course work will factor into the GPA calculation.

   e. It is the expectation of the Faculty Senate that in general, a campus will not award degrees with honors and with distinction, in total, to more than approximately 10 - 15% of any graduating class.

   f. The University transcript will contain a brief explanation of the difference between a degree with distinction and a degree with honors.

   g. The Senate Committee on Educational Policy will review annually data on the number and percentage of students on each campus who receive degrees with distinction and degrees with honors.

2. Degrees with Distinction

   a. The initiative in establishing degrees with distinction will lie with the campuses concerned and must be approved by the chief academic officer on the campus.

   b. To graduate "with distinction," a student must have a cumulative grade point average of 3.750 or higher at the time the student graduates. To graduate "with high distinction," a student must have a cumulative grade point average of 3.900 or higher.

   c. The grade point average is the sole determinant of the granting of degrees "with distinction" or "with high distinction." Campuses may choose to offer only degrees "with distinction" or only degrees "with high distinction," but in either case they would be subject to section 2(b) of this policy.

3. Degrees with honors and campus honors programs
a. The requirements for a degree with honors will not consist of only the accomplishment of a designated amount of course work or achievement of a stipulated grade point average, but will also include a definite standard of excellence in scholarship with specific evidence of ability to accomplish independent or original work. To obtain a degree with honors, the student must participate in a fully developed campus honors program.

b. The initiative for establishing degrees with honors (that is, cum laude, magna cum laude, and summa cum laude) will lie with each campus and must be approved by the senior academic officer on the campus. Qualifications for degrees with honors must meet the requirements of sections 3(b-d) of this policy.

c. A campus desiring to grant degrees with honors must propose an honors program, specifying how honors students are to be selected, the nature, depth, and breadth of the honors requirements, and the general requirements for obtaining a degree cum laude, magna cum laude, and summa cum laude.

d. The minimum cumulative grade-point average in courses taken after the completion of 60 semester credits will be 3.500 to obtain a degree "cum laude," 3.666 for a degree "magna cum laude," and 3.750 for a degree "summa cum laude." Campuses have the authority to adopt higher grade-point averages.

e. Campuses will attempt to ensure that there is reasonable consistency across units in the amount of work required of its students to obtain degrees with honors.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Students who achieve high academic performance as evidenced in their grade point average or who participate in an honors program (either University or campus based) receive recognition on their transcripts and diplomas. The standards for graduating with distinction and/or honors need to be clearly articulated so they can be applied consistently, and so students know what is required to achieve these recognitions.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.

Frequently Asked Questions

1. How are Latin honors determined (Twin Cities)?

   The level of graduation with Latin Honors (cum laude, magna cum laude, summa cum laude) is based on the grade point average in a student’s final 60 graded credits at the University of Minnesota-Twin Cities (transfer credits are not included). The GPA in these last 60 graded credits, combined with meeting the University Honors Program requirements, qualifies the student to be considered for the following Latin Honors Graduation Levels:

   - cum laude: 3.50 GPA or higher
   - magna cum laude: 3.66 GPA or higher
   - summa cum laude: 3.75 GPA or higher

   All students pursuing Latin Honors must complete an Honors Thesis consistent with the level of Latin Honors they are attempting. All students graduating with Latin Honors at the University of Minnesota, Twin Cities must meet the residency requirement of 60 graded credits on the UMTC campus.

2. Can a student graduate with more than one type of honors designation?

   At the University of Minnesota, Twin Cities, a student may earn graduation with distinction or high distinction at the same time as graduation with Latin Honors.
At the University of Minnesota, Morris and the University of Minnesota, Rochester, a student may be able to graduate with more than one type of honors designation. Students are encouraged to speak with their advisors regarding their eligibility for an honors designation.

3. How are grades from multiple University of Minnesota campuses considered when calculating the overall grade point average?

A student’s cumulative grade point average is calculated with all of his/her University of Minnesota coursework. Therefore, if a student has coursework at more than one campus of the University (e.g. Crookston, Duluth, Morris, Twin Cities, Rochester), all grades from coursework at all campuses are included in calculating the grade point average.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Sue Van Voorhis</td>
<td>612-625-8098</td>
<td><a href="mailto:vanvo002@umn.edu">vanvo002@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Clare Dingley</td>
<td>320-589-6026</td>
<td><a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Janet Crittenden</td>
<td>507-258-8008</td>
<td><a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**

Graduating with Distinction
Degree with distinction indicates graduation with a high cumulative grade point average; the words “with distinction” or “with high distinction” are printed on the transcript and on the diploma.

Graduating with Honors
Degree with honors indicates completion of the campus-specific requirements for the honors program, and is noted on the transcript and on the diploma.

The Honors Program (Morris)
Successful completion of the Honors Program, an interdisciplinary curriculum team-taught by faculty from across the campus, provides the student a degree 'with Honors' in recognition of the student’s achievement.

University Honors Program (Twin Cities)
The University Honors Program (UHP) is a selective program that provides an enriched and intellectually stimulating academic experience for University of Minnesota, Twin Cities students and provides a path toward graduation with Latin Honors. The UHP provides a unique set of experiences for students including tailored curricular offerings, personalized academic advising, and a wide variety of co-curricular opportunities. Students are either offered admission to UHP upon acceptance to the University or can apply for admission to UHP as a current student.

Graduating with Latin Honors (Twin Cities)
Graduation with Latin Honors (cum laude, magna cum laude, summa cum laude) is available to those students who have a GPA of 3.5 or higher and have completed the requirements of the University Honors Program. Students who have met the requirements may be considered for the following Latin Honors Graduation Levels:

- cum laude: 3.500 GPA or higher
- magna cum laude: 3.666 GPA or higher
- summa cum laude: 3.750 GPA or higher

**RESPONSIBILITIES**

There are no responsibilities related to this policy.

**RELATED INFORMATION**

- Administrative Policy: [Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester](#)
HISTORY

Amended:
January 2011 - Title modified so to clarify that Policy applies to Undergraduate Degrees.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

Student Learning Outcomes

At the time of receiving a bachelor's degree, University of Minnesota Twin Cities students:

- Can identify, define, and solve problems
- Can locate and critically evaluate information
- Have mastered a body of knowledge and a mode of inquiry
- Understands diverse philosophies and cultures within and across societies
- Can communicate effectively
- Understand the role of creativity, innovation, discovery, and expression across disciplines
- Have acquired skills for effective citizenship and life-long learning.

Student Development Outcomes

As they progress toward their degree, University of Minnesota Twin Cities undergraduates will develop and demonstrate the following characteristics:

- Responsibility and accountability by making appropriate decisions on behavior and accepting the consequences of their actions.
- Independence and Interdependence by knowing when to collaborate or seek help and when to act on their own
- Goal orientation by managing their energy and attention to achieve specific outcomes
- Self-awareness by knowing their personal strengths and talents and acknowledging their shortcomings
- Resilience by recovering and learning from setbacks or disappointments
- Appreciation of differences by recognizing the value of interacting with individuals with backgrounds and/or perspectives different from their own
- Tolerance of ambiguity by demonstrating the ability to perform in complicated environments where clear-cut answers or standard operating procedures are absent.

This policy is not applicable to the Duluth, Crookston, Morris, and Rochester campuses.
outcomes help students to think about how they can engage in activities that help them to develop in several areas. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

**PROCEDURES**
There are no procedures associated with this policy.

**FORMS/INSTRUCTIONS**
There are no forms associated with this policy.

**APPENDICES**
There are no appendices associated with this policy.

**FREQUENTLY ASKED QUESTIONS**
There is no FAQ associated with this policy.

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Danila Brown Young</td>
<td>612-626-1242</td>
<td><a href="mailto:dbyoung@umn.edu">dbyoung@umn.edu</a></td>
</tr>
<tr>
<td>Procedures</td>
<td>Allen Levine</td>
<td>612-626-1215</td>
<td><a href="mailto:aslevine@umn.edu">aslevine@umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**
There are no definitions associated with this policy.

**RESPONSIBILITIES**
There are no specified responsibilities associated with this policy.

**RELATED INFORMATION**
- Higher Learning Commission, Criteria and Requirements for Accreditation

**HISTORY**
Amended:
April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:
April 2009

Supercedes:
Student Learning Outcomes, Student Development Outcomes from the Twin Cities Campus