



# University of Minnesota Twin Cities

# 2010-12 UNDERGRADUATE CATALOG

This file includes a how-to-use this catalog, directory of undergraduate programs/  
majors, general information, student services directory, and policies.

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**NOTE:** The information in this catalog is subject to change without notice. Colleges and departments make changes in their degree requirements and course descriptions frequently. For the most current information, check with department offices, advisers, and visit the **Online Catalog** at [www.catalogs.umn.edu/ug/index.html](http://www.catalogs.umn.edu/ug/index.html). Page 32 updated 1/21/11.

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# How to Use This Catalog

This is the University of Minnesota Twin Cities *Undergraduate Catalog* for the academic years 2010–12. This catalog is an academic planning tool for undergraduates. To learn how to use it, read this page.

## Directory of Undergraduate Programs/Majors and Directory of Undergraduate Minors

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

## General Information

All undergraduates should read the **General Information section**, beginning on page 10. It includes information about academic support services, such as advising, that are crucial to success at the University. The section also includes basic information about admissions, financial aid, and student services.

Tuition and fees and registration information vary from semester to semester. Check [www.onestop.umn.edu](http://www.onestop.umn.edu) for the most up-to-date information.

## Policies

All undergraduates should read the **Policies, Processes, and Systems section**, beginning on page 27. It lists requirements and standards that are common across all undergraduate colleges and programs on the Twin Cities campus. Topics include credit load, declaring a major, four-year graduation plan, grading and transcript policy, graduation requirements, liberal education requirements, and graduation with distinction or with honors.

## University Honors Program

The University Honors Program (UHP) offers rigorous and interdisciplinary curricula along with other honors experiences designed for highly qualified and motivated students. UHP serves honors students in *all* colleges. Students interested in participating in an honors curricula should read this section, beginning on page 39.

## Colleges and Programs

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

To find an academic area of interest and its corresponding college, use the **Directory of Undergraduate Programs/Majors** on pages 3 through 7.

## General Information About Each College

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

## Degree Program Information

The degree program descriptions contain curriculum overviews, degree requirements, and other relevant academic information. Students can choose from 147 majors, 47 stand-alone minors, and a wide variety of concentrations or tracks within many of the majors and minors.

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

## Course Descriptions

All undergraduate courses on the Twin Cities campus are listed in this section. See page 375 for a directory to find courses by academic categories, called "course designators." Course descriptions are listed alphabetically by course designator. Each course description includes the designator (abbreviation), number, title, prerequisites, and course content.

Some courses in this catalog are not offered every semester. To find out whether a course is offered in a particular semester, consult the online *Class Schedule* at [www.onestop.umn.edu](http://www.onestop.umn.edu). It lists courses, class hours, locations, and instructors; it also provides registration instructions, fees, final exam schedules, and courses that satisfy liberal education requirements. For detailed information about particular courses, consult the online *Course Guide* at [www.onestop.umn.edu](http://www.onestop.umn.edu).

**NOTE:** *Program and course descriptions in this catalog are current as of April 2010. Colleges and departments make changes in their degree requirements and course descriptions frequently. For the most up-to-date information, check with department offices, advisers, and visit the online catalog at [www.catalogs.umn.edu/ug/index.html](http://www.catalogs.umn.edu/ug/index.html).*

## Administration and Faculty

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

# Directory of Undergraduate Programs/Majors

DEGREE PROGRAM	COLLEGE/SCHOOL	DEGREE	PAGE
Accounting	Management	B.S.B.	307
Acting	Liberal Arts	B.F.A.	196
Aerospace Engineering and Mechanics	Science and Engineering	B.A.E.M.	348
African American and African Studies	Liberal Arts	B.A.	196
Agricultural and Food Business Management	Food, Agricultural and Natural Resource Sciences	B.S.	146
Agricultural Education	Food, Agricultural and Natural Resource Sciences	B.S.	148
Agricultural Industries and Marketing	Food, Agricultural and Natural Resource Sciences	B.S.	149
American Indian Studies	Liberal Arts	B.A.	198
American Studies	Liberal Arts	B.A.	200
Ancient Mediterranean Studies	Liberal Arts	B.A.	200
Animal Science	Food, Agricultural and Natural Resource Sciences	B.S.	151
Anthropology	Liberal Arts	B.A.	201
Apparel Design	Design	B.S.	102
Applied Economics	Food, Agricultural and Natural Resource Sciences	B.S.	154
Applied Plant Science	Food, Agricultural and Natural Resource Sciences	B.S.	157
Architecture	Liberal Arts	B.A.	202
Architecture	Design	B.D.A.	103
Architecture	Design	B.S.	103
Art	Liberal Arts	B.A.	203
Art History	Liberal Arts	B.A.	205
Asian Languages and Literatures	Liberal Arts	B.A.	208
Astrophysics	Liberal Arts	B.A.	211
Astrophysics	Science and Engineering	B.S.Astrop.	349
Bachelor of Individualized Studies	Liberal Arts	B.I.S.	249
Biochemistry	Biological Sciences	B.S.	51
Biology	Biological Sciences	B.S.	52
Biology, Society, and Environment	Liberal Arts	B.A.	213
Bioproducts and Biosystems Engineering	Science and Engineering	B.B.E.	351
Bioproducts Marketing and Management	Food, Agricultural and Natural Resource Sciences	B.S.	159
Business and Marketing Education	Education and Human Development	B.S.	120
Career and Technical Education	Education and Human Development	B.S.	121
Chemical Engineering	Science and Engineering	B.Ch.E.	352
Chemistry	Liberal Arts	B.A.	214
Chemistry	Science and Engineering	B.S.Chem.	354
Chicano Studies	Liberal Arts	B.A.	215
Child Psychology	Liberal Arts	B.A.	216
Child Psychology	Liberal Arts	B.S.	217
Civil Engineering	Science and Engineering	B.C.E.	355
Classical and Near Eastern Archaeology	Liberal Arts	B.A.	218
Classical Civilization	Liberal Arts	B.A.	219
Clinical Laboratory Sciences	Center for Allied Health Programs	B.S.	69
Communication Studies	Liberal Arts	B.A.	220
Computer Engineering	Science and Engineering	B.Comp.E.	356
Computer Science	Liberal Arts	B.A.	222
Computer Science	Science and Engineering	B.S. Comp.Sc.	358
Construction Management	Continuing Education	B.A.Sc.	76
Cultural Studies and Comparative Literature	Liberal Arts	B.A.	222
Dance	Liberal Arts	B.A.	224
Dance	Liberal Arts	B.F.A.	225
Dental Hygiene	School of Dentistry	B.S.	93
Dental Therapy	School of Dentistry	B.S.	94
Early Childhood Education: Foundations	Education and Human Development	B.S.	123
Earth Sciences	Science and Engineering	B.S.	360
Ecology, Evolution, and Behavior	Biological Sciences	B.S.	55
Economics	Liberal Arts	B.A.	226
Economics	Liberal Arts	B.S.	227
Economics—Quantitative Emphasis	Liberal Arts	B.A.	230
Electrical Engineering	Science and Engineering	B.E.E.	362
Elementary Education: Foundations	Education and Human Development	B.S.	125
English	Liberal Arts	B.A.	231
Entrepreneurial Management	Management	B.S.B.	308
Environmental Sciences, Policy and Management	Food, Agricultural and Natural Resource Sciences	B.S.	162
Family Social Science	Education and Human Development	B.S.	126
Finance	Management	B.S.B.	309
Finance and Risk Management Insurance	Management	B.S.B.	311
Fisheries and Wildlife	Food, Agricultural and Natural Resource Sciences	B.S.	168

DEGREE PROGRAM	COLLEGE/SCHOOL	DEGREE	PAGE
Food Science.....	Food, Agricultural and Natural Resource Sciences.....	B.S.....	171
Forest Resources.....	Food, Agricultural and Natural Resource Sciences.....	B.S.....	172
French and Italian Studies.....	Liberal Arts.....	B.A.....	236
French Studies.....	Liberal Arts.....	B.A.....	235
Gender, Women and Sexuality Studies.....	Liberal Arts.....	B.A.....	237
Genetics, Cell Biology, and Development.....	Biological Sciences.....	B.S.....	57
Geography.....	Liberal Arts.....	B.A.....	238
Geography.....	Liberal Arts.....	B.S.....	241
Geological Engineering.....	Science and Engineering.....	B.Geo.E.....	365
Geology.....	Liberal Arts.....	B.A.....	242
German Studies.....	Liberal Arts.....	B.A.....	243
Global Studies.....	Liberal Arts.....	B.A.....	244
Graphic Design.....	Design.....	B.F.A.....	106
Greek.....	Liberal Arts.....	B.A.....	245
History.....	Liberal Arts.....	B.A.....	247
Horticulture.....	Food, Agricultural and Natural Resource Sciences.....	B.S.....	175
Housing Studies.....	Design.....	B.S.....	108
Human Resource Development.....	Education and Human Development.....	B.S.....	127
Human Resources and Industrial Relations.....	Management.....	B.S.B.....	312
Individually Designed Interdepartmental.....	Liberal Arts.....	B.A.....	250
Information Technology Infrastructure.....	Continuing Education.....	B.A.Sc.....	77
Inter-College Program.....	Continuing Education.....	B.A.....	78
Inter-College Program.....	Continuing Education.....	B.S.....	79
Interior Design.....	Design.....	B.S.....	110
International Business.....	Management.....	B.S.B.....	313
Italian Studies.....	Liberal Arts.....	B.A.....	251
Jewish Studies.....	Liberal Arts.....	B.A.....	252
Journalism.....	Liberal Arts.....	B.A.....	253
Kinesiology.....	Education and Human Development.....	B.S.....	128
Landscape Design and Planning.....	Design.....	B.E.D.....	111
Latin.....	Liberal Arts.....	B.A.....	256
Linguistics.....	Liberal Arts.....	B.A.....	257
Management Information Systems.....	Management.....	B.S.B.....	316
Manufacturing Technology.....	Continuing Education.....	B.A.Sc.....	82
Marketing.....	Management.....	B.S.B.....	317
Materials Science and Engineering.....	Science and Engineering.....	B.Mat.S.E.....	366
Mathematics.....	Liberal Arts.....	B.A.....	258
Microbiology.....	Biological Sciences.....	B.S.....	58
Mortuary Science.....	Medical School.....	B.S.....	325
Music.....	Liberal Arts.....	B.A.....	261
Music.....	Liberal Arts.....	B.Mus.....	261
Music Education.....	Liberal Arts.....	B.Mus.....	263
Music Therapy.....	Liberal Arts.....	B.Mus.....	266
Neuroscience.....	Biological Sciences.....	B.S.....	59
Nursing.....	School of Nursing.....	B.S.N.....	331
Nutrition.....	Food, Agricultural and Natural Resource Sciences.....	B.S.....	177
Philosophy.....	Liberal Arts.....	B.A.....	268
Physics.....	Liberal Arts.....	B.A.....	269
Physics.....	Science and Engineering.....	B.S. Phys.....	372
Physiology.....	Liberal Arts.....	B.A.....	270
Plant Biology.....	Biological Sciences.....	B.S.....	60
Political Science.....	Liberal Arts.....	B.A.....	271
Program for Individualized Learning.....	Continuing Education.....	B.A.....	83
Program for Individualized Learning.....	Continuing Education.....	B.S.....	84
Psychology.....	Liberal Arts.....	B.A.....	274
Psychology.....	Liberal Arts.....	B.S.....	275
Public/Nonprofit Management.....	Management.....	B.S.B.....	318
Recreation Resource Management.....	Food, Agricultural and Natural Resource Sciences.....	B.S.....	179
Recreation, Park and Leisure Studies.....	Education and Human Development.....	B.S.....	133
Religious Studies.....	Liberal Arts.....	B.A.....	277
Retail Merchandising.....	Design.....	B.S.....	113
Russian.....	Liberal Arts.....	B.A.....	279
Scandinavian Languages and Finnish.....	Liberal Arts.....	B.A.....	280
Scientific and Technical Communication.....	Liberal Arts.....	B.S.....	281
Sociology.....	Liberal Arts.....	B.A.....	284
Sociology.....	Liberal Arts.....	B.S.....	284
Sociology of Law, Criminology, and Deviance.....	Liberal Arts.....	B.A.....	286
Sociology of Law, Criminology, and Deviance.....	Liberal Arts.....	B.S.....	286
Spanish and Portuguese Studies.....	Liberal Arts.....	B.A.....	290
Spanish Studies.....	Liberal Arts.....	B.A.....	288

DEGREE PROGRAM	COLLEGE/SCHOOL	DEGREE	PAGE
Speech-Language-Hearing Sciences .....	Liberal Arts .....	B.A. ....	291
Sport Management .....	Education and Human Development .....	B.S. ....	135
Statistics .....	Liberal Arts .....	B.A. ....	292
Statistics .....	Science and Engineering .....	B.S. Stat.....	374
Studies in Cinema and Media Culture.....	Liberal Arts .....	B.A. ....	292
Supply Chain and Operations Management .....	Management.....	B.S.B.....	319
Theatre Arts .....	Liberal Arts .....	B.A. ....	295
Urban Studies.....	Liberal Arts .....	B.A. ....	295
Urban Studies.....	Liberal Arts .....	B.S. ....	297
Youth Studies.....	Education and Human Development .....	B.S. ....	136

# Directory of Undergraduate Minors

DEGREE PROGRAM	COLLEGE/SCHOOL	TYPE OF MINOR	PAGE
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African American and African Studies Minor .....	Liberal Arts .....		198
Agronomy Minor .....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	151
American Indian Studies Minor.....	Liberal Arts .....		199
American Studies Minor.....	Liberal Arts .....		200
Animal Science Minor .....	Food, Agricultural and Natural Resource Sciences.....		154
Anthropology Minor .....	Liberal Arts .....		202
Applied Economics Minor.....	Food, Agricultural and Natural Resource Sciences.....		157
Applied Psychology in Educational and Community Settings Minor .....	Education and Human Development .....	(Minor Only).....	120
Architecture Minor .....	Design .....		105
Art History Minor .....	Liberal Arts .....		206
Art Minor .....	Liberal Arts .....		204
Asian American Studies Minor.....	Liberal Arts .....	(Minor Only).....	207
Asian Languages and Literatures Minor .....	Liberal Arts .....		210
Astrophysics Minor .....	Liberal Arts .....		212
Austrian and Central European Studies Minor .....	Liberal Arts .....	(Minor Only).....	212
Biblical Studies Minor .....	Liberal Arts .....	(Minor Only).....	213
Bio-Based Productions Engineering Minor.....	Food, Agricultural and Natural Resource Sciences.....		159
Biochemistry Minor .....	Biological Sciences.....		52
Biology Minor.....	Biological Sciences.....		54
Chemistry Minor.....	Liberal Arts .....		215
Chicano Studies Minor .....	Liberal Arts .....		216
Child Psychology Minor.....	Liberal Arts .....		218
Classical and Near Eastern Archaeology Minor.....	Liberal Arts .....		219
Classical Civilization Minor.....	Liberal Arts .....		220
Climatology Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	161
Coaching Minor .....	Education and Human Development .....	(Minor Only).....	122
Communication Studies Minor .....	Liberal Arts .....		221
Comparative U.S. Race and Ethnicity Minor.....	Liberal Arts .....	(Minor Only).....	221
Computer Science Minor.....	Liberal Arts .....		222
Construction Management Minor .....	Continuing Education.....		76
Corporate Environmental Management Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	161
Cultural Studies and Comparative Literature Minor....	Liberal Arts .....		224
Danish Minor .....	Liberal Arts .....	(Minor Only).....	225
Design Minor .....	Design .....	(Minor Only).....	105
Dutch Studies Minor.....	Liberal Arts .....	(Minor Only).....	226
East Asian Studies Minor .....	Liberal Arts .....	(Minor Only).....	226
Ecological Engineering Minor.....	Science and Engineering .....		361
Economics Minor .....	Liberal Arts .....		228
English as a Second Language Minor .....	Liberal Arts .....	(Minor Only).....	234
English Minor.....	Liberal Arts .....		233
Entomology Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	161
Entrepreneurial Management Minor .....	Management.....		309
Environmental Geosciences Minor .....	Liberal Arts .....	(Minor Only).....	234
Environmental Sciences, Policy and Management Minor .....	Food, Agricultural and Natural Resource Sciences.....		167
European Area Studies Minor .....	Liberal Arts .....	(Minor Only).....	234
Family Violence Prevention Minor.....	Education and Human Development .....	(Minor Only).....	127
Finance Minor .....	Management.....		310
Finnish Minor .....	Liberal Arts .....	(Minor Only).....	234
Fisheries and Wildlife Minor.....	Food, Agricultural and Natural Resource Sciences.....		170
Food Science Minor .....	Food, Agricultural and Natural Resource Sciences.....		172
Food Systems and the Environment Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	172
Forest Resources Minor .....	Food, Agricultural and Natural Resource Sciences.....		175
French Studies Minor.....	Liberal Arts .....		235
Gay, Lesbian, Bisexual, Transgender Minor.....	Liberal Arts .....	(Minor Only).....	236
Gender, Women and Sexuality Studies Minor.....	Liberal Arts .....		238
Geographic Information Science Minor.....	Liberal Arts .....	(Minor Only).....	238
Geography Minor.....	Liberal Arts .....		242
Geology Minor.....	Liberal Arts .....		243
German Minor.....	Liberal Arts .....		244
Global Studies Minor.....	Liberal Arts .....		245
Greek Minor .....	Liberal Arts .....		246
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History Minor.....	Liberal Arts .....		248

DEGREE PROGRAM	COLLEGE/SCHOOL	TYPE OF MINOR	PAGE
History of Medicine Minor .....	Liberal Arts .....	(Minor Only).....	248
History of Science and Technology Minor .....	Liberal Arts .....	(Minor Only).....	249
Horticulture Minor .....	Food, Agricultural and Natural Resource Sciences.....		176
Housing Studies Minor .....	Design .....		110
Human Resources and Industrial Relations Minor .....	Management.....		313
Humanities in the West Minor.....	Liberal Arts .....	(Minor Only).....	249
Information Technology .....	Science and Engineering.....	(Minor Only).....	366
Integrated Pest Management in Cropping Systems Minor .....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	176
International Agriculture Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	177
International Business Minor.....	Management.....		315
Italian Studies Minor.....	Liberal Arts .....		251
Jewish Studies Minor .....	Liberal Arts .....		253
Joint Military Science Leadership Minor .....	Continuing Education.....	(Minor Only).....	82
Land Nature, and Environmental Values Minor .....	Liberal Arts .....	(Minor Only).....	255
Landscape Design and Planning Minor .....	Design .....		113
Latin American Studies Minor.....	Liberal Arts .....	(Minor Only).....	257
Latin Minor.....	Liberal Arts .....		256
Leadership Minor .....	Education and Human Development .....	(Minor Only).....	133
Learning Abroad Minor .....	Liberal Arts .....	(Minor Only).....	257
Linguistics Minor.....	Liberal Arts .....		258
Management Minor.....	Management.....		315
Manufacturing Technology Minor.....	Continuing Education.....		83
Marketing Minor.....	Management.....		318
Mass Communication Minor .....	Liberal Arts .....	(Minor Only).....	258
Mathematics Minor .....	Liberal Arts .....		260
Medieval Studies Minor.....	Liberal Arts .....	(Minor Only).....	260
Music Minor.....	Liberal Arts .....		267
New Media Studies Minor.....	Liberal Arts .....	(Minor Only).....	268
Norwegian Minor .....	Liberal Arts .....	(Minor Only).....	268
Nutrition Minor .....	Food, Agricultural and Natural Resource Sciences.....		178
Philosophy Minor.....	Liberal Arts .....		269
Physics Minor.....	Liberal Arts .....		270
Plant Biology Minor.....	Biological Sciences.....		62
Political Science Minor .....	Liberal Arts .....		274
Portuguese Studies Minor .....	Liberal Arts .....	(Minor Only).....	274
Psychology Minor .....	Liberal Arts .....		277
Recreation Resource Management Minor .....	Food, Agricultural and Natural Resource Sciences.....		181
Religious Studies Minor.....	Liberal Arts .....		279
Retail Merchandising Minor .....	Design .....		114
Risk Management and Insurance Minor.....	Management.....		312
Russian Area Studies Minor .....	Liberal Arts .....	(Minor Only).....	280
Russian Minor.....	Liberal Arts .....		280
Social Justice Minor.....	Education and Human Development .....	(Minor Only).....	134
Sociology Minor .....	Liberal Arts .....		285
Sociology of Law, Criminology, and Deviance Minor ...	Liberal Arts .....		287
Soil Science Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	181
South Asian and Middle Eastern Studies Minor.....	Liberal Arts .....	(Minor Only).....	288
Spanish Studies Minor.....	Liberal Arts .....		289
Speech-Language-Hearing Sciences Minor .....	Liberal Arts .....		291
Statistics Minor.....	Liberal Arts .....		292
Studies in Cinema and Media Culture Minor .....	Liberal Arts .....		294
Supply Chain and Operations Management Minor .....	Management.....		320
Sustainability Studies Minor (Minor Only).....	Food, Agricultural and Natural Resource Sciences.....		181
Sustainable Agriculture Minor .....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	182
Swedish Minor .....	Liberal Arts .....	(Minor Only).....	294
Technical Communication Minor .....	Liberal Arts .....	(Minor Only).....	294
Theatre Arts Minor .....	Liberal Arts .....		295
Urban and Community Forestry Minor.....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	183
Urban Studies Minor.....	Liberal Arts .....		299
Water Science Minor .....	Food, Agricultural and Natural Resource Sciences.....	(Minor Only).....	183
Youth Studies Minor.....	Education and Human Development .....		137



# GENERAL INFORMATION

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# GENERAL INFORMATION

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## Overview

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

The University of Minnesota, Twin Cities is a classic Big Ten campus in the heart of the Minneapolis-St. Paul metropolitan area. The largest of the five campuses, it is made up of 17 colleges and offers undergraduate and graduate degrees in 444 fields of study, including 154 bachelor's degree programs. With a host of nationally recognized, highly ranked programs, the University's Twin Cities campus provides a world-class setting for lifelong learning.

## History

The University of Minnesota was founded as a preparatory school in 1851, seven years before the territory of Minnesota became a state. Forced to close during the Civil War, the school reopened in 1867 and persevered with the help of Minneapolis entrepreneur John Sargent Pillsbury, a University regent, state senator, and governor, who is known today as the "Father of the University." Another factor in the school's survival in those tenuous early years was the enactment of the Morrill Act, or Land-Grant Act. Signed into law by President Lincoln in 1862, the act gave each state a grant of land within its borders stipulating that the income from the land was to be used to provide education for people of the state.

In 1869, the school reorganized as an institution of higher education. William Watts Folwell was inaugurated as the first president of the University on December 22, 1869. There were only nine faculty members and 18 students that year. Four years later at the first commencement, 2 students received bachelor of arts degrees. The Duluth campus joined the University in 1947; the Morris campus opened in 1960, the Crookston campus in 1966. The University's newest campus in Rochester opened in 2007. (A campus in Waseca opened in 1971 and closed in 1992.) In 2009 more than 6,500 baccalaureate degrees were granted to students of the University of Minnesota, Twin Cities, campus.

## Mission Statement

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

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

### Research and Discovery

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

### Teaching and Learning

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

### Outreach and Public Service

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

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

## Undergraduate Student Learning and Development Outcomes

Learning and development outcomes for undergraduate students at the University of Minnesota, Twin Cities campus encapsulate what students should learn in and out of the classroom. The following outcomes provide a framework for students' and advisers' discussions and planning for the students' undergraduate programs. The learning outcomes help guide faculty as they develop courses and degree programs, and the development outcomes help students to think about how they can engage in activities that help them to develop in several areas.

### 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.

## Accreditation

The University of Minnesota, Twin Cities, is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). The University has been accredited continuously since 1913, when the NCA's first list of accredited institutions was published. Its institutional accreditation was continued most recently in 2006. The scheduled year of the next comprehensive evaluation is 2016. General background information about the University's accreditation is available online at [http://academic.umn.edu/provost/reviews/gen\\_institutional/accreditation\\_um.html](http://academic.umn.edu/provost/reviews/gen_institutional/accreditation_um.html). Information about the most recent review and the current status of the University's accreditation is available at [http://academic.umn.edu/provost/reviews/tc\\_institutional/index.html](http://academic.umn.edu/provost/reviews/tc_institutional/index.html). For more information, contact the NCA's Higher Learning Commission at 1-800-621-7440 or visit their website at [www.higherlearningcommission.org](http://www.higherlearningcommission.org). The Twin Cities campus also includes more than 100 academic programs that are accredited separately by various professional and disciplinary associations. An inventory of these programs is available at [http://academic.umn.edu/provost/reviews/tc\\_specialized.html](http://academic.umn.edu/provost/reviews/tc_specialized.html).

# Academic Support Services

## Advising

When students arrive on campus for orientation, an immediate concern is selecting a schedule of classes for the first term. Students should also begin planning for their undergraduate degree program and their career path. Academic advising, available to all undergraduates, is an important part of that planning process.

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

Colleges and programs have different advising systems, which are tailored to meet the specific advising needs of their students. Advising offices also have different preferences and procedures for communicating and setting up appointments. To begin planning, check with the following offices or visit [onestop.umn.edu](http://onestop.umn.edu) for links to college advising websites:

### College of Biological Sciences

Student Services, 223 Snyder Hall, 612-624-9717

### Clinical Laboratory Sciences

Student Services, 15-170 Phillips-Wangensteen, 612-625-9490

### College of Continuing Education

Information Center, 20 Classroom Office Building, 612-624-4000

### School of Dentistry

Student Services, 9-436 Moos Tower, 612-625-9121

### College of Design

Minneapolis Campus: 107 Rapson Hall, 612-626-3690  
St. Paul Campus: 12 McNeal Hall, 612-624-1717

### College of Education and Human Development

Student Information Center, 25 Appleby Hall, 612-625-3339

### College of Food, Agricultural and Natural Resource Sciences

Student Services, 190 Coffey Hall, 612-624-6768

### College of Liberal Arts

Student Information, 49 Johnston, 612-625-2020

### Carlson School of Management

Undergraduate Program, 2-190 Hanson Hall, 612-624-3313

### Program of Mortuary Science

Student Support Services, A-275 Mayo, 612-624-6464

### School of Nursing

Student Services, 5-160 Weaver-Densford Hall, 612-625-7980

### College of Science and Engineering (formerly the Institute of Technology)

Student Affairs, 128 Lind Hall, 612-624-8504

### University Honors Program

20 Nicholson Hall, 612-624-5522

## Getting the Most From an Adviser

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

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

Students should schedule their appointments well before registration begins. They also should be prepared by studying this catalog, the online Graduation Planner, the online Class Schedule, and the online Course Guide before each registration period. Students should mark classes they are considering, have a tentative schedule in mind, and write down questions before talking to their adviser. To get the most from their contacts with an adviser, students should also:

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

## Achieving Academic Success

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

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

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

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

Balance is a key to success, and successful students find that much valuable learning occurs outside the classroom in employment, student organizations, teams, clubs, and volunteer opportunities. For more information, see the Gopher Guide, available in University Bookstores.

Undergraduates must complete at least 15 credits per semester to graduate within four years. The number of courses a student needs to take each semester varies. Most semester courses are either 3 or 4 credits, so students need to take four or five courses per semester.

**13-Credit Requirement**—Degree-seeking students are required to register for at least 13 credits each semester. To apply for part-time status, or to take fewer credits temporarily, students must petition their college. More information can be found at [www.onestop.umn.edu](http://www.onestop.umn.edu).

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

## Four-year Graduation

It is the expectation of the University of Minnesota that most students who enter as freshmen will graduate in four years. Nearly all of the undergraduate major offered are designed to be able to be completed in eight semesters.

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

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

Students can stay on track to graduate in four years simply by taking 15 or more credits each semester and working with an academic adviser to make sure their graduation requirements are being fulfilled. Throughout the academic experience, certain steps will help students stay on track. Most are common sense and apply for any student.

**Freshmen**—During their first year, students should complete the freshman writing requirement and at least 30 credits—more if they are in a major that requires more than 120 credits. Credits earned while in high school (AP, IB, or PSEO) can give students a head start on their college degree.

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

**Juniors**—Students should confirm that their liberal education and core requirements are being completed. They should meet with their adviser to determine that they understand and are working toward completion of their major requirements.

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

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

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

For more information, see Four-year Graduation Plan in the Policies section of this catalog, visit [www.academic.umn.edu/fouryear](http://www.academic.umn.edu/fouryear), or call 612-625-2525.

## Graduation Planner

Students use the University's Graduation Planner online tool to explore degree requirements, make a four-year graduation plan, and work with their advisers to stay on track.

This web-based interactive planning tool was designed to simplify the degree-planning process for students, providing them with clear expectations and allowing for focused and meaningful interaction with advisers. Students are able to access all current course information and program requirements in one easy-to-use program, creating customized plans that help them stay on track for timely graduation.

To learn more, follow the Graduation Planner link at [www.onestop.umn.edu](http://www.onestop.umn.edu).

## Career Planning

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

Each undergraduate college or program provides career planning and academic advising assistance. In addition, several specialized University-wide student services offices are available. By visiting the offices listed below, students will find advisers and resources to help explore career or major interests, gain relevant career related experience, develop job search skills, and connect with future employers.

Career planning takes time. Students should plan to begin this process early in their University experience. Information about many of the following college career centers can be found online at [www.career.umn.edu](http://www.career.umn.edu).

## General Information

### College of Biological Sciences

Career Center for Science and Engineering, 50 Lind Hall, 612-624-4090

### College of Continuing Education

Information Center, 20 Classroom Office Building, 612-624-4000

### College of Design

Minneapolis campus: 107 Rapson Hall, 612-626-9068  
St. Paul campus: 12 McNeal Hall, 612-624-1717

### College of Education and Human Development

Exploratory, Transfer, and Career Services, 127 Appleby Hall, 612-624-4346

### College of Food, Agricultural and Natural Resource Sciences

Career Center, 198 McNeal Hall, 612-624-2710

### Health Career Center

(For career planning in Clinical Laboratory Sciences, Dental Hygiene, and Mortuary Science, as well as other health fields.)  
2-565 Moos Tower, (612) 624-6767

### College of Liberal Arts

Career and Community Learning Center, 135 Johnston Hall, 612-624-7577

### Carlson School of Management

Undergraduate Business Career Center, 2-180 Hanson Hall, 612-624-0011

### College of Science and Engineering (formerly the Institute of Technology)

Career Center for Science and Engineering, 50 Lind Hall, 612-624-4090

The following campus offices also provide career guidance to undergraduate students.

### University Counseling and Consulting Services

Career Development Center  
340 Appleby Hall, 612-624-3323  
Career counseling appointments: 612-624-3323  
St. Paul Office, 199 Coffey Hall, 612-624-3323

### Learning Abroad Center

230 Heller Hall, 612-626-9000

### International Student and Scholar Services

190 Hubert H. Humphrey Center, 612-626-7100

### Disability Services

Careers Online Projects  
230 McNamara Alumni Center, 612-626-9658

## SMART Learning Commons

SMART Learning Commons supports and enhances student learning, writing, research, numeracy, and use of technology at the University of Minnesota, providing peer support and tools throughout all stages of learning and content mastery as students develop and refine the ability to think critically, evaluate information, propose and apply solutions, and assess results.

SMART employs a peer model, which means that students help students. SMART consultants and Peer assisted learning (PAL) facilitators are experienced students who are endorsed by faculty and trained in effective methods.

Each of the three SMART Learning Commons locations provides the same core of services for students in high enrollment “gateway” courses and writing. Additionally, each location is home to additional services designed to meet the needs of the geographic constituency most likely to access it. These services include:

- one-on-one consultations with an experienced peer
- facilitated group study sessions (PAL)
- individual and group study spaces
- exam review and academic skill-building workshops
- test bank
- Internet/library research assistance
- writing support for native and non-native speakers of English
- multimedia curriculum integration facilitation
- technology education
- multimedia equipment checkout and production support
- test prep for high stakes normed tests (MCAT, GRE, TOEFL, etc.)

### SMART Locations

#### SMART-Magrath Library (St. Paul)

1984 Buford Avenue  
612-624-2125

#### SMART-Walter Library

117 Pleasant Street S.E.  
612-624-1584

#### SMART-Wilson Library

309 19th Avenue South  
612-626-8262

#### SMART Peer Residential Learning Centers

(for residents only)  
Frontier Hall  
701 Fulton Street S.E., 612-624-9999  
Sanford Hall  
1122 University Avenue S.E., 612-624-2526  
Territorial Hall  
417 Walnut Street S.E., 612-625-0971

For more information, contact the SMART Learning Commons staff at [smartlc@umn.edu](mailto:smartlc@umn.edu) or 612-624-1071 or visit <http://smart.umn.edu>.

## Other Academic Support Services

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

### Center for Writing

15 Nicholson Hall and 9 Appleby Hall, 612-625-1893  
<http://writing.umn.edu/sws>

### Disability Services

180 McNamara Alumni Center, 612-626-1333 (V/TTY)  
<http://ds.umn.edu>

### Gay, Lesbian, Bisexual, Transgender, Ally (GLBTA) Programs Office

46 Appleby Hall and 115A St. Paul Student Center, 612-625-0537  
[www.umn.edu/glb](http://www.umn.edu/glb)

### Office of the Vice President for Equity and Diversity

432 Morrill Hall, 612-624-0594  
[www.academic.umn.edu/equity](http://www.academic.umn.edu/equity)

### International Student and Scholar Services (ISSS)

190 Hubert H. Humphrey Center, 612-626-7100  
[www.iss.umn.edu](http://www.iss.umn.edu)

### Learning Abroad Center

230 Heller Hall, 612-626-9000  
[www.UMabroad.umn.edu](http://www.UMabroad.umn.edu)

### Multicultural Centers for Academic Excellence (MCAE)

140 Appleby Hall, 612-624-9028  
 207 St. Paul Student Center, 612-626-3787  
[www.mcae.umn.edu](http://www.mcae.umn.edu)

### SMART Peer Residential Learning Centers

612-624-2994  
[www.tc.umn.edu/~waltO217/sc/?i=locations](http://www.tc.umn.edu/~waltO217/sc/?i=locations)

### University Counseling and Consulting Services (UCCS)

340 Appleby Hall, 612-624-3323  
[www.uccs.umn.edu](http://www.uccs.umn.edu)

## Academic Resources

### Bookstores

The main University Bookstore is located on the ground level of Coffman Memorial Union. This location carries course materials for all undergraduate, graduate, continuing education, IDL, and most professional school courses. In addition to new and used textbooks, course packets, reference and research materials, the Coffman store carries school supplies, computers and software, and University of Minnesota clothing and gifts. The University Bookstores offer other services, including a textbook buy-back program and photo processing, host discussions with visiting authors, and provide for graduation needs such as caps and gowns, announcements, and college rings.

Complete textbook information is available from the University Bookstore website at [www.bookstore.umn.edu](http://www.bookstore.umn.edu). This site generates personalized book lists from students' registration records and includes estimated prices and availability. Students may order textbooks online or shop for books in the store.

The University Bookstore also has locations in the St. Paul Student Center, which carries textbooks and materials for courses offered in St. Paul; in the University of Minnesota Law Center, which carries textbooks and materials for the Law School; and on the Rochester campus, which carries textbooks for courses offered there.

#### Coffman Store

Coffman Memorial Union, 612-625-6000

#### Law School Store

85 Mondale Hall, 612-626-8569

#### St. Paul Store

St. Paul Student Center, 612-624-9200

#### M Gear Store

The Shops at University Square (Rochester), 507-280-4646

### Computing

The Office of Information Technology (OIT) oversees information technology (IT) at the University by providing guidance to central and collegiate units and managing the system-wide IT enterprise. OIT is the first point of contact for information about computer purchasing, troubleshooting, training, and web design and development. The department also provides computer and Internet support to students, faculty, staff, and University departments.

OIT's technology helpline provides assistance with email, passwords, hardware, software, ResNet, telephones, voice mail, WebVista, statistical software and much more. Call (612) 301-4357 (1-HELP on campus) or visit [www.oit.umn.edu/help](http://www.oit.umn.edu/help) to learn about the many ways OIT provides technology help and support.

**Facilities**—OIT provides and staffs student computer labs open to all University of Minnesota students. See <http://oit.umn.edu/computerlabs> for locations, hours of operation, and equipment available.

**Software**—Student software discounts are available at [www.oit.umn.edu/utools](http://www.oit.umn.edu/utools), and special prices for students on computers and peripherals are available at [www.oit.umn.edu/umart](http://www.oit.umn.edu/umart) and at University Bookstores, [www.bookstores.umn.edu](http://www.bookstores.umn.edu). Low-cost Microsoft operating system upgrades and Microsoft Office also are available at [www.oit.umn.edu/utools](http://www.oit.umn.edu/utools).

**Training**—OIT provides hands-on instruction for a variety of computer and Internet applications. Visit <http://uttc.umn.edu> for more information and available classes.

### Using Online Resources

Email is the University's official means of communication with students, and access to personal computing resources and the Internet is essential both in and out of the classroom. Therefore, registered students receive a University Internet account to access email and other Internet services.

The University has created many helpful websites to assist students and advisers. A good starting point for students to be sure they have the tools to access these resources is the Office of Information Technology's website at [www.oit.umn.edu/students](http://www.oit.umn.edu/students).

### Learning Abroad

Study abroad is the single most effective experience students can have to broaden their international awareness and sharpen their skills for today's global job market. More than 300 study abroad options in over 70 countries are available to University undergraduates through the Learning Abroad Center in the Office of International Programs. Undergraduates in every major are encouraged to earn credit toward their degree through study abroad.

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

## General Information

The vast majority of students studying abroad earn University of Minnesota resident credit. Some students earn transfer credit, which is facilitated by the Learning Abroad Center.

**Studying Abroad in a Major**—Virtually every academic discipline is represented in study abroad. Students in any field—from accounting to engineering, sociology to zoology—can make progress toward their degree while overseas. The Learning Abroad Center works with University colleges and departments to develop a list of options for each major. Students should consult with the Learning Abroad Center and advisers in their majors to discuss how study abroad can fit smoothly with their degree program. See [www.UMabroad.umn.edu/academic/advisingsheets](http://www.UMabroad.umn.edu/academic/advisingsheets) for details.

**Learning Abroad Minor**—The learning abroad minor is an individualized, interdisciplinary College of Liberal Arts minor open to all University of Minnesota undergraduates. This minor integrates a study abroad experience with intercultural communication, language study, and related coursework focusing on a country or region of study. See the College of Liberal Arts section of this catalog or contact the Learning Abroad Center for more information.

**Scholarships and Other Financial Resources**—Most financial aid can be used for study abroad, and financial aid awards can often be revised to include study abroad costs. More than \$500,000 in scholarships and grants are available annually to University students for study abroad. Also, the Learning Abroad Center has secured reduced program fees for University students participating in a variety of programs.

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

**For More Information**—Advisers and program information are available in 230 Heller Hall. Students can also call 612-626-9000, email [UMabroad@umn.edu](mailto:UMabroad@umn.edu), or visit the Learning Abroad Center website at [www.UMabroad.umn.edu](http://www.UMabroad.umn.edu).

## Undergraduate Research Opportunities Program (UROP)

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

In addition, summer research opportunities are available in a variety of areas at the University. These programs often involve full-time summer projects and can include a stipend, expense money, and room and board. Information about undergraduate research, and online applications for UROP, can be found at [www.research.umn.edu/undergraduate](http://www.research.umn.edu/undergraduate).

## University Libraries

To support the many disciplines at an institution as comprehensive as the University of Minnesota, the University Libraries acquire, catalog, and maintain information in practically every field of knowledge, in every language, from every time period, and in every format. The online catalog, MNCAT Plus, provides a nearly complete listing of the University's book and journal holdings, and serves as a gateway to local, national, and global information sources including e-books, full-text periodicals, academic journal articles, and newspapers.

The Libraries offer a variety of free workshops on database literature searching and using research materials and resources in the collections, as well as a number of online services that are available 24/7 and tailored specifically to undergraduate students.

Undergraduates can:

- Enter an assignment's due date into the online Assignment Calculator, which will provide step-by-step research and writing schedules and email reminders to help keep the project on track. [www.lib.umn.edu/help/calculator](http://www.lib.umn.edu/help/calculator)
- Start their search for books and articles at the Undergraduate Virtual Library. [www.lib.umn.edu/undergrad](http://www.lib.umn.edu/undergrad)
- Automatically generate bibliographies for research papers and projects with RefWorks, the web-based citation manager used by more than 22,000 people at the University. [www.lib.umn.edu/site/refworks.phtml](http://www.lib.umn.edu/site/refworks.phtml)
- Use the myLibrary tab in myU to bookmark favorite databases or e-journals and keep track of what they have checked out.
- Get help with any questions via email, chat, or phone, using Ask Us! at <http://infopoint.lib.umn.edu>
- Use Get It! to have the books they need delivered to the library building that is most convenient for their schedules. [www.lib.umn.edu/site/getit.phtml](http://www.lib.umn.edu/site/getit.phtml)

The University of Minnesota Libraries include 14 library facilities on the Twin Cities campus, holding nearly 7 million volumes with current subscriptions to more than 77,000 journals, making it the 15th largest of 113 North American research libraries.

Five major library buildings provide anchors on both sides of the Mississippi River in Minneapolis and on the St. Paul campus:

- **Wilson Library**—West Bank; humanities and social sciences
- **Walter Library**—East Bank; physical sciences and engineering
- **Bio-Medical Library**—East Bank; health sciences and the history of medicine
- **Magrath Library**—St. Paul campus; natural, agricultural, environmental, and biological sciences
- **Elmer L. Andersen Library**—West Bank; archives and special collections

For locations of special collections or subject areas, and for information on library hours, visit [www.lib.umn.edu](http://www.lib.umn.edu) or call 612-626-2227.

# One Stop Student Services

One Stop Student Services provides individualized services online or in person—friendly, confidential, and timely assistance when, where, or how a student needs it from experts in enrollment, financial aid, billing, payments, and student accounts.

## Online

By visiting the One Stop website, [onestop.umn.edu](http://onestop.umn.edu), students can access comprehensive information and resources on registration, financial aid eligibility and applications, tuition and billing, grades and transcripts, degree planning, and academic calendars. One Stop Quick Links are time-saving, self-service tools that allow students to view email, their student accounts or financial aid status, register for classes, and more. Students who aren't sure how to find what they need can use "Ask One Stop," a searchable online database of frequently asked questions and their answers.

## Email, Phone, In-Person

For students who need further information and advice, One Stop counselors are available to assist students via email, phone, or in-person.

### Contact One Stop:

- **EMAIL** [helpingu@umn.edu](mailto:helpingu@umn.edu).
- **PHONE** 612-624-1111, 8 a.m.–4 p.m., Monday–Friday
  - 1-800-400-8636 (toll-free, outside the Twin Cities metropolitan area)
  - 612-626-0701 (TTY for hearing-impaired students only).
- **IN-PERSON** at three One Stop Student Services centers on campus. Each location is a full-service center that includes 8 self-service computers for online record review, form printouts, web searches, and online applications for financial aid (FAFSA, scholarships), address updates, degree planning, and other self-service tools.

**EAST BANK** 200 Fraser Hall, 106 Pleasant St. S.E.,  
Minneapolis, MN 55455  
*After August 2010:* 333 Science Teaching &  
Student Services Building, 222 Pleasant Street  
S.E., Minneapolis, MN 55455

8 a.m.–5:30 p.m., Monday–Thursday;  
8 a.m.–4 p.m., Friday  
Hours extended to 6 p.m. Tuesday–Thursday  
in the first week of classes for both fall and  
spring terms

FAX 612-625-3002

**WEST BANK** 130 West Bank Skyway, 219 19th Ave. S.,  
Minneapolis, MN 55455  
8 a.m.–4 p.m., Monday–Friday  
Hours extended to 5 p.m., Monday and  
Tuesday when classes are in session during fall  
and spring semesters  
FAX 612-626-9129

**ST. PAUL** 130 Coffey Hall, 1420 Eckles Avenue,  
St. Paul, MN 55108  
8 a.m.–4 p.m., Monday–Friday  
FAX 612-626-0008

All campus offices are CLOSED on holidays. See the Twin Cities campus calendar, [www.umn.edu/usenate/calendars/calendarpage.html](http://www.umn.edu/usenate/calendars/calendarpage.html), for official University holidays. For accommodations when visiting a center or to have information provided in an alternative format, call 612-625-9578 to speak with the Disability Services liaison.

## Registration

The One Stop website is the essential student resource for registration, offering complete instructions and deadlines for when and how to register successfully each semester.

New students receive detailed registration instructions during New Student Orientation (See New Student Orientation and Welcome Week in this catalog, or visit [www.ofyp.umn.edu](http://www.ofyp.umn.edu)). Registration opens about five weeks before the start of each term, except fall semester; continuing students register for fall during spring semester. Students are assigned a time to register according to the number of cumulative credits completed (e.g., freshman, sophomore) and their current enrollment. The queue is then alphabetical, but not necessarily starting with the letter A. This alphabetical registration timetable is available online at [onestop.umn.edu/registration/prepare/times/time\\_tables.html](http://onestop.umn.edu/registration/prepare/times/time_tables.html).

Students register via the web at [onestop.umn.edu/registration/index.html](http://onestop.umn.edu/registration/index.html); or, if preferred, by completing the Registration and Cancel/Add Request available online at [onestop.umn.edu/forms/index.html](http://onestop.umn.edu/forms/index.html). Forms must be printed and submitted to a One Stop Student Services Center via mail, fax, email, or in person.

Students should follow these basic steps before registration:

- Make an appointment with an adviser at least two weeks before registration begins.
- Check for registration holds or the need for adviser approval.
- Check the online *Class Schedule* at [onestop.umn.edu](http://onestop.umn.edu).
- Consult other resources, including Graduation Planner on the One Stop website, college handbooks, the online course guide, and this catalog for more information.

## Tuition and Fees

Students are encouraged to pay their University tuition and fees bill online at UM Pay, the official billing and payment system for University students.

Each student receives an email to his or her University-assigned email account when his or her UM Pay bill is ready to be viewed online. Online statements detail the amount due (tuition, fees, housing, books, and other campus charges) and the payment due date.

First-time users may go to [onestop.umn.edu/finances/pay/um\\_pay/first\\_time\\_user.html](http://onestop.umn.edu/finances/pay/um_pay/first_time_user.html) for instructions on how to use UM Pay and to assign an authorized payer. For current information about tuition and fees, visit [onestop.umn.edu](http://onestop.umn.edu).

## Financial Aid

The One Stop website offers comprehensive information to assist students in planning their college finances. Basic explanations on essential topics provide guidance on student accounts, tuition and fees, financial aid eligibility, and the types of aid available—grants, scholarships, work-study employment, student loans—that might be available to help students meet their educational costs.

Each year standard student budgets are established, estimating the cost of attendance as a basis for awarding financial aid funds. The budgets reflect typical “modest but adequate” expense patterns of University of Minnesota students based on research conducted by Office of Student Finance (OSF) staff. Actual costs will depend on where students live, their transportation, and other lifestyle choices. Students can calculate the estimated cost to attend the University of Minnesota online at [onestop.umn.edu/finances/costs\\_and\\_tuition](http://onestop.umn.edu/finances/costs_and_tuition).

### Applying for Financial Aid

To apply for financial aid, students are required to complete the Free Application for Federal Student Aid (FAFSA) available at [fafsa.ed.gov](http://fafsa.ed.gov). A new application cycle begins each year on January 1. The University of Minnesota federal school code 003969 must be included where requested on the application so that FAFSA results can be forwarded to the University’s Twin Cities and Rochester campuses for awarding.

Students must reapply for financial aid each year after January 1.

### Continuing Students

Continuing students should complete the FAFSA by the priority deadline of April 1 to increase the likelihood of receiving grants and/or scholarships that do not have to be repaid. They may also use the University of Minnesota Undergraduate Scholarship Search online at [onestop.umn.edu/finances/financial\\_aid/scholarships](http://onestop.umn.edu/finances/financial_aid/scholarships) to find what scholarships are available in particular areas of study.

### New Students

New students who apply before the March 1 priority date may have a better opportunity for funds (including the most desirable type—gift aid) that are often depleted later in the financial aid cycle. Additional scholarship funds from University departments may be available to students, depending on their major and their academic record.

### PSEO Participants

High school students who were Post Secondary Enrollment Options Program (PSEO) participants must declare their transfer credits to ensure that they receive their maximum Minnesota State Grant award. They should complete the Minnesota State Grant Additional Eligibility Review PSEO form available at [onestop.umn.edu/onestop/forms.html](http://onestop.umn.edu/onestop/forms.html) or for pickup in a One Stop Student Services center.

### FAFSA Information

For FAFSA questions, students may call the Federal Student Aid Information Center (FSAIC) at 1-800-433-3243 or 1-800-730-8913 (TTY for hearing impaired only) or connect to FAFSA on the web at [fafsa.ed.gov](http://fafsa.ed.gov). Students can receive customer service help live online by selecting the Live Help button conveniently located within the online application. The customer service center can help students through the application process by:

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

# Admissions and Prospective Student Services

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

## Office of Admissions

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

Or, visit the website at <http://admissions.tc.umn.edu>

## Campus Visits and Tours

To make visit reservations, register online at <http://admissions.tc.umn.edu/visit> or call the Office of Admissions VISITLINE at 612-625-0000 or 1-800-752-1000 (TTY 612-625-9051).

## Admissions Office Hours

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

## Admission Information

For official and up-to-date information about the University's admissions policies, procedures, and deadlines, contact the Office of Admissions or visit <http://admissions.tc.umn.edu>.

**How to Apply**—Prospective freshmen and transfer students may apply at <http://admissions.tc.umn.edu> or by contacting the Office of Admissions (see address and phone numbers above). There are separate applications for:

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

Freshmen must submit a completed application, official high school transcripts, official college transcripts (if applicable), ACT or SAT test scores submitted directly from the testing agency (including writing exams), the application fee, and any other information requested by the University.

Transfer students must submit a completed application, official transcripts from high school (if the student has fewer than 26 semester credits or is applying to the College of Food, Agricultural and Natural Resource Sciences or the College of Design) and all postsecondary institutions attended, ACT or SAT scores (if the student has fewer than 26 semester credits),

the application fee, and any other information requested by the University.

International students must submit a completed application, official transcripts, official English translations of transcripts for secondary school and all postsecondary institutions attended, the application fee, English proficiency test scores (see TOEFL or MELAB under English Proficiency, below) for nonnative English speakers, and any other information requested by the University.

All transcripts and English test scores must be received by the application deadlines. International students who apply as freshmen are not required to submit ACT or SAT scores, although they are welcome to do so as additional support for their applications. International students applying for non-degree seeking admission should use the international student application.

**When to Apply**—Prospective students should apply as early as possible prior to the term they wish to start. For information on specific application deadlines for upcoming semesters, contact the Office of Admissions. Applications completed after the deadline are reviewed on a space-available basis, and admission is more competitive.

**English Proficiency**—Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB) in place of the ACT or SAT.

For more information about the English proficiency tests, please contact the testing agencies:

### TOEFL

[www.ets.org/toefl](http://www.ets.org/toefl)  
Educational Testing Service  
P.O. Box 899  
Princeton, NJ 08541-6151 USA  
Inside the U.S. and Canada: 1-877-863-3546  
Outside the U.S. and Canada: 1-609-771-7100

### IELTS

[www.ceii.org](http://www.ceii.org)  
100 East Corson Street, Suite 200  
Pasadena, CA 91103, USA  
626-564-2954

### MELAB

[www.lsa.umich.edu/eli/melab.htm](http://www.lsa.umich.edu/eli/melab.htm)  
English Language Institute  
MELAB Office, TCF Building  
University of Michigan  
401 E. Liberty, Suite 350  
Ann Arbor, MI 48104-2298  
1-866-696-3522

**Readmission**—Students previously enrolled in an undergraduate degree program on the University of Minnesota, Twin Cities campus who have not been granted a formal leave of absence and who have not registered for one or more semesters (excluding summer) will be placed on inactive status. To return, students will need to submit an Application for Readmission to their college office. For more information, see also the Policies section of this catalog.

## Twin Cities Campus Colleges

The following list shows which colleges on the Twin Cities campus admit freshmen, which colleges and programs require a year or more of undergraduate work for admission, and those that require a bachelor's degree or the equivalent.

### Freshman- and transfer-admitting colleges

- Carlson School of Management
- College of Biological Sciences
- College of Design
- College of Education and Human Development
- College of Food, Agricultural and Natural Resource Sciences
- College of Liberal Arts
- College of Science and Engineering

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

- Center for Allied Health Programs
- Clinical Laboratory Science (formerly Medical Technology)
- Dental Hygiene
- Dental Therapy
- College of Continuing Education
- College of Pharmacy\*
- College of Veterinary Medicine\*
- Program in Mortuary Science
- School of Dentistry\*
- School of Nursing

### Colleges and programs requiring a bachelor's degree before entry

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

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

## Admission to the University Honors Program

Admitted freshmen from all colleges are automatically considered for admission to the University Honors Program (UHP) based on an individual, overall assessment of their admissions application. Admission to the University Honors program is highly competitive. See the "University Honors Program" section for more information, or visit the University Honors Program website at [www.honors.umn.edu](http://www.honors.umn.edu).

## Admission of Post Secondary Enrollment Options (PSEO) Students

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

PSEO students must follow all freshman application procedures and deadlines.

## Transfer Admission

Minnesota's public colleges and universities are working to make transfer easier. Students seeking to transfer should plan ahead, ask questions, and use pathways created by transfer agreements. A common statement of transfer student rights and information is available at <http://admissions.tc.umn.edu/PDFs/index.html>.

### Definition

Applicants who have enrolled at a postsecondary institution or internationally recognized foreign college or university after high school are designated as transfer students.

### Application Review Process

Admission to the University of Minnesota is competitive. Most colleges and programs require a cumulative grade point average of at least 2.50 or higher (on a 4.00 scale) for applicants to be considered for admission. Applicants should also have completed designated prerequisite courses.

Admission decisions are based on applicants' demonstrated potential for successfully completing the program to which they apply. All applications are individually reviewed by the college to which the student has applied.

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

Transfer students who graduated from high school in 1987 or later and have not earned a bachelor's degree or its foreign equivalent will be expected to complete any missing high school preparation requirements within one year of enrollment and before graduation. See the Core College Preparatory Subject Requirements on page 17.

### Transfer Application Procedures

**Applications**—Complete the University of Minnesota Application for Transfer Admission, available online at <http://admissions.tc.umn.edu/apply>. For a complete list of required application materials, including some special requirements for select colleges at the University, visit the Office of Admissions website.

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

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

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

### Special Types of Transfer Admission

**Summer-only Registration**—Students who have previous college work and are in good standing at their own college may enroll in summer session courses without being formally admitted

to the University. Registration for summer session courses does not constitute admission to the University. Students who plan to continue in the regular academic year must apply for admission by the published application deadline.

**Non-degree Admission**—Students who wish to enroll in courses for personal reasons but who do not wish to be formally admitted to an undergraduate degree program may apply for admission as a non-degree student by filling out a special application. Subsequent admission to a degree program may be possible on recommendation of the college.

To qualify for admission as a non-degree student, a student generally must meet the same requirements as a student applying for admission to a degree program. Most non-degree students already have earned bachelor's degrees. Some colleges—including the College of Liberal Arts—will consider requests for non-degree status from students who do not have degrees. **NOTE:** *Formal application is necessary for non-degree status.* For more information, contact the Office of Admissions.

**Change of College or Campus**—The Office of the Registrar processes admission applications from current and former University students who wish to transfer into a University undergraduate program in a different college (e.g., from the College of Liberal Arts to the College of Biological Sciences) or campus within the University of Minnesota system (e.g., from the Duluth campus to the Twin Cities campus). To transfer to another college or campus, a student must submit a completed Application for Undergraduate Change of College to the One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall) by the application deadline. For deadlines or to download an application, visit [onestop.umn.edu/onestop/Registration/Changing\\_College\\_or\\_Major.html](http://onestop.umn.edu/onestop/Registration/Changing_College_or_Major.html).

**National Student Exchange Program**—The University is a member of the National Student Exchange (NSE) program, which sponsors student exchanges between participating institutions of higher learning in the United States and Canada. Exchange students usually have highly specific educational goals. For information about the program, contact the NSE advisers at the Career and Community Learning Center, 345 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455, (612-626-2044) or by email, [nseadv@class.cla.umn.edu](mailto:nseadv@class.cla.umn.edu).

### Transfer of Credit Policies

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

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

All attempted credits, whatever the outcome, must be reported on a student's application and will be considered in the review process. Students may not, in the interest of "making a fresh

start," fail to report courses taken at other institutions for which they received less-than-satisfactory grades.

**Residence Requirement for Graduation**—Transfer students should be aware that in order to complete a degree at the University, at least 30 semester credits must be awarded by the campus from which a student seeks to graduate. At least 15 of the student's last 30 credits, and half of a student's upper division work must be completed on that campus.

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

**Grade Records**—Individual transfer courses, credits, and grades will not appear on a student's University transcript. The transfer GPA is not computed as part of a student's University of Minnesota GPA.

## General Transfer Guidelines

- Credits earned in courses comparable to those offered by the University of Minnesota, Twin Cities, will usually transfer routinely. General education courses are routinely accepted in transfer (although they will not necessarily fulfill the University's liberal education requirements).
- Credit is usually not allowed for courses that are not designed for transfer to baccalaureate degree programs on the Twin Cities campus. Such courses are usually highly specialized or vocational.
- There is no absolute limit on the number of credits that may be transferred from another college.
- Religious studies credits transfer if they are not doctrinal, confessional, or sectarian in nature. Religious studies courses from public institutions transfer without special review; religious studies courses from all other institutions will be evaluated by appropriate college or department faculty.
- No more than 6 semester credits from physical education, study skills, or applied music (in any combination) will count toward a student's degree, unless the credits are a required part of the student's program.
- Upper division credit (junior or senior level) is allowed when the course was upper division at the previous school, regardless of the level of an equivalent course at the University.
- When a student has repeated a course, only the last enrollment for the course shall transfer.
- The minimum grade required for transfer is D. The college or program determines how the course may be used to meet degree requirements.
- Independent study, field experience, and internships may or may not transfer, depending on the level and appropriateness of the learning experience.
- Remedial or developmental courses are not considered college-level and do not transfer.
- Study abroad courses may or may not transfer, depending on the international institution offering the courses and other variables.
- Credit for nontraditional learning (AP, IB, CLEP, military schools, DANTES) will be evaluated by the Office of Admissions for appropriateness and comparability to the University of Minnesota's bachelor's degree programs. Credit granted by another institution for these nontraditional experiences will be re-evaluated for content and comparability.

- Twin Cities campus colleges do not automatically grant junior standing to students with associate in arts degrees. Credit is granted for coursework, not for degrees.

**Advanced Placement (AP)**—High school students may earn college credit in some subject areas by receiving satisfactory scores on the College Entrance and Examination Board Advanced Placement Program examinations. For a list of AP credit awards, contact the Office of Admissions or see the admissions website at <http://admissions.tc.umn.edu/academics/ap.html>.

**International Baccalaureate (IB)**—High school students may earn college credit in some subject areas by receiving acceptable scores on higher-level International Baccalaureate examinations. For a list of IB credit awards, contact the Office of Admissions or see the admissions website at <http://admissions.tc.umn.edu/academics/ib.html>.

**College Level Examination Program (CLEP)**—Students may earn college credit for successful completion of some CLEP examinations. For a list of the CLEP exam awards and curriculum scores for college credit, contact the Office of Admissions or visit <http://admissions.tc.umn.edu/academics/clep.html>.

### Minnesota Transfer Curriculum

To simplify the transfer process, the University of Minnesota and the Minnesota State Colleges and Universities have developed a Minnesota Transfer Curriculum (MnTC). Students who complete the MnTC at a participating college and then transfer to the University of Minnesota, Twin Cities, will have completed the core, and first-year writing portion of the University's liberal education (LE) requirements; they will also have completed all theme requirements, except for the Technology & Society theme. (They may still need to complete the writing intensive portion of the writing skills requirement.) MnTC completion must be noted on the official transcript.

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

## Residency and Tuition Discounts

**Residency**—For information about residency requirements and how they apply to tuition, students should download a booklet called “Residency, Reciprocity, and Tuition Exemption” at <http://admissions.tc.umn.edu/PDFs/index.html>. This booklet contains the University's official policy, and no other information replaces that policy.

**Reciprocity**—Residents of Wisconsin, North Dakota, South Dakota, or Manitoba may be eligible for reciprocity, which entitles the student to a tuition rate equal or comparable to the resident rate.

For more information about residency and tuition discounts, visit <http://admissions.tc.umn.edu/CostsAid/index.html>.

# Campus Life

## New Student Orientation and Welcome Week

Upon admittance and confirmation of enrollment, newly admitted students receive information from their college and from Orientation & First-Year Programs regarding New Student Orientation and Welcome Week. Attendance at Orientation is required of all new students. Welcome Week is also required, but only for first-year, degree-seeking freshmen.

**New Student Orientation** provides an opportunity for new students to meet others from their college of enrollment, as well as current student leaders, faculty, and staff. Students meet with their advisers to register for classes, and will leave with the information necessary to be successful at the University of Minnesota. Invitations to Orientation will be sent from the college of enrollment and will specify each student's exact orientation date(s). For most new students, Orientation lasts two days, although transfer students attend only one day. The dates of Orientation vary by college and date of admission. (Students who cannot attend their assigned date may request an alternate date.)

**Welcome Week** is a continuation of New Student Orientation and provides opportunities to enhance academic and personal success. Over the course of this six-day program, small groups of students will start to learn their way around campus together; begin to build relationships with other students, faculty, and staff; learn to access the multitude of resources available to them; join their incoming class in campus traditions; and become significant members of the University of Minnesota community. Welcome Week takes place during the six days immediately preceding the start of fall semester classes.

For more information contact Orientation & First-Year Programs (612-624-1979 or 1-800-234-1979), or visit the website at [www.ofyp.umn.edu](http://www.ofyp.umn.edu) or [www.welcomeweek.umn.edu](http://www.welcomeweek.umn.edu).

## Student Services and Activities

For the most complete listing of resources and services available to students on the Twin Cities campus, students should refer to the *Gopher Guide*. Good websites for exploring Twin Cities campus life are [www.sua.umn.edu](http://www.sua.umn.edu) for information on Student Unions and Activities, and <http://events.umn.edu> for the campus Events Calendar. Highlights of some services and activities are presented below, followed by a directory of resources and services. Check the college and program sections of this catalog for college-specific services.

**Boynton Health Service**—All University students, staff, faculty, alumni, retirees, and their dependents are eligible to use Boynton Health Service on a fee-for-service basis. Students who pay the student services fee or the extended coverage fee and have any form of hospitalization insurance are eligible to receive most services at Boynton at no additional charge and others at reduced cost. Boynton can address most non-hospital medical needs, including physician, dentist, or mental health counselor visits; eye examinations; lab tests and x-rays; and prescriptions. For more information, call 612-625-8400 or visit [www.bhs.umn.edu](http://www.bhs.umn.edu), or visit the Student Mental Health website at [www.mentalhealth](http://www.mentalhealth).

**.umn.edu.** Boynton clinics are located at 410 Church Street S.E. in Minneapolis and at 109 Coffey Hall in St. Paul.

**Housing and Residential Life**—The University has 11 housing facilities on campus serving about 6,300 individual students: eight residence halls (six on the East Bank, one on the West Bank, and one on the St. Paul campus) and three apartment-style complexes (all three on the East Bank). The Housing and Residential Life office (in Comstock Hall-East, 612-624-2994 or [housing@umn.edu](mailto:housing@umn.edu)) also has information about family/partnered housing and off-campus housing. For housing information on the web, go to [www.housing.umn.edu](http://www.housing.umn.edu).

**Intercollegiate Athletics**—Several men's and women's sports are offered. For more information, visit [www.gophersports.com](http://www.gophersports.com) or call 612-625-4838 for men's programs or 612-624-8000 for women's programs.

**Job Center**—A variety of on-campus job opportunities are available to students through the Job Center (612-625-2000). Some jobs require little or no experience or training; others require considerable expertise and training. Typical pay for students in these positions ranges between \$6.50 and \$10 per hour. Students can view job opportunities on the web [www.umn.edu/ohr/employment/student/index.html](http://www.umn.edu/ohr/employment/student/index.html) and contact employers directly. Work-Study positions are available. Job Center staff members are available to advise students as they search for jobs.

**Recreational Sports**—The University offers recreational sports programs and facilities to improve the quality of life for students, staff, and faculty. The Sport Clubs Program offers 26 clubs in a wide variety of competitive and instructional sport activities. The Intramural Program offers nearly 500 leagues and tournaments in 15 sports. The University Recreation Center and the St. Paul Gym offer fitness centers, swimming pools, gyms for basketball and volleyball, running tracks, climbing walls, outdoor adventure programs, and courts for racquetball, handball, and squash. For information, visit the website at [www.recsports.umn.edu](http://www.recsports.umn.edu) or call 612-626-9222 (Minneapolis campus) or 612-625-8283 (St. Paul campus).

**Student Activities Office**—The Student Activities Office, Coffman Memorial Union, Room 126, (612-626-6919), offers various programming initiatives and learning opportunities, including the events calendar website <http://events.tc.umn.edu>, leadership development programs, and support for over 600 student groups and organizations. For a complete listing of registered student groups, see the Gopher Guide or visit the website at [www.sao.umn.edu](http://www.sao.umn.edu).

**Student Unions**—The University's student unions—the St. Paul Student Center and Coffman Memorial Union and its West Bank services—offer lounge and study spaces, dining services, convenience stores, meeting/conference space, game rooms, non-credit art courses, copy centers, postal stations, ATMs, email kiosks, and bookstores. The student unions also plan and sponsor more than 500 yearly events and activities for the campus community, including films, lectures, concerts, art exhibits, outdoor adventures, Homecoming events, and Spring Jam, through the student run Minnesota Programs and Activities Council (MPAC), located next to the Student Activities Office, 126 Coffman Memorial Union (612-625-2272).

Coffman Memorial Union houses the University's central, 46,000-square-foot bookstore, 24-hour computer lab, 400-seat multi-purpose theater, food court, campus security escort station, study lounges, student organization office space, convenience

store, post office, a bank, and other services and facilities for students on the Minneapolis campus.

For student union information, call the St. Paul Student Center at 612-625-9794 or visit [www.spssc.umn.edu](http://www.spssc.umn.edu); call 612-624-INFO or visit [www.coffman.umn.edu](http://www.coffman.umn.edu) for more information about Coffman Memorial Union and its West Bank services.

# STUDENT SERVICES DIRECTORY

## Campus Information

Emergency: 911  
Escort service: 612-624-WALK (9255)

### Campus directory assistance

- From off campus: 612-625-5000
- From on campus, dial 0  
7:30 a.m.–6 p.m., Monday–Friday;  
10 a.m.–2 p.m., Saturday

### Campus events

<http://events.umn.edu>

- Student Activities Office 612-626-6919
- Coffman Memorial Union 612-624-4636
- St. Paul Student Center Union Station 612-625-9794

### University of Minnesota Alumni Association

200 McNamara Alumni Center  
612-624-2323

[www.alumni.umn.edu](http://www.alumni.umn.edu)

### University of Minnesota Police Department

100 Transportation and Safety Building  
Non-emergency 612-624-COPS (2677)  
Emergency 911

[www.umn.edu/police](http://www.umn.edu/police)

## Activities, Programs, and Entertainment

### Bell Museum of Natural History

612-624-7083

[www.bellmuseum.org](http://www.bellmuseum.org)

### Coffman Art Gallery

612-625-7281

[www.sua.umn.edu/events/arts](http://www.sua.umn.edu/events/arts)

### Coffman Memorial Union program information

[www.coffman.umn.edu/events](http://www.coffman.umn.edu/events)

### Events calendar

<http://events.umn.edu>

### Frederick R. Weisman Art Museum

612-625-9494

[www.weisman.umn.edu](http://www.weisman.umn.edu)

### The Goldstein Museum of Design

612-624-7434

<http://goldstein.cdes.umn.edu>

### Katherine E. Nash Gallery

612-624-7530

<http://nash.umn.edu>

### Northrop Auditorium arts ticket office

612-624-2345

[www.northrop.umn.edu](http://www.northrop.umn.edu)

## Orientation & First-Year Programs

612-624-1979

[www.ofyp.umn.edu](http://www.ofyp.umn.edu)

### Paul Whitney Larson Gallery

612-625-0214

[www.sua.umn.edu/events/arts](http://www.sua.umn.edu/events/arts)

### School of Music/Ted Mann Concert Hall events hotline

612-626-8742

[www.music.umn.edu](http://www.music.umn.edu)

### Student Union and Activities

612-626-6919

[www.sua.umn.edu](http://www.sua.umn.edu)

### University Theatre

120 Rarig Center 612-625-4001

[www.theatre.umn.edu](http://www.theatre.umn.edu)

## Admissions

<http://admissions.tc.umn.edu>

### Change of college

- 200 Fraser Hall 612-624-1111
- 130 West Bank Skyway 612-624-1111
- 130 Coffey Hall 612-624-1111

### Residency and reciprocity

240 Williamson Hall 612-625-2008

### Transfer information

- Contact the individual college admissions office or
- 240 Williamson Hall 612-625-2008 8:30 a.m.–4:30 p.m., Monday–Friday

## Athletics

### Intercollegiate Athletics

<http://gophersports.com>

- Information: 250 Bierman Field Athletic Building 612-624-8080

### Recreational Sports

[www.recsports.umn.edu](http://www.recsports.umn.edu)

- University Recreation Center 612-625-6800
- 104 St. Paul Gym 612-625-8283

## Bookstores

[www.bookstore.umn.edu](http://www.bookstore.umn.edu)

### Coffman store

Coffman Memorial Union 612-625-6000

### Law School store

85 Mondale Hall 612-626-8569

### St. Paul store

St. Paul Student Center 612-624-9200

## Campus newspaper

### The Minnesota Daily

450 University Office Plaza 612-627-4080

[www.mndaily.com](http://www.mndaily.com)

## Computing services

- Computer Helpline 612-301-4357 (1-HELP on campus) [www.oit.umn.edu/help](http://www.oit.umn.edu/help)
- Student computer labs [www.oit.umn.edu/computerlabs](http://www.oit.umn.edu/computerlabs)

## Copying services

### Printing Services Copy Centers

- East Bank, G14 Coffman Memorial Union 612-625-1092
- Health Sciences, D-104 Mayo Memorial Building 612-625-8914
- St. Paul, 8 St. Paul Student Center 612-625-4771
- West Bank, L-129 CarlSMgmt 612-624-6588
- West Bank, 33 Social Sciences Building 612-625-9047

## Counseling and Student Services

### Aurora Center for Advocacy & Education

24-Hour Crisis Line 612-626-9111

407 Boynton Health Service  
612-626-2929

[www.umn.edu/aurora](http://www.umn.edu/aurora)

### CAPE (Center for Academic Planning and Exploration)

233 Appleby Hall 612-624-3076

[www.cape.umn.edu](http://www.cape.umn.edu)

### Career Services, University Counseling & Consulting Services

340 Appleby Hall 612-624-3323

[www.uccs.umn.edu](http://www.uccs.umn.edu)

### Circle of Indigenous Nations

125 Fraser Hall 612-625-2555

[www.mcae.umn.edu/circle](http://www.mcae.umn.edu/circle)

### College of Continuing Education Student Support Services

20 Classroom-Office Building 624-4000

[www.cce.umn.edu](http://www.cce.umn.edu)

### Disability Services

180 McNamara Alumni Center  
612-626-1333 (voice or V/TTY)

<http://ds.umn.edu>

### Equal Opportunity and Affirmative Action

274 McNamara 612-624-9547

[www.eoaffact.umn.edu](http://www.eoaffact.umn.edu)

### Fraternity and Sorority Life Office

121 Appleby Hall 612-625-8405

[www.umn.edu/fsl](http://www.umn.edu/fsl)

### Gay, Lesbian, Bisexual, Transgender, Ally Programs Office

46 Appleby Hall 612-625-0537

<http://glbta.umn.edu>

### International Student and Scholar Services

190 Hubert H. Humphrey Center

612-626-7100

[www.isss.umn.edu](http://www.isss.umn.edu)

### Leadership Education and Development—Undergraduate Program (LEAD-UP)

209 Appleby Hall 612-624-1559

[www.umn.edu/lead](http://www.umn.edu/lead)

### Mental Health Clinic

N400 Boynton Health Service

612-624-1444

### Multicultural Center for Academic Excellence

140 Appleby Hall 612-624-6386

[www.mcae.umn.edu](http://www.mcae.umn.edu)

### One Stop Student Services

- 333 Science Teaching & Student Services Building

- 130 Coffey Hall

- 130 West Bank Skyway

612-624-1111

[onestop.umn.edu](http://onestop.umn.edu)

### Smart Learning Commons

<http://smart.umn.edu>

- East Bank  
SMART—Walter Library  
612-624-1584

- West Bank  
SMART—Wilson Library  
612-626-8262

- St. Paul  
SMART—Magrath Library  
612-624-2125

- SMART Peer Residential Learning Centers

[www.housing.umn.edu/programs/asc](http://www.housing.umn.edu/programs/asc)

### Student Academic Success Services

340 Appleby Hall 612-624-3323

### Student Affairs Office

109 Appleby Hall 612-626-1242

[www.osa.umn.edu](http://www.osa.umn.edu)

### Student Conduct and Academic Integrity

211 Appleby Hall 612-624-6073

[www.umn.edu/oscai](http://www.umn.edu/oscai)

### Student Conflict Resolution Center

211 Appleby Hall 612-624-7272

[www.sos.umn.edu](http://www.sos.umn.edu)

### Student Engagement Office

104 Appleby Hall 612-626-3560

[www.dowhatmatters.umn.edu](http://www.dowhatmatters.umn.edu)

### Student Parent HELP Center

24 Appleby Hall 612-626-6015

### U Card Office

G22 Coffman Union 612-626-9900

### University Counseling & Consulting Services

- 340 Appleby Hall (Mpls.) 612-624-3323

- 199 Coffey Hall (St. Paul) 612-624-3323

[www.uccs.umn.edu](http://www.uccs.umn.edu)

### University of Minnesota Alumni Association

200 McNamara Alumni Center

612-624-2323

### Women's Center

64 Appleby Hall 612-625-9837

[www.umn.edu/women](http://www.umn.edu/women)

### Urgent Counseling

410 Boynton Health Service 612-625-8475

### Center for Writing

15 Nicholson Hall 612-625-1893

## Employment

### Graduate Assistant Office

170 Donhowe Building

612-624-7070

[www.umn.edu/ohr/gae](http://www.umn.edu/ohr/gae)

### Student Employment

U of M Job Center

170 Donhowe Building

612-625-2000

[www.umn.edu/ohr](http://www.umn.edu/ohr)

[/studentemployment](http://studentemployment)

## Fee Payment

### Fee payment, Bursar's Office

- 145 Williamson Hall, East Bank  
612-625-7535 8 a.m.–4 p.m.

- 107 Coffey Hall, St. Paul  
612-625-8108 8 a.m.–3:30 p.m.

## Financial Aid, Registration, Student Records, Transcripts

### One Stop Student Services

612-624-1111

[onestop.umn.edu](http://onestop.umn.edu)

### Campus locations:

- 200 Fraser Hall, East Bank

- 130 Coffey Hall, St. Paul

- 130 West Bank Skyway, West Bank

### Student Financial Collections

20 Fraser Hall 612-625-8007

## Health and Public Services

### Aurora Center for Advocacy & Education

- 24-hour crisis line 612-626-9111
- 407 Boynton Health Service 612-626-2929

[www.umn.edu/aurora](http://www.umn.edu/aurora)

### Boynton Health Service (information)

- Minneapolis 612-625-8400

- St. Paul 612-624-7700

- TTY 612-625-6184

- Medical Information Nurse Line  
612-625-7900

[www.bhs.umn.edu](http://www.bhs.umn.edu)

### Boynton Health Service (appointments)

- Medical 612-625-3222

- Eye Clinic 612-624-2134

- Dental Clinic 612-624-9998

- Mental Health Clinic 612-624-1444

- Pharmacy 612-624-7655

- St. Paul 612-624-7700

### Boynton Health Service (emergency)

When Boynton is closed:

- Medical Emergencies 612-672-5555

- Dental Emergencies 612-273-3000

- Crisis Connection 612-379-6363 or  
612-625-7900

### Dental School Clinic

Seventh floor, Moos Tower 612-625-2495

### Emergency Preparedness

[www.umn.edu/prepared](http://www.umn.edu/prepared)

### University of Minnesota Medical Center, Fairview

612-273-3000

### University Police

511 Washington Avenue S.E.

612-624-2677

### Women's Health Clinic

Ground floor, Boynton Health Service

612-625-3222

## Housing

### Housing & Residential Life

Comstock Hall-East 612-624-2994

[www.housing.umn.edu](http://www.housing.umn.edu)

### Residence halls

- Bailey (St. Paul) 612-624-0700

- Centennial 612-625-4452

- Comstock 612-624-1995

- Frontier 612-624-9999

- Middlebrook (West Bank)  
612-625-0536

- Pioneer 612-626-3333

- Sanford 612-624-2526

- Territorial 612-625-0971
- University Village 612-625-3909
- Wilkins 612-624-0044
- Yudof 612-625-8786

## International Resources

### International Programs, Office of

- Dean's Office (funding, exchanges, general assistance)  
100 University International Center,  
331 17th Ave SE 612-624-5580  
[www.international.umn.edu](http://www.international.umn.edu)
- China Center  
150 University International Center  
331 17th Ave SE 612-624-1002  
[www.chinacenter.umn.edu](http://www.chinacenter.umn.edu)
- Learning Abroad Center  
230 Heller Hall 612-626-9000  
[www.UMabroad.umn.edu](http://www.UMabroad.umn.edu)
- International Student and Scholar Services  
190 Humphrey Center 612-626-7100  
[www.iss.umn.edu](http://www.iss.umn.edu)

### Directory of International Campus Resources

[www.international.umn.edu/directory](http://www.international.umn.edu/directory)

## Legal Service

### University Student Legal Service

160 West Bank Skyway 612-624-1001  
[www.umn.edu/usls](http://www.umn.edu/usls)

## Libraries

General information 612-624-0303  
[www.lib.umn.edu](http://www.lib.umn.edu)

### Bio-Medical Library

270 Diehl Hall 612-626-5653

### Humanities/Social Sciences

Wilson Library 612-624-0303

### Journalism, Eric Sevareid Library

20 Murphy Hall 612-625-7892

### Law Library

120 Mondale Hall 612-625-4300

### Magrath Library (St. Paul campus)

1984 Buford Avenue 612-624-2233

### Science and Engineering Library

108 Walter Library 612-624-0224

### University Archives and Special Collections

Andersen Library 612-625-9825

## Personal Services

### Banking services

- TCF  
[www.tcfexpress.com](http://www.tcfexpress.com)
- U.S. Bank  
Ground floor, Coffman Memorial Union  
612-331-7388
- Wells Fargo ATM  
Ground floor, Coffman Memorial Union

### Check cashing

- 145 Williamson Hall 612-625-7535
- 107 Coffey Hall 612-625-8108
- St. Paul Student Center 612-625-9794  
8 a.m.–7 p.m., Monday–Friday

### Child care

- Child Care Center, University East Bank 612-627-4014
- Community Child Care Center  
1250 Fifield Avenue, St. Paul  
651-645-8958
- Como Community Child Care  
1024 27th Avenue S.E., Mpls. 331-8340

### Lost and found

- Coffman Memorial Union Information Desk  
East Bank 612-624-4636 (INFO)
- Gopher Express Convenience Store  
West Bank 612-624-6338
- St. Paul Student Center  
Union Station 612-625-9794
- Student Services Center  
130 Coffey Hall 612-624-3731

### Notary service

240 Williamson Hall 612-625-2008  
160 West Bank Skyway (University Student Legal Service) 612-624-1001

### Postal Services

- Ground Floor 11 Coffman Memorial Union 612-624-8602
- Dinkytown, 1311 Fourth Street S.E.  
800-275-8777
- St. Paul Student Center Union Station  
612-625-9794
- West Bank Skyway Gopher Express Convenience Store 612-624-6338

## Recreation

### Recreational sports information

612-625-6800  
612-626-9222

### University Rec Center

612-625-6800  
104 St. Paul Gym 612-625-8283

### Center for Outdoor Adventure

St. Paul Gym 612-625-8790

### Goldy's Gameroom

Coffman Union 612-624-8722

### Gopher Spot

St. Paul Student Center 612-625-5246

## Student Groups

### Student Activities Office

126 Coffman Memorial Union  
612-626-6919  
[www.sua.umn.edu](http://www.sua.umn.edu)

## Transportation Information

### Bikes, buses, and parking

300 Transportation & Safety Building  
612-626-7275  
[www.umn.edu/pts](http://www.umn.edu/pts)

### Commuter (bus) cards

- Coffman Memorial Union Information Desk 612-624-4636
- St. Paul Student Center Union Station 612-625-9794
- West Bank Skyway Gopher Express Convenience Store  
612-624-6338

### Commuter Connection

236 Coffman 612-624-5491  
[www.sua.umn.edu/commuter](http://www.sua.umn.edu/commuter)

### Metro Transit buses

612-373-3333  
[www.metrotransit.org](http://www.metrotransit.org)

### Motorist Assistance Program

612-626-PARK (7275)

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## Introduction

The University of Minnesota has many policies pertaining to academic work and student life on campus. Students are responsible for complying with these policies. The following is merely a guide to the policies that are most relevant to undergraduates, as well as processes and systems that support them; it is not a compilation of all policies or their word-for-word presentation.

University policies regarding undergraduate education and student life can be found in the online University of Minnesota Policy Library at [policy.umn.edu](http://policy.umn.edu). In addition, the One Stop student services website, [onestop.umn.edu](http://onestop.umn.edu), lists links to policies that are relevant to student services. Students who have questions about University policies or requirements should check with their advisers or college or department offices.

## Academic Integrity

Students, faculty, and staff are expected to uphold the highest standards of academic integrity. The Office for Student Conduct and Academic Integrity (OSCAI) serves as a centralized forum for the fair and even-handed resolution of reported cases of student scholastic dishonesty. For more information, see the OSCAI website [www.umn.edu/oscai](http://www.umn.edu/oscai) or call 612-624-6073. OSCAI is also available for consultation and presentations regarding academic integrity. For the complete policy, see **Student Conduct Code** at [www.umn.edu/regents/policies/academic/Student\\_Conduct\\_Code.pdf](http://www.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf) and Addressing Student Complaints in the Uwide Policy Library.

See also **Conduct Code** and **Grievance**.

## Academic Progress

All colleges and programs require students to make satisfactory academic progress toward their degree. Students' progress is monitored each term and annually by the college of enrollment.

The U.S. Department of Education and the state of Minnesota also require the University to verify that students receiving federal or state financial aid maintain satisfactory progress. For more information, see [onestop.umn.edu/finances/financial\\_aid/eligibility/sap](http://onestop.umn.edu/finances/financial_aid/eligibility/sap).

For the complete policy, see **Promoting Timely Graduation by Undergraduates** in the Uwide Policy Library.

See also **Probation**.

## Academic Progress Audit System (APAS)

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

## Access to Educational Records

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

Some student information—name, address, email address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information.

Students may prevent the release of public or directory information. To do so, should go to the personal information Quick Link at [onestop.umn.edu](http://onestop.umn.edu).

Students also have the right to review their educational records and to challenge the contents of those records. To review the complete regents policy, see **Student Education Records** or **Managing Student Records** in the Uwide Policy Library, or visit 200 Fraser Hall, Minneapolis. Questions may be directed to the One Stop Student Services Center, 200 Fraser Hall (612-624-1111).

Students are responsible for updating their personal information, which can be done online at [onestop.umn.edu](http://onestop.umn.edu). For the complete policy, see **Managing Student Records** in the Uwide Policy Library.

## Auditing

Students auditing a course must register for the course and pay full tuition, but do not take exams, do homework, or receive credit. The symbol 'V' appears on the academic record when a student audits a course. A student may take a previously audited course for credit. For the complete policy, see **Grading and Transcripts** in the Uwide Policy Library.

## Change of College

Students who wish to transfer from one college of the University to another must submit a completed *Application for Undergraduate Change of College* to the One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall). Deadlines are available at [onestop.umn.edu](http://onestop.umn.edu). College offices can provide information on admission requirements.

## Change of Registration

Details about adding and canceling courses, changing grading options, or making other post-registration changes are available at [onestop.umn.edu](http://onestop.umn.edu).

## Class Attendance

Students are expected to attend all meetings of their courses, except when a legitimate absence prevents attendance.

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

For the complete policy, see [Mandatory Attendance at the First Class Session](#) and [Consequences for Absence and Makeup Work for Legitimate Absences](#) in the Uwide Policy.

See also [Leave of Absence](#).

## Class Standing

A student's class standing is determined by the number of semester credits completed: freshman, less than 30 credits; sophomore, 30.000–59.999; junior, 60.000–89.999 credits; senior, 90 or more credits.

## Conduct Code

Students are responsible for complying with the University's Student Conduct Code, which is available in college student affairs offices and the Office for Student Conduct and Academic Integrity (612-624-6073). The code is published regularly and is also available on the website at [www.umn.edu/oscai](http://www.umn.edu/oscai). For the complete policy, see [Student Conduct Code](#) in the Uwide Policy Library.

See also [Academic Integrity and Grievance](#).

## Course Numbering

Courses have four-digit numbers. The first number designates the course level.

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

For the complete policy, see [Course Numbering](#) in the University Policy Library.

## Credit by Examination

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

For the complete policy, see [Transfer of Undergraduate Credit](#) and [Establishing, Enforcing, and Waiving Prerequisites](#) in the Uwide Policy Library.

## Credit Limits

No student may enroll for more than 20 credits per semester without college approval. Some colleges or programs may set a minimum credit limit. For more information, students should check with their adviser. For the complete policy, see [Credit and Grade Point Requirements](#) in the Uwide Policy Library.

## Credit Load

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

**13-Credit Requirement**—All degree-seeking students are required to register for at least 13 credits each semester; all credits over 13 are free for undergraduate students. To apply for part-time status, or to take fewer credits temporarily, students must petition their college. For the complete policy, see [13-credit policy](#) at [onestop.umn.edu](http://onestop.umn.edu).

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

See also [Full-time Student Status](#).

## Dean's List

Each semester, all colleges and programs publish a dean's list, which includes students who achieve a 3.666 GPA or higher and who complete at least 12 credits on the A–F grading system. This achievement is noted on students' transcripts. For the complete policy, see [Grading and Transcripts](#) in the Uwide Policy Library.

## Declaring a Major

Students in freshman-admitting colleges may have an undeclared major for a limited time. Colleges and programs have different procedures for students to declare a major, but all students must declare a major or be accepted into a program before or upon completing 60 semester credits. Undeclared students with 60 or more credits will have a registration hold placed on their records and will not be allowed to register without first meeting with their adviser and gaining college approval. For the complete policy, see [Declaring a Major](#) in the Uwide Policy Library.

## Diplomas

Diplomas are issued at the end of each term to students graduating with a bachelor's degree. Diplomas are mailed approximately six to eight weeks after graduation. Duplicate diplomas may be ordered for \$15 per copy. For more information, see [onestop.umn.edu](http://onestop.umn.edu) or call One Stop Student Services at 612-624-1111.

See also **Graduation, Applying for**.

## Discretionary Course Cancellation or Withdrawal

Once during their undergraduate enrollment, students are allowed to withdraw from one course after the eighth week of class and at any time up to and including the last day of class for that course, without college approval. A "W" is recorded on the student's transcript. Check with your college office for withdrawal procedures. For the complete policy, see **Grading and Transcripts** in the Uwide Policy Library.

See also **Withdrawal from a Course**.

## E-mail

E-mail is the University's official means of communication with students. Students are responsible for all information sent to their University email account. Students who forward messages from their University email accounts to another account are still responsible for all the information, including attachments, sent to their University account. For the complete policy, see **Using Email as Official Student Communication** in the Uwide Policy Library.

## Equal Opportunity

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, 612-624-9547, [eoaa@umn.edu](mailto:eoaa@umn.edu). Website at [www.eoaa.umn.edu](http://www.eoaa.umn.edu).

For the complete policy, see **Equity, Diversity, Equal Opportunity, and Affirmative Action** in the Uwide Policy Library

This catalog PDF is available in alternative formats upon request. Contact the Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455-0213, 612-625-2008 or TTY 612-625-9051.

## Extracurricular Events

No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty that students who are unable to complete course requirements because of approved events during finals week will be provided an alternative and timely opportunity to do so. For the complete policy, see **Intercollegiate Athletic Events during Study Day and Finals Weeks** in the Uwide Policy Library.

## Final Exams

Each term, detailed information about final exam schedules and policies can be found at [onestop.umn.edu](http://onestop.umn.edu). For the complete policy, see **Scheduling Examinations, Final Examinations, and Study Days** in the Uwide Policy Library.

## Four-year Graduation

The University expects that most students who enter as freshmen will graduate in four years. Nearly all undergraduate major offered are designed to be able to be completed in eight semesters. Students are responsible for understanding their responsibilities in the academic process, and seeking appropriate advice and assistance from faculty, advisers, and One Stop staff in order to progress toward their degree. For the complete policy, see **Promoting Timely Graduation by Undergraduates**, and **Teaching and Learning: Student Responsibilities**, in the Uwide Policy Library.

See also **Four-year Graduation** in the General Information section of this catalog.

## Full-time Student Status

To graduate in four years, students must complete at least 15 credits each semester. State financial aid also defines full-time status as 15 credits. Maximum need-based federal financial aid is available to students who enroll for 12 credits, but students should note that it is not possible to graduate in four years by taking only 12 credits a semester. For the complete policy, see **Promoting Timely Graduation by Undergraduates** in the Uwide Policy Library.

See also **Credit Load**.

## Grading and Transcripts

The complete University Senate grading policy can be found by viewing [Grading and Transcripts](#) in the Uwide Policy Library online. Additional information about transcripts can be found online at [onestop.umn.edu](http://onestop.umn.edu).

1. The University Senate Policy on Grading and Transcripts has been in effect since spring 2009, replacing all previous grading policies. It may not be applied retroactively to any grades or symbols awarded before that time.
2. The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course. For undergraduate students on the Twin Cities campus, an S grade is equivalent to a C- or higher. Each campus, college, and department determines to what extent and under what conditions each grading system is used, may specify what courses or proportion of courses must be on one system or the other, and may limit a course to either system.
3. When both grading systems are available, students must choose one when registering for a course. For more information, go to [onestop.umn.edu](http://onestop.umn.edu).
4. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.
5. The maximum number of S/N credits allowed to a student is 25 percent of University of Minnesota credits counted toward the degree. Colleges or departments may further limit the proportion of major courses students can take on an S/N grading basis. Students must earn better than a D in required major courses. More information is available at: <http://policy.umn.edu/Policies/Education/Education/BACREDITREQ.html>.
6. The University's official transcript, the chronological record of the student's enrollment and academic performance, is released by the University only at the student's request or in accord with state or federal statutes; mailed copies have the University's official seal printed on them. Students may obtain an unofficial transcript at [onestop.umn.edu](http://onestop.umn.edu).
7. The University calculates a grade point average (GPA) for each student, both at the end of each grading period and cumulatively. GPA is calculated as the ratio of grade points earned divided by the number of credits earned with grades of A–F (including pluses and minuses). Transcripts report the periodic and cumulative GPA for each term.
8. A student may repeat a course once. Both grades for the course appear on the transcript, but the course credits may not be counted more than once toward degree and program requirements. Only the last enrollment for the course counts in the student's grade point average.
9. Students may seek an explanation for a grade until the end of the following semester (not including summer session). If a student does not receive an explanation for a grade from the instructor within a reasonable time of making a request, he or she may consult the director of undergraduate studies or department chair for assistance in obtaining an explanation.
10. The grades in the following column (with grade points as indicated) and symbols are used on transcripts.

## Grading Policy

A ... 4.000.....	Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A-... 3.667	
B+... 3.333	
B.... 3.000.....	Represents achievement that is significantly above the level necessary to meet course requirements.
B-... 2.667	
C+... 2.333	
C... 2.000.....	Represents achievement that meets the course requirements in every respect.
C-... 1.667	
D+... 1.333	
D ... 1.000.....	Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.
S.....	Represents achievement that is satisfactory (equivalent to a C- or higher for undergraduate students on the Twin Cities campus. The S does not carry grade points and is not included in GPA calculations, but the credits count toward the student's degree program if allowed by the department.
F or N.....	Represents failure or no credit and indicates that coursework was completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. Academic dishonesty is grounds for an F or N for the course. The F carries 0.00 grade points and is included in GPA calculations; the N does not carry grade points and is not included in GPA calculations.
I.....	Incomplete, a temporary grade that indicates coursework has not been completed. The instructor assigns an I when, due to extraordinary circumstances, a student is prevented from completing coursework on time. An I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student's next term of enrollment. For undergraduates and non-degree seeking students, work to make up an I must be submitted within one year of the final examination; if not submitted by that time, the I will automatically change to an F (if A-F registration) or N (if S-N registration). The instructor is expected to turn in the new grade within four weeks of the date work is submitted. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or N, it may be converted to any other grade by petition of the instructor (or department if the instructor is unavailable).
K.....	Indicates the course is still in progress and a grade cannot be assigned at the present time.
NG.....	No grade required.
T.....	Transfer credit or test credit.
V.....	Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.
W.....	Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student's transcript. The W will be entered on the transcript if the student withdraws from the course during the third through eighth week of class (Twin Cities) or the third through ninth week of class (Morris) or during the second or third weeks of summer sessions. Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a W, at any time up to and including the last day of class for that course.
X.....	Indicates a student may continue in a sequence course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student completes the sequence.

## Graduation, Applying for

In general, Twin Cities campus undergraduate degree applications are due by the end of the second week of the semester of graduation. Undergraduate students must apply for graduation online. For more information, go to [onestop.umn.edu/degree\\_planning/graduation/index.html](http://onestop.umn.edu/degree_planning/graduation/index.html).

## Graduation Requirements

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

- Students must earn at least 120 credits to graduate.
- Students who are admitted to a degree program and who complete all campus, college, and program requirements with a minimum GPA of 2.00 in the major and a cumulative GPA of 2.00 or higher in all University coursework will be cleared to graduate.
- All degree programs require a C- or better in each course in the major.
- At least 30 semester credits must be awarded by the campus from which a student seeks to graduate. At least 15 of the last 30 credits must be awarded by the campus from which a student seeks to graduate. Half of a student's upper division major work must be completed on the campus from which the student seeks to graduate.
- No more than 6 semester credits from physical education, study skills, or applied music (in any combination) will count toward a student's degree, unless additional credits are a required part of a student's program requirements; i.e., no more than 6 credits total from these areas will count toward the degree.
- Any course that carries University credit in one department or college will carry University credit in all other University departments or colleges, at least as an elective, including all transfer coursework that is accepted when a student is admitted. Some courses that carry University credit may not count toward college or department/program degree requirements, or may, if a student changes programs, exceed the limit of 6 credits from the areas identified in the preceding paragraph and thus not count toward the degree.

For the complete policy, see [Credit and Grade Point Requirements for an Undergraduate \(Baccalaureate\) Degree](#) in the Uwide Policy Library.

## Graduation With Distinction

Some colleges offer degrees “with distinction” or “with high distinction.” Students should check with an adviser to determine if their college offers these degree awards. To graduate “with distinction” students must have completed 60 or more semester credits at the University of Minnesota, Twin Cities. A cumulative GPA of 3.750–3.890 is required for graduation “with distinction.” A cumulative GPA of 3.900–4.000 is required for graduation “with high distinction.” This award is based solely on a student's cumulative GPA and no application is required.

For the complete policy, see [Degrees with Distinction and Degrees with Honors](#) in the Uwide Policy Library.

## Graduation With Latin Honors

Students on the Twin Cities campus must participate in the University Honors Program to graduate with Latin Honors (*cum magna*, and *summa cum laude*). Students may obtain a degree with both Latin Honors and with distinction. For the complete policy, see [Degrees with Distinction and Degrees with Honors](#) in the Uwide Policy Library, and the University Honors Program section of this catalog.

## Grievance

**Academic grievances** are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. A step-by-step process, moving from informal to formal resolution is described in Conflict Resolution Process for Student Academic Complaints, the administrative procedure outlined by the University policy Addressing Student Academic Complaints. Students should also check with the Student Conflict Resolution Center website at [www.sos.umn.edu](http://www.sos.umn.edu) or call 612-625-5900 for assistance.

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

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

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

## Holds

A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition or library fines, or delinquent health service payments) or for disciplinary or scholastic reasons. Students who have holds on their records may not register or, in many cases, obtain official transcripts or diplomas until the holds are cleared with the office imposing the holds.

Students are usually notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office where it may be cleared, is available online at [onestop.umn.edu](http://onestop.umn.edu) or from One Stop Student Services at 612-624-1111. For the complete policy, see [Holds on Records and Registration](#) in the Uwide Policy Library.

## Honors

The University Honors Program (UHP) offers rigorous and interdisciplinary curricula along with other honors experiences designed for highly qualified and motivated students. Honors courses, available only to honors students, offer small class sizes, close interaction with world-class faculty, and an engaging learning atmosphere. The University Honors Program serves honors students in all colleges. See the University Honors Program section for more information, or visit the University Honors Program website at [www.honors.umn.edu](http://www.honors.umn.edu).

Students admitted to honors before fall 2008 will continue to follow the honors requirements outlined at the time they entered their college honors program. All students admitted to honors as of fall 2008 follow the requirements of the University Honors Program. Students admitted to a college honors program before fall 2008 *and who change colleges* must apply to the UHP if they want to participate in Honors. If admitted, they will be held to the new UHP requirements.

See the **University Honors Program** section of this catalog for instructions on how to apply. See also **Graduation With Distinction or Graduation With Latin Honors**.

## Hospitalization Insurance

Students taking 6 or more credits, or those who purchase an extended coverage benefits plan through Boynton Health Service, are required to carry hospitalization insurance. Students who enroll for 6 or more credits and do not have hospitalization insurance will automatically be enrolled in a University-sponsored plan when they register. Students who already have insurance through their parents, employer, or spouse will need to provide documentation of coverage during registration to avoid being charged for the University-sponsored plan. For more information, see the Boynton Health Service website at [www.bhs.umn.edu](http://www.bhs.umn.edu) or call 612-624-0627.

## Immunization

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

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

## Incompletes

See **Grading and Transcripts**.

## Leave of Absence

Students who plan to leave school for one or more semesters must request a leave of absence from their college office. The form is available online at [onestop.umn.edu](http://onestop.umn.edu). Students who follow the policy and whose leave is approved need not apply for readmission when they return. Colleges may condition readmission on availability of space in a program. Colleges must inform students who request a leave whether they will be held to old or new program requirements upon their return. A student

who has left the university without a leave of absence, for more than two consecutive semesters may be required to follow new program requirements. For the complete policy, see **Leave of Absence and Readmission** in the Uwide Policy Library.

See also **Readmission**.

## Liberal Education Requirements

Each semester, a list of courses that count toward the liberal education (LE) requirements is posted at [onestop.umn.edu](http://onestop.umn.edu). The online Class Search also allows students to search for classes that fulfill one or more aspects of the liberal education requirements.

Liberal education is an essential part of undergraduate education at the University of Minnesota. Liberal education courses help students investigate the world from new perspectives, learn ways of thinking that will be useful in many areas of life, and help them grow as active citizens and lifelong learners.

The requirements listed below are for students who are admitted to the University in fall 2010 or later terms. Students admitted before fall 2010 will follow the previous set of requirements, available online at [onestop.umn.edu/degree\\_planning/lib\\_eds/index.html](http://onestop.umn.edu/degree_planning/lib_eds/index.html).

### Diversified Core

The diversified core guides students through the “why” and “how” of different academic disciplines. These classes will equip students with a broad range of tools that they can use to approach problems in everyday life and work, and ultimately to make a positive difference in their communities, their society, their state, and their world.

#### Requirements:

- **Arts/Humanities**—3 credits
- **Biological Sciences**—4 credits; must include lab or field experience
- **Historical Perspectives**—3 credits
- **Literature**—3 credits
- **Mathematical Thinking**—3 credits
- **Physical sciences**—4 credits; must include lab or field experience
- **Social Sciences**—3 credits

### Designated Themes

Designated themes of the University’s liberal education requirements are topics that are central to an understanding of contemporary life. Investigating these themes will help prepare students to become knowledgeable, ethical, and engaged public citizens.

#### Requirements:

- **Civic Life and Ethics**—3 credits
- **Diversity and Social Justice in the United States**—3 credits
- **The Environment**—3 credits
- **Global Perspectives**—3 credits
- **Technology and Society**—3 credits

Some liberal education (LE) courses fulfill a core, a theme, and a writing intensive requirement at the same time. For more information on planning how to fulfill LE requirements, students should consult with their advisers, and visit [onestop.umn.edu/degree\\_planning/lib\\_ed.s](http://onestop.umn.edu/degree_planning/lib_ed.s).

### Writing Requirement

One or two first-year writing courses are required, depending on the student's writing placement. Four writing intensive courses are required. Two of the courses must be upper division courses, one of which needs to be taken in the student's major.

### Minnesota Transfer Curriculum

Students who complete the Minnesota Transfer Curriculum (MnTC) at any participating Minnesota college or university fulfill the University's Twin Cities campus core and first-year writing requirements. MnTC also fulfills all designated theme requirements with the exception of the Technology and Society theme (although particular transfer courses may fulfill the Technology and Society theme).

The writing intensive course requirement is separate from the MnTC; however, transfer courses may count as writing intensive. For more information on using transfer credits for the liberal education requirements, contact the Office of Admissions (612-625-2008). College advising offices also have information about these requirements.

### Prerequisites

Students should take only those courses for which they have satisfied all prerequisites. Instructors may require students to withdraw from a course if they have not met prerequisites. However, in some cases instructors may grant permission for a student to take a course without having satisfied prerequisites. For the complete policy, see [Establishing, Enforcing, and Waiving Prerequisites](#) in the Uwide Policy Library.

### Probation

All colleges and programs shall use the following probationary system. 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. 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. A suspension is effective on the first day of the next fall or spring term.

Colleges may also require students on probation to complete a contract for academic performance developed by the college of enrollment. 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. 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. If the contract conditions are met but the cumulative GPA is still less than 2.000, the student will remain on probation. If the conditions are not met, the student will be suspended.

When suspended, a student is no longer in the program and cannot register for University courses for at least one full academic year. All colleges at the University recognize the probationary holds and do not allow students, including non-degree seeking students, with these holds to register without the approval of the college placing the hold. Students may appeal suspension decisions or petition for readmission in writing to the college's Student Scholastic Standing Committee (SSSC) according to a defined collegiate petition process. Readmission after a period of suspension is not automatic. To be readmitted, a student must show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.

Upon return to the college after petitioning to reenter, students will be placed on probation, and all colleges shall 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 shall be suspended again, but then shall be required to reapply for admission, rather than petition to reenter.

For the complete policy, see [Academic Probation and Suspension](#) in the Uwide Policy Library.

### Readmission

Undergraduates who have not been granted a formal leave of absence and who do not register for one or more semesters, excluding summer, will be placed on inactive status. To return, students must submit an *Application for Readmission* (available at [onestop.umn.edu](http://onestop.umn.edu)) to their college office. Generally, students in good academic standing at the time they become "inactive" should routinely be allowed to return to active status. However, colleges may condition readmission on availability of space in a program. Students who have 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 their return. For the complete policy, see [Leave of Absence and Readmission](#) in the Uwide Policy Library.

See also [Leave of Absence](#).

### Repetition of Courses

See [Grading and Transcripts](#).

### Residence Requirements for Graduation

See [Graduation Requirements](#).

### Retention of Student Records

College-specific student records are kept for seven years following a student's last registration. For more information, see [http://www.ogc1.umn.edu/stellent/groups/public/documents/webasset/da\\_031145.pdf](http://www.ogc1.umn.edu/stellent/groups/public/documents/webasset/da_031145.pdf).

## Smoke-free Campus

Smoking is prohibited in all facilities of the University of Minnesota, Twin Cities campus except for designated private residence hall rooms. For the complete policy, see [Smoke-Free Indoor Air](#) in the Uwide Policy Library.

## Student Responsibilities

Students are responsible for complying with policies in this catalog and other policies of the University. Advisers and staff are available to provide guidance, but students are responsible for their choices, including selecting courses that fulfill requirements for their academic programs. For the complete policy, see [Teaching and Learning: Student Responsibilities](#) in the Uwide Policy Library.

## Student Right-to-know Act

Under federal law, students may receive information about campus security and about graduation and retention rates at the Twin Cities campus at [www.irr.umn.edu/SRTK](http://www.irr.umn.edu/SRTK).

## Suspension

See [Probation](#).

## Transcripts

See [Grading and Transcripts](#).

## Transfer of Credit/Credit Evaluation

See [Admissions](#) in the General Information section of this catalog.

## Undeclared Major

See [Declaring a Major](#).

## Withdrawal From a Course

See [Discretionary Course Cancellation](#) and [onestop.umn.edu](http://onestop.umn.edu).

## Withdrawal From the University

If a student wishes to withdraw from the University, either temporarily or permanently, there are many things to consider, including potential effects on financial aid. Students should talk to a One Stop counselor and consult the “withdrawing from the University” checklist at [onestop.umn.edu](http://onestop.umn.edu).

See also [Leave of Absence](#).

