



UNIVERSITY OF MINNESOTA | CROOKSTON

2011-2013 Catalog

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Note: Information in this catalog PDF is current as of June 2011 and is subject to change without notice. Many departments make changes in their degree requirements and course descriptions between updates of the catalog PDF. Please confer with your adviser, and refer to the online catalog, www.catalogs.umn.edu/umc, for the most up-to-date information.

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The University of Minnesota, Crookston is located in the northwest corner of the state.

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or 1-800-862-6466

FAX: 218-281-8575

TTY: 218-281-8565

2011-2012 Academic Calendar

Fall Semester 2011

August 23	Fall semester classes begin
September 5	Labor Day holiday
October 14	In-Service Day (no classes/offices open)
November 24-25	Thanksgiving holiday
December 9	Last day of instruction
December 12-15	Final examinations
December 15	End of fall semester

Spring Semester 2012

January 9	Spring semester classes begin
January 16	Martin Luther King Jr. holiday
February 20	Presidents Day (no classes/offices open)
March 12-16	Spring break
April 6	Floating holiday
April 30	Last day of instruction
May 1-4	Final examinations
May 4	End of spring semester
May 5	Commencement

May Session 2012

May 7	May session begins
May 25	May session ends

Summer Session 2012

June 4	Summer session begins
July 4	Independence Day holiday
July 27	Summer session ends

2012-2013 Academic Calendar

Fall Semester 2012

August 28	Fall semester classes begin
September 3	Labor Day holiday
October 12	In-Service Day (no classes)
November 22-23	Thanksgiving holiday
December 14	Last day of instruction
December 17-20	Final examinations
December 20	End of fall semester

Spring Semester 2013

January 14	Spring semester classes begin
January 21	Martin Luther King Jr. holiday
February 18	Presidents Day (no classes/offices open)
March 18-22	Spring break
March 29	Floating holiday
May 6	Last day of instruction
May 7-10	Final examinations
May 10	End of spring semester
May 11	Commencement

May Session 2013

May 13	May session begins
May 27	Memorial Day holiday
May 31	May session ends

Summer Session 2013

June 10	Summer session begins
July 4	Independence Day holiday
August 2	Summer session ends

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University of Minnesota Mission

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.

Small Campus. Big Degree.

Choosing a college is a challenge, and finding the right fit for you is the key. Here at the University of Minnesota, Crookston we take pride in providing a world-class, technology-enhanced education in a friendly, close-knit campus setting. Our talented faculty members not only serve as teachers and facilitators, they also provide the kind of professional advising and mentorship that make all the difference in your college experience. Personal attention and the University of Minnesota brand of excellence are hallmarks of our campus. They are the core essence of what we mean by “Small Campus. Big Degree.”

As chancellor, I encourage you to take a very active role in your education and to learn as much as you can about our people and programs. Opportunities for you to excel can be found at every turn.

Explore your future career as you develop your critical thinking skills and creativity. Then, take that a step further through our internship program, where you'll get real career experience. Our academic programs emphasize an applied, career-oriented approach to teaching and learning that combines theory, practice, and experimentation. You'll also have opportunities to conduct actual research through our undergraduate research program and to challenge yourself through our honors program.

Develop the vital technology skills employers seek using your campus-issued laptop computer and the technology applications integrated throughout the curriculum. It's a substantial added value to your education. Employers who hire University of Minnesota, Crookston alumni constantly comment on our graduates' comfort with and knowledge of technology.

Gain global and diverse perspectives as you learn and work with students from more than 25 countries. It's increasingly important to develop an understanding of diversity, cultural issues, and international viewpoints. Every day you'll expand your world view and develop relationships with people from across the globe. You'll also want to consider the numerous opportunities to study abroad.

Become a leader. Joining a club, organization, or athletics team provides direct leadership and team building experience. With 40 student organizations and multiple teams participating in Division II athletics, you'll find many ways to channel your interests and gain valuable experience.



Discovering your passion at the University of Minnesota, Crookston will prepare you for future success. Please know that our focus is on helping you achieve success, whether you are learning on campus or online. Let us know when you have questions and how we can help. As a campus, we are committed to your success, and we all take pride when you reach and exceed your potential. We wish you only the best.

A handwritten signature in cursive script that reads "Charles H. Casey".

Charles H. Casey
Chancellor

Campus Mission

(Adopted by the Board of Regents, May 2007)

The University of Minnesota, Crookston (UMC), is integral to the University's statewide land grant mission. The Crookston campus provides its unique contribution through applied, career-oriented learning programs that combine theory, practice, and experimentation in a technologically rich environment. UMC connects its teaching, research, and outreach to serve the public good.

Core Values:

Integrity	Practicing honesty, fairness, and respect
Excellence	Supporting quality teaching, research, and service
Diversity	Respecting differences in ideas and community
Innovation	Promoting discovery through creative and critical thinking
Learner Centeredness	Promoting growth and leadership

Vision:

(Strategic Positioning Report, November 2006)

The University of Minnesota, Crookston is unique in the region, providing access to world-renowned teaching and research and serving as a regional hub for:

- Undergraduate education leading to a University of Minnesota diploma;
- Technology applications in higher education;
- Innovation, entrepreneurship, and regional sustainability;
- Leadership development; and
- Global and diverse cultural experience.

Accreditation

UMC's degree programs are accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The campus received its most recent accreditation in 2006 with the next comprehensive evaluation scheduled for 2016. In 2011, the campus was approved by the HLC to move to the Academic Quality Improvement Program (AQIP) as the evaluation process for its accreditation. AQIP is structured around quality improvement principles and processes, involving goal setting, networking, and accountability. Through AQIP, accreditation is a continuous process with an emphasis on analytics and evidence-based decision making to help the campus improve quality and showcase effectiveness. Visit the HLC website at ncahlc.org or contact them at Suite 2400, 30 North LaSalle Street, Chicago, IL 60602 (312-263-0456).

The Community

Crookston, Minnesota, is a friendly, welcoming community with a population of roughly 8,000 citizens. The city, with its historic downtown, lies on the banks of the Red Lake River in the heart of the Red River Valley, one of the richest and most diversified agricultural regions in the United States. The area surrounding Crookston is primarily a riverland region, but unique lakes such as Red Lake and Lake of the Woods are within driving distance.

When Crookston was incorporated in 1879, it was named for Colonel William Crooks, chief engineer of the railroad. The economic foundation of the area was originally based on fur and lumber trade but quickly changed to agriculture.

Today Crookston serves as the county seat of Polk County as well as a regional economic center. Healthcare facilities include a modern community hospital, two medical clinics, a mental health center, a chemical dependency treatment facility, and several dental clinics. Among its industrial enterprises are the largest plant for edible sunflower seed processing in the United States and one of the largest plants for sugar beet processing in the world. Other industries include a metal fabrication plant and a city bus manufacturer.

The community has abundant recreational facilities, including a regulation 9-hole golf course, a movie theater, a multipurpose sports center including three sheets of ice and seasonal turf, an indoor community swimming pool, an outdoor athletic complex with multiple softball diamonds and tennis courts, and several city parks. Crookston's location provides opportunities for hunting, fishing, cross-country skiing, bird watching, and other outdoor activities.

The campus and community are located in an area sometimes referred to as the tall grass aspen parkland, where prairie and forest meet. This feature allows broad exposure to several distinct ecosystem types and agricultural land uses. The Nature Conservancy's Glacial Ridge Project is located 15 miles east of Crookston. This project, the largest of its kind in North America, will protect and restore up to 35,756 acres of wetland and prairie habitat.

Located a short 25 miles west of Crookston are Grand Forks, North Dakota, and East Grand Forks, Minnesota. These two cities have a combined metro population of about 65,000 and offer a myriad of entertainment, shopping, and other services,

including the Columbia Mall, the Alerus Center, the University of North Dakota, and Grand Forks International Airport. Located 150 miles to the north is Winnipeg, Manitoba, Canada, a vibrant cultural center.

Facilities

The 108-acre campus is located on the northern edge of the city of Crookston. U.S. Highway 2 borders the west side of campus. The attractive grounds include flower gardens bordering a spacious mall and a natural history area containing virgin prairie land.

The college has many well-equipped, special purpose laboratories to support its instructional programs, and the technology-enabled classrooms feature projection systems as well as Internet access at every student seat. The campus enjoys comprehensive wireless connectivity. Instruction is supported by computer, Internet, and interactive television connections to other higher education institutions and schools.

Facilities built within the last decade include two recently completed apartment-style residence halls (2006 and 2009), which house a total of 67 apartments. Each has two bedrooms that share a common kitchen and living room area. They are air-conditioned and have full-size refrigerators, microwaves, and dishwashers. All apartments are fully furnished and have wired and wireless Internet access. Other new and/or updated buildings include the Sargeant Student Center (completed in 2005), home to the UMC Bookstore, Bede Ballroom, and spacious student lounges; the Kiehle Building (renovated in 2003), which features a 520-seat auditorium/theater; an indoor animal science arena and equine arena and stables; an outdoor recreational and athletic complex; a horticulture complex, with four crop production greenhouses; an environmental science facility; and an early childhood center.

The Crookston campus offers significant expertise in research, community outreach, and regional economic development. It serves as a regional hub for various University of Minnesota programs and other collaborative and independent public service entities:

- The Northwest Research and Outreach Center acquires, interprets, and disseminates research knowledge for agricultural and other constituencies.
- The University of Minnesota Extension Service's Crookston Regional Center delivers high-quality, relevant educational programs to citizens and communities.
- The Northwest Regional Sustainable Development Partnership connects regional and University resources to develop a sustainable future for the region.

- The U.S. Department of Commerce's Economic Development Administration (EDA) Center for the State of Minnesota conducts applied research, provides direct technical assistance, and delivers educational programs to economic development agencies supporting rural communities throughout the state.
- The Center for Rural Entrepreneurial Studies (CRES) encourages entrepreneurship through educational leadership, applied research, and insightful consulting by engaging the students, faculty, and research facilities of the University of Minnesota, Crookston with regional entrepreneurs.
- The Center for Sustainability works with the campus, community, and region to provide leadership and outreach for initiatives and issues related to environmental sustainability.
- The Agricultural Utilization Research Institute, a public non-profit corporation, develops new uses and new markets for agricultural products.
- Valley Technology Park, operated by the City of Crookston, is a small business incubation facility.
- The Retired Senior Volunteer Program (RSVP) matches the skills and experiences of volunteer retirees to community needs.
- The Minnesota Rural Health Association (MRHA) helps educate rural citizens, health care providers, and organizations about public policy issues.

Policies

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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 Center, 200 Oak Street S.E., Minneapolis, MN 55455 (612-624-9547; eoaa@umn.edu; www.eoaffact.umn.edu).

To request disability accommodations, contact the UMC Office for Students With Disabilities (218-281-8565).

Access to Student 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, postal address, electronic (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 information. To do so, they must notify the records office on their campus.

Students have the right to review their educational records and to challenge the contents of those records. Regents policy is available for review on the web at umcrookston.edu/policies; at 333 Science Teaching & Student Services building, 222 Pleasant Street S.E., Minneapolis; and at records offices on other campuses of the University. Questions may be directed to the One Stop Student Services Center, (612-624-1111; toll-free from outside the Twin Cities metropolitan area at 800-400-8636; or 612-626-0701, TTY for hearing-impaired students only). Students are responsible for updating their personal information. This can be done online through the “Personal Information” link at umcrookston.edu/onestop.

Immunization—Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record. This form, which is sent along with the official University admission letter, must be filled out and returned to the UMC Student Health Service within 45 days after the beginning of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form.

Student Right-to-Know Act—Under federal law, students may receive information about campus security and about graduation and retention rates at the Crookston campus at irr.umn.edu/SRTK.

Tobacco Free Campus Policy—Effective January 1, 2009, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University owned, operated, or leased properties and in University owned, leased, or operated vehicles by employees, students, or visitors.

Email as the University's Official Means of Communication—University assigned student email accounts are the University's official means of communication with all students. Students are responsible for all information sent to them via the University assigned email account. If a student chooses to forward the University email account,

she or he is still responsible for all information, including attachments, that is sent to the University email account.

Class Cancellation or Schedule Changes—The University reserves the right to cancel, postpone, limit registration, split or combine classes, and change instructors and/or class locations. Classes with insufficient registration may be canceled; register early to minimize the chances of your course being canceled. If your class is canceled, immediately contact the department offering the class to see if other arrangements have been made. If a course is canceled by the University, your registration in that course is automatically canceled. Changes in course information are posted online at onestop.umn.edu/registration.

Admission

Admission Requirements for Degree-Seeking Students

Enrolling an academically qualified, diverse student body is essential to UMC's mission. The academic and social environment of the campus is greatly enhanced by a diverse student body, and students are better prepared to thrive in a multicultural world.

Freshmen

Students are considered freshmen if they are still high school students or if they have earned fewer than 24 college semester credits. Students who have not been granted a standard high school diploma must pass the GED test before they are admitted as regular students. Minnesota residents age 19 or older can take the test at the UMC Career and Counseling Services office. This office is also an ACT Assessment residual testing site for students who were unable to test on a national test date.

Admission decisions are based on an overall assessment of the following factors.

Automatic Acceptance—Students who meet the following requirements are automatically admitted (the admission application is available at umcrookston.edu/apply):

- Successful completion of a high school or college preparatory program
- Grade point average (minimum 2.00 GPA)
- ACT or SAT scores (minimum 21 ACT or 980 SAT)
- Strength of the student's curriculum through high school graduation, including courses that exceed the core subject requirements and any advanced courses (honors, AP, IB, college level)

Additional Review Factors—Students who fail to meet minimum requirements of GPA and ACT or SAT scores will be referred to the Admissions Committee for an admission decision, where the following factors also will be considered:

- Evidence of exceptional achievement, aptitude, or personal accomplishment not reflected in the student's academic records or standardized test scores
- A pattern of steady improvement in academic performance
- Participation in extracurricular college preparatory programs (MEP, PSEO, Talent Search, Upward Bound, Admission Possible, and others)

Transfer Students

Students from postsecondary institutions or those with appropriate military schooling may transfer to UMC and receive advanced standing credit. Students are considered transfer students if they have earned 24 or more college semester credits. If they are high school students and are enrolled in PSEO, College in the Schools, or have earned AP credit, they are still considered freshmen. To obtain an application for admission, contact the Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716 (218-281-8569) or go to umcrookston.edu/apply.

Primary Review Factors:

- College GPA (minimum 2.00 GPA)
- Transfer students with fewer than 24 earned college credits will need to submit an official high school transcript, ACT or SAT scores, and official transcript(s) from (all) previous college(s).
- Transfer students with 24 or more semester credits will need to submit official transcript(s) only from all previous college(s).

Applicants who have completed any college study, satisfactorily or unsatisfactorily, must request that an official transcript from every school attended be sent directly to the Office of Admissions. Students may not register until all transcripts are received and admission is granted.

Individuals who have completed studies at vocational institutes, technical colleges, nonaccredited private institutions, or military schools may transfer credits, within their academic discipline, to UMC. Students should contact the transfer specialist, Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716 (218-281-8566) for questions about credit transfer. See additional transfer information on page 10.

Conditional Admission

Students who do not meet the requirements for regular admission may still qualify for UMC's Conditional Admission program. Students who wish to be considered for conditional admittance are encouraged to apply early as the Conditional Admission program has a limited number of spaces available. Conditional admission is designed to give entering students the best chance to succeed at college. In addition to the regular enrollment process, conditionally admitted students must:

1. Register for a maximum of 15 credits their first semester.
2. May not add a class after the 100 percent refund period for the term or part-term (e.g., after days 1–5 of a 16–week semester).
3. Register for GNED 1000—Seminar for New Students and attain a final grade of at least a C.
4. Meet with their academic adviser and complete the Academic Action Plan (AAP).
5. Meet with staff from the Academic Assistance Center (AAC) for additional guidance and preparation.
6. Return the completed AAP with all required signatures to the Office of the Registrar by 3 p.m. on Friday of the second week of class.
7. Beginning with the second week of classes, must spend a minimum of two hours per week in study at the Academic Assistance Center. This study time may be augmented or replaced by meeting with a tutor for two hours per week. Participation and attendance will be verified.

Failure to Complete Specific Requirements

- Students who fail to meet Requirement 2 will be required to re-register for the course their next semester of enrollment until successfully completed.
- Failure to complete the AAP as outlined in Requirements 3, 4, and 5 will result in a Hold being placed on the student's academic record. Students forfeit the right to register for next semester's classes during their regularly scheduled queue time and are required to register during the open registration period after all other returning students have registered.
- Academically suspended students who do not complete Requirements 5 and 6 will not be eligible for the automatic readmittance provision of the Academic Contract.

The Academic Assistance Center will provide a list of students who have not attended conditional admit tutoring sessions to the registrar. Any of these students who are suspended will not be eligible for automatic readmittance.

Admission Procedures

To be considered for admission, applicants must:

1. Submit a completed UMC admission application (available at umcrookston.edu/apply)
2. Submit a nonrefundable common application fee of \$30
3. Request that the appropriate official transcript(s) from the following list be sent directly to the UMC Admissions Office:
 - a. **Freshmen**—official high school transcript or General Education Diploma (GED) scores
 - b. **Transfer students with fewer than 24 semester credits attempted**—official high school transcript and official transcript(s) from previous college(s)
 - c. **Transfer students with 24 or more semester credits attempted**—official transcript(s) from previous college(s)

- Submit ACT test scores if a freshman or transfer student with fewer than 24 semester credits attempted. UMC's college code is 2129.

Admission decisions are not made until applications are complete (i.e., application, \$30 application fee, official transcripts, and test scores submitted).

Application Deadline

All completed application materials (application, \$30 application fee, official transcripts, test scores) must be received by the Admissions Office at least five days prior to the start of the semester.

Out-of-State Students

Under reciprocity agreements, residents of North Dakota, South Dakota, Wisconsin, and Manitoba who attend UMC may pay a specially designated tuition rate. Reciprocity application forms are available online at the Minnesota Office of Higher Education's website, www.getreadyforcollege.org/hesod/reciprocity/apply1.cfm or from the appropriate office listed below.

North Dakota Residents—Reciprocity Program, North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58501

South Dakota Residents—Reciprocity Program, South Dakota Board of Regents, Box 41, Brookings, SD 57007

Wisconsin Residents—Reciprocity Program, Wisconsin Higher Education Aids Board, 137 East Wilson Street, Madison, WI 53707 (Wisconsin reciprocity does not cover online courses; resident tuition rates will apply.)

Manitoba Residents—Office of Admissions, University of Minnesota, 170 Owen Hall, Crookston, MN 56716

International Students

Bachelor's Degree Programs—To be admitted, international students must have completed studies equivalent to those required to graduate from high school in the United States. To apply for admission, prospective international students must submit the following:

- An application for admission. (Apply using either the PDF application for mailing, or the online application, both available at umcrookston.edu/apply.)
- A declaration and certification of finances (umcrookston.edu/apply)
- A \$30 nonrefundable application fee in U.S. currency
- Official transcripts of high school or equivalent education in the original language and in English translation unless transferring from a college or university
- Official college transcripts in the original language and in English translation

A course-by-course evaluation of non-U.S. university credentials is required for students wishing to transfer in courses taken outside of the U.S. UMC accepts credit evaluations conducted by any institution that is a member of NACES. See www.naces.org/members.htm for a list of organizations. There are additional costs associated with this service, payable directly to the company conducting the credit evaluation. The company will convert educational credentials from any country in the world to the U.S. equivalents.

- ACT, SAT, or other standardized college entrance admission test scores (www.ets.org) if the international student is a native English language speaker (International students whose first language is English are not required to submit TOEFL scores.)
- English proficiency test scores if you are from a non-English speaking nation. The University of Minnesota, Crookston requires all non-native English-speaking students to demonstrate sufficient command of the English language necessary to succeed in college level classes taught in English. This proficiency must be demonstrated by results of the Test for English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB).

Test	Minimum Score
TOEFL computer based	190
TOEFL paper based	520
TOEFL Internet based	68
IELTS	5.5
MELAB	75

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

TOEFL

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

IELTS

Visit the IELTS website to locate the nearest IELTS testing center.
www.ielts.org

MELAB

MELAB Testing Program
500 East Washington Street
Ann Arbor, MI 48104-2028
1-866-696-3522
www.lsa.umich.edu/eli/testing/melab

Admission Requirements for Non-Degree-Seeking Students

Post Secondary Enrollment Options Act (PSEO)

To participate in the on-campus or online PSEO program, students must be juniors or seniors in a Minnesota public, private, charter, or home school and have a minimum cumulative high school GPA of 3.00. Each applicant is reviewed individually based upon a number of criteria, including high school GPA, class rank (when available), college aptitude test scores (when available), high school counselor/principal recommendation, and other factors that demonstrate a student's maturity and academic preparedness for college coursework. Students may not enroll in remedial, developmental, or other courses that are not college level. Students must earn a minimum UMC GPA of 2.00 to continue their enrollment at UMC. Students interested in the PSEO program should contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569). Applications are available at umcrookston.edu/pseo.

College in the High School Program (CIHS)

Students must have achieved junior status in their high school and have a minimum cumulative high school GPA of 3.00 in order to be admitted and registered to earn UMC course credit in the CIHS Program. School districts must be approved by UMC in order to participate. Students should contact their high school principal to verify that their high school has UMC approval to participate. CIHS students must maintain a minimum UMC GPA of 2.00 each term to continue enrollment at UMC. Students interested in the program should contact the Center for Adult Learning, University of Minnesota, Crookston, MN 56716 (218-281-8677; umcrookston.edu/cihs).

Non-Degree Students

Persons who have graduated from a recognized high school, or have the educational equivalent and demonstrate ability to succeed in college-level work, but who are not interested in seeking a degree, may attend the University as “non-degree” students. Admission criteria are more flexible than for degree-seeking students; all other campus policies, including maintaining satisfactory academic progress apply. Each case is considered on its own merits. Dependent on academic qualifications, some non-degree students may be admitted on academic probation.

Non-degree students must pay their account balance in full by the first billing due date or their classes will be canceled. Non-degree students are not eligible for student financial aid or for degree candidacy, although they may later seek a degree.

For information about changing classification from non-degree to degree candidate, or to obtain a form to apply for non-degree student status,

contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569; umcrookston.edu/nondegree).

Senior Citizen Education Program (SCEP)

Minnesota residents age 62 or older may enroll in University of Minnesota classes when space is available after all tuition-paying students have been accommodated, provided they have completed specified prerequisites. Those taking a course without credit pay no fees unless materials or other special charges are required. Those taking a course for credit pay \$10 per credit as well as any special fees. For more information, contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218-281-8548).

Planning to Transfer?

Transferring to UMC

(See UMC's specific Transfer Credit Policy on the following page.)

Minnesota's public colleges and universities are working to make transfer easier. Students can help if they PLAN AHEAD, ASK QUESTIONS, and USE mn.transfer.org/cas. Students may also call 218-281-8569 to ask about our transfer agreements.

U.Select

(Formerly Minnesota Course Applicability System—MnCAS)

U.Select is an online student transfer support system collaboration between the University of Minnesota and the Minnesota State Colleges and University (MNSCU) system. Students can find out how credits will transfer between different MNSCU institutions using U.Select. This free, web-based system grants access to accurate, up-to-date information about how courses will transfer and apply to a degree program. Students can access U.Select at <https://www.transfer.org/uselect>.

Understanding How Transfer of Credit Works

- The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and receiving institution can affect the transfer of the credits students earn.
- “Like” transfers to “like.” Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level.
- Not everything that transfers will help students graduate. Baccalaureate degree programs usually count credits in three categories: liberal education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”
- Students who change their career goal or major may not be able to complete all degree requirements with the usual number of graduation credits.

Applying for Transfer Admission

- Application for admission is always the first step in transferring. Students should fill out the application as early as they can prior to the deadline. Enclose the application fee. Applications are available at umcrookston/apply.
- Applicants should request that official transcripts be sent from every institution they have attended. They may be required to provide a high school transcript or GED test scores as well.
- Students should recheck to verify that all the necessary paperwork they have requested has been supplied to the UMC Office of Admissions. UMC makes no decisions until all required documents are in the student's file.
- Students who have heard nothing from the Office of Admission after one month should call to check on the status of their application.
- Students who have been notified that they have been accepted for admission will have their transcript(s) evaluated by UMC's transfer specialist, who will send to the student an Academic Progress Audit System (APAS) report showing how their courses meet specific degree requirements. How individual courses specifically meet degree requirements may not be decided until the student arrives for orientation or has chosen a major.
- Students who have questions about their transcript evaluation should call the Office of Admissions and ask to speak with the transfer specialist. Students who are not satisfied can appeal. See "Rights as a Transfer Student."

Rights as a Transfer Student

Transfer students have the right to:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeal process.
- At the student's request, a review of their eligibility for financial aid or scholarships.

Usual appeal steps are:

1. The student fills out an appeal form. Supplemental information students provide to reviewers (a syllabus, course description, or reading list) can help.
2. The department or committee reviews the appeal and supplemental information.
3. The student receives, in writing, the outcome of the appeal.
4. If unsatisfied, the student may appeal the decision to UMC's vice chancellor for academic affairs.

For help with transfer questions or problems, contact or visit the campus transfer specialist.

UMC's Transfer Credit Policy

Transfer Principles—The University of Minnesota, Crookston transfer credit policy is designed to facilitate the transfer of students and credits, assure maximum utilization of prior

learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. UMC routinely accepts general education courses in transfer and also accepts transfer courses that are appropriate for application to the college mission of delivering applied, career-oriented academic programs. The University distinguishes between the acceptance of transfer courses for University transfer credit and the application of said credit toward University degree requirements. Acceptance of transfer courses and the award of University transfer credit shall not express or imply that all transfer credit will be fully applicable toward degree requirements.

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 UMC coursework; and the appropriateness of the coursework for meeting baccalaureate degree requirements at UMC. Determination of the institutional source and quality of course work, as reflected by the accreditation held by the originating institution, shall be the overarching criteria used to assess the eligibility of a course for evaluation and the award of University transfer credit. While course work from both collegiate and non-collegiate originating institutions may be considered in this process, each must meet the test of accreditation by a University recognized national, regional, or professional accrediting body. Transfer credit may also be considered for courses taken at institutions that lack regional accreditation but have been accredited by specialized agencies. Students who wish to receive transfer credit for courses taken at institutions without regional accreditation must provide documentation that the courses are equivalent or comparable to UMC courses.

Appropriate coursework from internationally recognized foreign colleges and universities will transfer for credit. 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.

General Transfer Guidelines

- Credits earned in courses comparable to those offered by UMC will usually transfer routinely.
- 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.

- 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 department 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, DAN TES) will be accepted based on existing UMC policy.
- UMC will accept transfer coursework from regionally accredited community/junior colleges, technical colleges/institutes, proprietary technical colleges, business colleges, military schools, industry-based education programs, and similar postsecondary schools. Coursework completed at postsecondary institutions holding national or professional accreditation from an association recognized by the Council on Postsecondary Accreditation (COPA) are also eligible for evaluation and University transfer credit. In lieu of regional accreditation, determination must be made that instruction is collegiate level and appropriate for UMC’s mission before credit is awarded. While some technical courses from institutions so accredited may be consistent with the technical aspects of curricular offerings of selected University departments, other courses (e.g. barber and beauty school courses) clearly are not and transfer credit would not be awarded for these courses.
- While an initial transfer course evaluation will, in most cases, lead to a determination of the appropriate University transfer credit award (i.e. credit and the type of credit to be awarded or no credit awarded), some courses will be referred to designated instructional department faculty for further review and a final decision. Instructional department faculty will review the course and issue a final decision (i.e. credit and type of credit to be awarded or no credit awarded).
- Students are generally awarded only lower division credit for courses completed at two-year institutions (community and junior colleges). Departments seldom award upper division credit and typically do so only after the student has completed a validation examination at UMC.

Appeal of Transferability or Course Equivalencies

—The ultimate authority for transfer of credit rests with the head of the department through which similar courses are offered at UMC. Students who wish to appeal the evaluation or transferability of a course may do so through the appropriate department head. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the other institution’s catalog, examples of work).

Prior Associate or Baccalaureate Degrees

—UMC will honor an AA degree from any regionally accredited college or university, including public and private institutions in other states. Students with an AA degree from such an institution will be exempt from UMC’s lower division liberal education requirements. Students with a two-year degree other than an AA (for example, an Associate of Science or an Associate of Applied Science) are not exempt from liberal education requirements on the basis of their degrees unless approved for an exception by the Liberal Arts and Education department head. Such students will receive a course-by-course evaluation of their transfer credit that will indicate applicability of their courses to UMC liberal education requirements. Students who have a bachelor’s degree from a college or university accredited by one of the regional accrediting agencies (or an equivalent bachelor’s degree from a foreign institution), who wish to pursue an additional undergraduate degree will be exempt from all general education requirements at UMC. Students may not earn a second degree with the same major as they earned in their first degree. Students who have completed or been exempted from the liberal education requirements are not exempt from specific course requirements for their majors, even if those courses may be used to satisfy liberal education requirements at UMC.

Change of College or Status Within the University

Students who wish to change from one college, school, or campus of the University of Minnesota to another must meet the requirements of the unit to which they are transferring. Application for transfer should be made at the registrar’s office on the campus where students are currently or were last registered. Students should apply as far in advance of the date of transfer as possible.

Student Experience and Parent Programs

Academic Advisement and Registration for New Students

Upon admittance, newly admitted students receive information from the Student Experience and Parent Programs regarding academic advisement, registration, and orientation. All new students must attend Academic Advisement and Registration and pay the first-time registration fee. At Academic Advisement and Registration, students become acquainted with the campus, discuss academic plans with faculty, select courses, and register. Students admitted for the fall term are invited to attend a one-day session held in the spring and in the summer; students admitted for the spring term attend a one-day session before the term begins.

New Student Orientation

The New Student Orientation program for the fall term begins four days before the first day of class and provides opportunities to enhance academic and personal success. Attendance at orientation is required for first-year, degree-seeking freshmen and transfer students. UMC's orientation program introduces new students to the University's academic, curricular and co-curricular, social, and student services components. Students move into residence halls, meet classmates, meet faculty advisers, attend success seminars, and receive their notebook computers. Through involvement in a small orientation group, students 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 a significant member of the UMC community. Students will receive more information regarding the fall New Student Orientation after they attend Academic Advisement and Registration in the spring and in the summer.

Parent Program

UMC endeavors to keep parents and family members informed about what is happening with their student's college career. Incoming freshmen and transfer students' parents and family members are invited to participate in the Parent Program, which is held concurrently with the Academic Advisement and Registration and New Student Orientation programs.

Expenses for 2011-12

Tuition—Tuition for the 2011-12 academic year is \$372.85 per credit with tuition banding starting at 13 credits (no charge for additional credits). The average credit load is 15 credits per term. Residents of North Dakota, South Dakota, Wisconsin, and Manitoba may apply for reciprocity privileges and pay a tuition rate equal or comparable to the resident rate. Residents of other states and Canadian provinces are assessed the in-state/resident rate.

Student Services Fee—\$201.25 (for students taking 6 or more credits per term). A breakdown of this fee can be found at umcrockston.edu/studentservicefee.

Orientation Fee—\$75 (required of all degree-seeking students enrolled for the first time and taking 6 or more credits).

International Student Fee—\$100 charged each term to international students, excluding those from Canada, for programs to assist in their transition to and retention at the University.

Transcript Fee—\$12 for each official transcript; \$10 for rush service.

Collegiate Fee—Students registered for 0.5 or more credits pay a technology access fee of \$250 per semester. This fee supports technology infrastructure, network equipment, printers, classroom technologies, projectors, salaries, and other technology services.

Durable Goods Fee—Students registered for 6 or more credits pay a notebook computer fee of \$250 per semester. This fee will support the notebook computer lease, the notebook computer gifting program, and other administrative and support services associated with the notebook computer program.

Course Fees—Course fees are charges in addition to the instructional fee (tuition) and other specific fees (e.g., student service fee, technology). These fees are assessed to all students enrolled in a specific course. They help defray additional costs of certain courses, such as the purchase of materials retained or consumed by students, individual lessons, distance education, and the provision of services or products purchased and provided to students. A list of specific courses and their respective fees can be found at umcrockston.edu/coursefees.

Special Fees—Certain physical education and laboratory courses may be charged towel and equipment or science laboratory breakage fees.

Estimated Costs—The approximate cost for a Minnesota resident living on campus during the 2011-12 academic year is \$21,146. This figure includes tuition, Meal Plan A, room, fees, books, and supplies. Personal expenses, such as clothing, entertainment, and travel, are not included in this amount. Students should allow from \$800 to \$1,500 for these costs.

Estimated semester expenses for 2011-12 (based on 13 or more credits)	
Board and Room	\$3,382
Tuition	\$4,847
Student Service Fee	\$201
Collegiate Fee	\$250
Durable Goods Fee	\$250
Books and Supplies	\$500
Cost per semester	\$9,430

Late Fees—Students who register during the first and second week of class must pay a late registration fee of \$50. For students registering after the second week of class, the late registration fee rises to \$100. If a student does not pay the total tuition and fees owed by the first due date of each semester, a \$35 installment fee is assessed each month, not to exceed \$70. Students will also be charged a late fee of \$30 if they pay less than the minimum payment due (33 percent by the first billing statement due date, 50 percent by the second billing, and 100 percent by the third billing). Late fees accrue monthly.

UM Pay—UM Pay, the University’s electronic billing and payment system, is the official means of generating tuition bills to all enrolled students. (The University does not send paper bills.) UM Pay allows students to view and pay their bills online by direct debit from their bank checking or savings account, by credit card payment (not VISA), or by setting up authorized payers (such as parents) to pay on their behalf. Students can download copies of their bill and view a history of electronic billings and payments. Students are notified by email when their bill is ready to view online. They can then use their University-assigned Internet ID and password to log in to UM Pay.

Credit Card Payment Information—Credit card payment is accepted from MasterCard, DISCOVER, or American Express credit cards.

VISA is not a participant.

- Credit card payment is available only as an online service of UM Pay. The University will not accept credit card payments through the mail, in person, or over the phone.
- If you or your authorized payer choose the credit card option, you will be required to pay a non-refundable service charge per transaction. The charge is 2.75 percent of the payment amount. For example, if you make a \$500 payment with a credit card, you will be assessed \$13.75.
- The service charge will appear as a separate line item on your credit card statement. All costs for choosing to pay with a credit card must be assumed by the student/authorized payer. The University does not receive, nor will it underwrite, any portion of the service charge.
- You will make your credit card payment through the services of a University vendor, infiNET, on their secure website. Directions are provided online. You will be asked to confirm the total of the payment amount plus the service charge before the payment is finalized. The vendor, infiNET, maintains a record of your payments for your future reference.

Financial Aid and Scholarships

UMC’s financial aid program provides assistance to students who would otherwise be unable to afford a college education. Financial aid is available for both full- and part-time study.

Application

Students can apply for financial aid before being admitted to UMC; however, student aid will not be packaged and a Financial Aid Award Notification (FAAN) will not be produced until the student has been admitted. Students must submit a completed Free Application for Federal Student Aid (FAFSA) to be considered for aid. UMC’s deadline for priority consideration for the academic year (August–May) is the preceding March 1. Students are encouraged to apply before the priority date, because many funds are distributed on a first-come, first-served basis. Applications received after the priority date will be considered for any remaining funds.

Students should submit their FAFSA at least six weeks before the start of the term they plan to begin their studies. Students who enroll in classes that begin after the start of the semester, cannot be guaranteed consideration for financial aid unless they submit the FAFSA and any requested supporting documents to the Office of Financial Aid and Scholarships at least two weeks prior to the start of the class.

Students who submit their applications after the dates listed in the shaded box below are likely to experience delays in receiving aid for which they are eligible. Students should not assume that aid will be granted until they have been notified by the Office of Financial Aid and Scholarships.

Submit FAFSA by this date to be considered for:		
Term starting	All available aid (priority consideration)	Any remaining funds
Fall semester	March 1*	July 15
Spring semester	March 31*	October 15
Summer session	March 1*	April 15
*Of the preceding academic year (September–May)		

Eligibility

Financial aid is intended to supplement, not replace, family resources. Families should think of themselves as the primary source of college funds. UMC, government agencies, and other funding programs expect students to contribute as much as possible. Factors used in evaluating eligibility include parents’ annual income, family assets, family expenses, student’s income and assets,

family size, and the number of family members attending college. A higher financial contribution usually is expected from a family with a higher income. If special circumstances occur, such as divorce, death, or loss of job, and these are not reflected on the FAFSA, students should contact the Office of Financial Aid and Scholarships if they wish to file a special circumstances appeal.

A student's financial need is the difference between UMC's estimated cost of attendance and the amount the federal government expects the student and her or his family to contribute to her or his education. This expected family contribution (EFC) is calculated based on information submitted on the FAFSA. A subsequent process called "verification" may be required to complete your application.

The financial aid students receive is determined by financial need and eligibility criteria for various scholarships, grants, loans, and college work-study programs. Often, more than one source of funds is awarded to a student.

Each year new federal and state legislation impacts financial aid eligibility. Financial aid is not guaranteed from one year to the next. Students must apply each year and should not assume that they will be eligible for the same amount of aid awarded to them in previous years.

Scholarships

UMC is proud to award more than \$1 million in merit and specialty scholarships. Merit scholarships are awarded at the time of admission based on a combination of the student's ACT score and cumulative GPA (high school GPA for new high students and college GPA for transfer students). Merit scholarships are renewable for a second year with a UMC GPA of 3.30 or higher at the end of spring term.

There are a number of specialty scholarships awarded from UMC based on special interest, background, or ability. A separate online specialty scholarship application is required to be considered for these scholarships. The online application can be accessed from early January through February 15 at umcrockston.edu/financialaid. Committees from on and off campus select recipients of these specialty scholarships. They are not automatically renewable and students must submit an online application annually for consideration.

Athletic scholarships are determined at the discretion of the Athletic Department and its staff. Students must be enrolled full time (12 credits) to be eligible for all scholarships.

Students must report scholarships received from outside entities (civic organizations, churches, etc.) to the Office of Financial Aid and Scholarships. Contact the office for assistance on any questions regarding scholarships at 170 Owen Hall (218-281-8563) or online at umcrockston.edu/financialaid.

Satisfactory Academic Progress for Financial Aid Eligibility

To remain eligible to receive financial aid, students must make progress toward earning their degree and maintain at least a C average (2.00 cumulative GPA) in their selected curricula. Generally, students on academic probation are considered to be making satisfactory academic progress. Students placed on academic probation are automatically placed on financial aid probation. Suspended students, readmitted under the terms of an academic contract, are NOT considered to be making satisfactory academic progress and are not eligible for financial aid. However, students may petition and appeal their financial aid suspension status if there are extenuating circumstances that affected their academic progress. (Details of the Academic Progress Policy can be found on pages 33–35).

In addition to the Academic Progress Policy, students receiving financial aid must also meet the following five conditions:

1. Students must be registered for courses and cannot be suspended or dismissed.
2. Students in baccalaureate degree programs remain eligible for financial aid up to a maximum of 180 attempted semester credits or until they have earned a B.S. degree.
3. Students must successfully pass two-thirds of the credits they attempt as measured at the end of each review period.
4. Students must have a cumulative GPA of at least 2.00 at the end of each renewal period.
5. Suspended students who have been readmitted under the terms of the academic contract are not considered to be making satisfactory academic progress and will be placed on financial aid suspension.

Students who do not meet these requirements because of extenuating circumstances may submit a petition appealing the decision to the Office of Student Financial Aid and Scholarships, 170 Owen Hall.

Direct Deposit for Financial Aid Refund Checks

Financial aid refund checks can be directly deposited into a specified bank checking or savings account. To apply for this service, download and complete the "Direct Deposit Authorization for Student Account

Refunds" form located online at umcrockston.edu/financialaid. Completed forms should be returned to the Business Affairs Office at 121 Selvig Hall. After financial aid is applied to the student's account, they should contact the Business Affairs Office and request the refund to be directly deposited. Refunds are generally deposited in the student's account 48 hours after the request.

Student Affairs

The offices and departments that make up Student Affairs emphasize the uniqueness and worth of each individual and advocate services and methods that help each student develop his or her full potential. The campus environment promotes academic freedom and individual responsibility, with a diversity of persons and experiences. It also promotes participation in the University community with the goal of furthering holistic student learning and development.

Student Affairs contributes to students' educational development by providing programs and services that:

- promote students' increased self-understanding and personal development;
- improve students' understanding of their role and their responsibility to others, to society, and to themselves;
- assist students in overcoming barriers that may prevent them from completing their education;
- integrate students' classroom and non-classroom living and learning experiences within the University community;
- promote student understanding of, and appreciation for, a variety of human differences; and
- promote student understanding of the appropriate balance between the needs of students and the needs of the broader University community.

In addition, Student Affairs

- represents students' interests and needs to the administration and other relevant University policy-making bodies;
- provides efficient administrative services needed for student admission, orientation, and financial assistance;
- provides a variety of on-campus living and dining options to facilitate student attendance at the University;
- provides healthcare and wellness education and promotes healthy living by students;
- provides services and programs for students with special needs;
- provides counseling for students with intellectual, emotional, interpersonal, moral, social, and vocational development concerns;
- provides for the social, athletic, and recreational needs of students;
- provides security services to maintain a safe and secure living and learning environment;
- provides educationally relevant, non-classroom developmental, service, and leadership opportunities;
- assists students and student organizations to interact more effectively with the University community;
- provides a diversity of enriching opportunities and cultural experiences for all student groups; and
- assists students in clarifying career goals, exploring options for further study, and securing employment.

Academic Assistance Center/ Writing Center

UMC has two programs to help students achieve their academic goals: The Academic Assistance Center (AAC) and the Writing Center. Both programs are located in Owen Hall 270 and both are available to students at no charge.

The AAC recognizes that many students need additional skill-development or support to help them succeed. The Center is open to all UMC students and offers the following services:

- Peer tutoring
- Group tutoring
- Study groups
- Supplemental instruction
- Alternate testing site

The Writing Center assists students with any aspect of academic writing with the goal of deepening their understanding of writing strategies, sharpening their writing skills, and making them better writers so that they can achieve their academic goals. Some areas of assistance include:

- Getting started with a paper
- Creating thesis or topic sentence
- Defining writing strategies for specific audiences
- Refining research topics
- Citation styles
- Grammar and formatting
- Peer and professional feedback

Bookstore

The UMC Bookstore carries textbooks and supplies for all classes offered at UMC. In addition, the Bookstore carries a wide variety of general and reference books, UMC fashions and insignia gifts, and everything students need for graduation.

The Bookstore is located on the first floor of the Sargeant Student Center. Regular hours are 8 a.m. to 4:30 p.m. Monday through Friday. The Bookstore hosts extended hours for special campus events. For more information, visit the Bookstore online at www.crookstonbookstore.com.

Career and Counseling Department

The Career and Counseling Department offers career services; counseling; alcohol, tobacco, and other drugs (ATOD) programs; and disability services to all UMC students.

Career Services—UMC Career Services helps students develop, evaluate, and implement career plans. It provides resources and information that help students and alumni find career-related employment.

Services include:

- Full- and part-time employment listings on the GoldPASS System
- Internship seminar class
- Job fairs and internship

- Temporary and seasonal job listings
- Résumé development
- Job-search strategy workshops and meetings
- Interview practice sessions with Interview Stream
- Job fair information
- GED testing
- ACT residual testing
- CLEP testing
- Career interest, skills, and personality inventories
- Career and occupational exploration workshops
- Individual and group counseling for career planning
- Follow-up studies of previous graduates
- International job market information
- Computer assisted career planning programs

The Career and Counseling Department's hours are 8 a.m. to 5:30 p.m., Monday through Friday. For more information, stop by the Sargeant Student Center or call 218-281-8586 or 218-281-8585 for an appointment. The Career and Counseling Department's website can be found at umcrookston.edu/ccs.

Counseling Services—UMC offers professional counseling services for students with personal, social, mental, educational, and career development concerns. Consulting, outreach, evaluation, and research programs are also available. Counseling complements the academic life of students by helping them gain personal insights and more clearly define their plans for the future.

Services include:

- Individual counseling
- Group counseling
- Advocacy for student needs
- Crisis intervention
- Programs, seminars, and workshops
- Evaluation and referral resources

Alcohol, Tobacco, and Other Drugs (ATOD)

Program—This program provides UMC students with education and prevention programs that promote learning and development. The programs are comprehensive, coherent, based on theories and knowledge of learning and human development, and are responsive to special needs of individuals.

ATOD services include:

- Individual counseling
- Group counseling
- Crisis intervention
- Education and prevention classes, programs, seminars, and workshops
- Referral sources
- Alcohol and drug evaluations

For more information, contact the ATOD office, UMC, Sargeant Student Center, Crookston, MN 56716 (218-281-8586 or 218-281-8585; umcrookston.edu/atod).

Disability Services—UMC's Disability Services Office promotes and ensures program and physical access for students with documented disabilities and helps UMC personnel meet their obligations under state and federal statutes. The following services for enrolled and prospective students with documented disabilities are available upon request:

- Information about disability services at UMC
- Referral
- Individual orientation
- Counseling
- Career development assistance
- Academic accommodations
- Advocacy
- Faculty and staff consultation
- Educational programming related to disability issues

Students who require sign language interpreting services are encouraged to contact the Disability Services Office regarding the availability of those services in the region well in advance of the anticipated date of enrollment.

For more information, contact the Disability Services Office, University of Minnesota, Crookston, 270 Owen Hall, Crookston, MN 56716 (218-281-8587; Minnesota Relay Service, 1-800-657-3529; umcrookston.edu/disability).

Center for Adult Learning

UMC's Center for Adult Learning (CAL) provides learning opportunities for people and communities of practice, transcending geography, utilizing technology, and empowering personal and professional growth. Services include online undergraduate degrees, concurrent enrollment, College in the High School, Post Secondary Enrollment Options Online, and nondegree, for-credit workshops. CAL's specialized educational products can serve many geographic areas while emphasizing lifelong learning.

CAL prides itself on high quality educational services for nontraditional or continuing students, community organizations, and the workforce. UMC offers diverse adult learning activities to serve the needs of individuals, groups, organizations, and communities of northwest Minnesota and beyond. CAL does this through online courses, conferences and other educational program offerings. Outreach services provided by the Center are targeted to meet the needs of working professionals, organizations, businesses, industries, young adults, displaced workers, and senior citizens.

In addition to online degrees, CAL delivers online niche courseware and training to meet the needs of adult learners and an expanding workforce.

Online courses provide students with opportunities to continue their education without attending classes on campus. They offer interactivity with the instructor and other students, convenience of location and time of day, and independent learning

for motivated students. Online courses may be applied to UMC degrees or transferred to other institutions. The flexibility of online courses allows professionals who work rotating shifts to pursue an advanced degree.

Extended campus courses are available through partnerships with technical colleges and industry. Partnerships and locations include business partners and technical colleges in the region and throughout the state of Minnesota. These courses lead to the bachelor's degrees that are available entirely online at umcrookston.edu/online.

CAL also supports the Manufacturing Management Certificate, which can be applied to a future degree. The Manufacturing Management Certificate (credit) is for manufacturing and production employees seeking to advance to management and supervisory positions within the industry.

Office of Development & Alumni Relations

The mission of the Office of Development & Alumni Relations is to build lifelong connections and relationships that provide a margin of excellence for the University of Minnesota, Crookston.

The office coordinates fund-raising activities, including major gifts, annual fund drives, and special projects in conjunction with the University of Minnesota Foundation, a separate nonprofit organization that raises money and manages private gifts for the University of Minnesota system.

To make a gift to the Crookston campus, contact the Office of Development & Alumni Relations, University of Minnesota, Crookston, 115 Kiehle, 2900 University Avenue, Crookston, MN 56716 (218-281-8434).

Staying in touch with alumni, donors, and friends—through publications and special on-campus events including homecoming, recognition events, and reunions—is another important aspect of our mission. Connections are fostered and kept current through *The Torch*, the alumni magazine; *Alumni E-news*, our electronic newsletter; and the use of social media including Facebook, Twitter, YouTube, and LinkedIn.

Membership in the U of M, Crookston Alumni Association (UMCAA) is automatically granted to graduates. Students who have satisfactorily completed 12 credit hours of college work are also welcome as associate members.

For more information, visit the Office of Development & Alumni Relations' website at umcrookston.edu/alumni.

Dining Services

Dining Services provides the campus community with dining flexibility and convenience. It prepares a variety of nutritious and tasty foods for the campus community and off-campus visitors from

the first day of class each term through lunch on the last regularly scheduled day of final examinations. It also provides special event and catering services. Dining Services utilizes the U Card as both a meal plan card and debit card for cash purchases. Students, as well as faculty and staff, are welcome to purchase one of the flexible meal plans or block plans available. The Eagle's Nest Convenience Store is located on the first floor of Sahlstrom Conference Center and features a large selection of snack items. The Eagle's Nest hours of operation are 7 a.m. to 7 p.m., Monday through Thursday, and 7 a.m. to 4 p.m. on Friday. The Eagle's Nest is closed on weekends. Brown Dining Room (located on the second floor) offers a variety of main entrees and a full salad bar during the week, as well as theme dinners, special events, and steak nights throughout the term. Service hours for Brown Dining Room are 7:30 a.m. to 9 a.m. for breakfast, 10:30 a.m. to 1:30 p.m. for lunch, and 4:15 p.m. to 7 p.m. for dinner, Monday through Friday; and 11:30 a.m. to 1 p.m. for brunch, and 5 p.m. to 6:30 p.m. for dinner on weekends. For evening food service, the Evergreen Grill, located in Evergreen Hall, offers a wide variety of grill and sandwich items, beverages, as well as a small convenience store. Students can use their flex dollars or Eagle Bucks from the U Card's debit feature or pay with cash, check or credit card.

Office of Diversity Programs

The Office of Diversity Programs helps students of diverse cultural, ethnic, racial, and linguistic backgrounds adjust to the college environment. Its programs provide students with advocacy services, general counseling, and advising in personal, academic, and extracurricular activities. The office also serves the wider UMC community by providing opportunities for understanding and appreciating diversity by introducing and encouraging students to take advantage of several international education exchanges and activities offered by UMC. The office is located in the Student Center. Appointments can be made in person or by calling 218-281-8580.

Early Childhood Development Center

The Early Childhood Development Center is a comprehensive childcare facility offering early childhood programs for children of UMC students, staff, and faculty, as well as the community at large. The center provides early education experiences for infants, toddlers, and preschool children. The primary purpose of the center is to give UMC students majoring in early childhood education an opportunity to observe and participate in a teacher-training laboratory. The center maintains a safe and healthy learning environment, provides a supportive social-emotional atmosphere, and helps children learn through self-directed processes and problem solving.

Health Service

The Student Health Service offers medical care to all students. The clinic is operated by a registered nurse who assesses and treats minor illnesses, refers students to appropriate agencies when warranted, and provides educational programming for understanding and preventing illness. A physician is on campus once a week and evaluates students at no charge.

Students referred for medical care are responsible for costs. Transportation to an off-campus health care agency is the student's responsibility. There are no restrictions on the number of visits a student may make to the Student Health Service. Over-the-counter medications are also available at no charge.

All students are required to complete a health history form and immunization record, which are filed at the Student Health Service office.

Students are encouraged to visit the Student Health Service, located in 145F Sargeant Student Center. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday when classes are in session. Students can make appointments by calling 218-281-8512.

Student Health Insurance

- **Degree-seeking Students** enrolled in six or more credits are required to carry hospitalization insurance. Degree-seeking students who enroll for six 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 need to provide documentation of coverage during registration to avoid being charged for the University-sponsored plan. Verification must include insurance company name, member ID number, and insurance company telephone number.
- **Non-degree-seeking Students** enrolled as non-degree-seeking are not required to carry health insurance and are not eligible to enroll in the University-sponsored Student Health Benefit Plan.

Honors Program

The UMC Honors Program was developed to inspire and transform students' writing, discussion, and critical thinking skills in such a way that reflects high expectations for academically successful students. The program nurtures and challenges students to explore ideas, assess values, and develop leadership skills. Honors coursework addresses the diverse and global atmosphere in which we live. In addition, students in the Honors Program will have the opportunity for various social outings outside of the normal campus experience.

The Honors Program is open to incoming high school students by invitation after review by the Honors committee. Selection is based on several factors that include, but are not limited to, the following: high school rank, grade point average,

rigor of high school coursework and SAT/ACT scores. Other academically successful students (e.g., transfer or other advanced students) are encouraged to apply by completing an application that includes a portfolio of college writings. More information is available at the Honors Program website, umcrookston.edu/honors.

Key features of the program consist of a required course that introduces the student to the rigors of the Honors Program; final requirements which include an honors proposal course that culminates in an honors essay; and a research or creative project that requires a public defense. The Honors Program includes the following components:

1. Honors courses (courses developed or to be developed include leadership, orientation courses, global perspective courses, composition courses)
2. Honors options (faculty-mentored, student-organized discussion groups)
3. Honors contracts (honors activities incorporated into "regular" courses)
4. Honors colloquia, leadership development, and cultural enrichment
5. Honors national or international experience
6. Honors essay, research or creative project (capstone experience)

International Programs

UMC's International Program Office is committed to international students and to providing global connections for all students and faculty. It is important for students to have exposure to international cultures, international students, and experience in foreign countries. International students bring world understanding to both the curriculum and student life. The office coordinates admission of international students, develops collaborative bachelor of science degree programs with International Universities, and oversees the Learning Abroad Office. The office also provides programming focusing on internationalizing the curriculum and strengthening student diversity experiences. The International Program Office is located in 12 Hill Hall (218-281-8442).

Office of the Registrar

The Office of the Registrar provides direct service to students (past and present), University administrators, and academic units. The mission of the Registrar's Office is to provide a service-oriented environment that promotes and supports the academic goals of students, faculty, and staff in accordance with University and federal guidelines. Assistance is available on a walk-in basis, via the web, by telephone, or by appointment.

Customer service is everyone's responsibility in the Office of the Registrar. Students, faculty, staff, parents, and campus visitors can expect to be treated in a friendly, welcoming, courteous, fair, and respectful manner. Staff will provide accurate and specific answers to inquiries and problems.

The office performs key functions that support instruction and is responsible for creation and maintenance of student records, term class schedule and college catalog production, registration, final examination schedule, processing grades, the Academic Progress Audit System (APAS), degree clearance, producing diplomas, transcript distribution, certification of attendance, and administration of University academic policies. The office also provides certification and assistance for veterans and their dependents who are eligible for educational benefits from the Veterans Administration.

The Registrar's Office website provides links to details about these services at umcrookston.edu/registrar.

9 Hill Hall (lower level)
University of Minnesota
2900 University Avenue
Crookston, MN 56716
Hours: 8 a.m. to 4 p.m., Monday through Friday
Phone: 218-281-8548

Residential Life/Security Services

Two residence halls and two apartment complexes provide coeducational, on-campus housing for more than 600 students. All rooms are furnished. Residence halls also have recreational, laundry, and kitchen facilities.

To maximize the positive, developmental experience of living in campus housing, residents are responsible, through hall councils and committees, for formulating and implementing policies, standards, and activities.

Students who plan to live on campus will receive information from the Admissions Office.

For more information, contact the Office of Residential Life/Security Services, 1110 Centennial Hall (218-281-8531).

Security Services—The Office of Residential Life/Security Services is responsible for law enforcement and security on campus. The department professional staff consists of a director and officers. Officers are on duty primarily during the evening hours.

It is University policy to encourage the reporting of all crimes committed on campus and to assist victims of those crimes. Information regarding UMC crime statistics is available at the Office of Residential Life/Security Services, 1110 Centennial Hall (218-281-8531). **In an emergency, dial 911.**

The department emphasizes crime prevention by minimizing crime opportunities and encouraging students and employees to be responsible for their own and others' safety.

Sargeant Student Center

UMC's Sargeant Student Center is a beautiful addition to the Crookston campus and provides space for student services, including student activities, student government, diversity and

multicultural affairs, health services, outdoor recreational equipment rental, the post office, the career and counseling department, the service learning office, and cooperative campus ministry. The student center includes areas such as the Northern Lights Lounge, which features a game room and TV room. The Prairie Lounge serves as a commuter student gathering spot with an outdoor patio. The second floor includes a leadership room and the Bede Ballroom, which offers a great venue for dances and formal or informal programs. The Minnesota room features the fireplace from the original Bede Student Center. The bookstore features a casual reading area for students, faculty, staff, and campus visitors.

Service Learning

Courses throughout UMC's four academic departments incorporate hands on, real world experiences through service-learning projects. For example, students might design a website for a nonprofit agency, assist senior citizens with their taxes, design landscape plans for a local Habitat for Humanity house, teach first graders music lessons, or perform an analysis of a farm operation and make recommendations. Project lengths range from a few hours to several semesters. In addition to service learning, this office also coordinates volunteer opportunities for students, employs a team of 10 America Reads tutors to work in local elementary schools, and coordinates the AmeriCorps program and Recycle Mania. For more information on service learning, volunteer opportunities, and UMC civic engagement/outreach in the region, contact UMC's Office of Service Learning at 218-281-8526 or stop by 247 Student Center.

Sports

Intramural and Recreational Sports—The UMC Intramural Program offers a diversified range of activities to meet the needs and interests of a large percentage of students, both men and women. Intramural sports are a great way to participate in a sport without the pressure of joining a varsity team. Activities include basketball, dodge ball, flag football, Pilates, pool, racquetball, soccer, softball, table tennis, tennis, volleyball, and yoga, along with many others. Students must be enrolled in 6 or more credits to participate in the Intramural Program.

Intercollegiate Athletics—The Intercollegiate Athletic Program is an integral part of the student experience at UMC. The fine tradition established by UMC teams has provided a focal point for student interest, enthusiasm, and school spirit. UMC participates in women's sports (basketball, golf, tennis, soccer, softball, equestrian, volleyball) and men's sports (baseball, basketball, football, golf), and is a member of NCAA Division II and competes in the Northern Sun Intercollegiate Conference.

UMC Fitness Center—The newly remodeled and modern UMC Fitness Center, with many of the latest conditioning machines, is one of the best-equipped centers in the area. The center is available at no charge to students enrolled for 6 or more credits. The Fitness Center is located in the Sports Center.

Student Activities

Students may participate in a wide range of cocurricular events. Weekly activities include the popular W.O.W. (What's on Wednesday) program, which features hypnotists, comedians, and musicians. There is also a monthly daytime concert series and the traditional Homecoming and spring celebrations. The student programming board, S.P.A.C.E. (Student Programming and Activities for Campus Entertainment), plans many of these events. The campus also hosts a programming series, Regal After Hours, which provides students an assortment of activities to be involved in during the weekends. The campus Concerts and Lectures Committee also sponsors events that appeal to the cultural interests of students, including music and drama programs, which are presented regularly by the college for campus and public audiences.

The Crookston Student Association, the campus's student government, officially recognizes 40 student organizations. For more information, contact Student Activities, Sargeant Student Center, University of Minnesota, Crookston (218-281-8507; fax 218-281-8588); umcrookston.edu/studentactivities.

Student Conduct Code

UMC seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. It seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community. UMC is dedicated to responsible stewardship of its resources and to protecting campus property and resources from theft, damage, destruction, or misuse. Supported and guided by state and federal law while also setting its own standards of conduct for our academic community, UMC is dedicated to the rational and orderly resolution of conflict. The Student Conduct Code (Code) applies to all students and student organizations. The Code shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the Chancellor or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either constitutes a criminal offense or presents a danger or threat to the health and safety of the student and

others. The complete text of the Code is located on UMC's website at umcrookston.edu/policies. Printed copies are available from the Info Desk in the Sargeant Student Center. All students at UMC are responsible for knowing and complying with these standards. Failure to comply may result in disciplinary action up to and including suspension or expulsion.

Study Abroad

UMC offers an outstanding array of programs that enable students to earn academic credit while they study overseas. Learning experiences may last from three weeks to one year in duration. Credits earned are integrated into the curriculum and count toward graduation. The student's learning experience may include study, work, an internship, or volunteer and service learning abroad, with the choice to study in more than 200 locations throughout the world. Students who are interested in study abroad are encouraged to visit with their academic advisers and the Learning Abroad Office for more information. Applications for international programs are available in the Learning Abroad Office, 12 Hill Hall (218-281-8339 or 1-800-232-6466, ext. 8339) or via the web at umcrookston.edu/learningabroad.

University Relations

The Office of University Relations coordinates activities associated with internal and external communications; media, public, and governmental relations; and institutional marketing. Its mission is to build trust, understanding, and pride in the University of Minnesota, Crookston.

University Relations works collaboratively with all campus departments and offices to promote a positive image of the campus community. A major responsibility is the development and distribution of news releases, feature articles, and other publicity highlighting academic programs and departments, campus activities and events, and achievements of students, faculty, staff, and alumni.

Staff members also develop, refine, and communicate key messages about the value of UMC; offer guidance on marketing, branding, and communication strategies; document the campus, its events, and people through photography; develop promotional partnerships; provide leadership for university and community events; and share information about current educational programs, research, and outreach efforts.

A weekly radio broadcast, *Insight*, airs on local and regional stations and highlights people, programs, and events on campus. University Relations is also responsible for the biweekly *Campus E-Update*, an internal news digest; the *UMC Today* events page and the web-based events calendar; and the publication of the alumni magazine, *Torch*, in collaboration with the Office of Development and Alumni Relations.

U Card/Identification Card

UMC's student photo identification card is called the U Card. The U Card identifies you as a student, staff, or faculty member of the Crookston campus and is your official University of Minnesota photo ID card. It is used to check out library materials, gain admittance to athletic and other UMC events, and serves as an electronic meal card.

Your first U Card is issued free and can be obtained at the Office of the Registrar, 9 Hill Hall. Bring a government issued photo ID (Driver's License, State ID, Military ID, Tribal ID or passport) and be prepared to have your picture taken. U Card office hours are 9 a.m. to noon, weekdays.

Report lost or stolen U Cards immediately by calling the Office of the Registrar at 218-281-8548. If your U Card is lost, stolen, or damaged due to negligence, there is a \$25 replacement fee. Lost U Cards that are turned in are destroyed for your protection. No replacement fee is charged in the event of a name change.

University Sexual Assault Victims' Rights Policy

Students who are victims of a criminal sexual assault on UMC property may file a criminal charge with the Crookston Police Department by calling 911. For assistance in notifying the proper law enforcement and campus authorities, call the Office of Residential Life/Security Services at 218-281-8531, 8 a.m. to 4:30 p.m., Monday through Friday; or 218-289-0604 after office hours and on weekends. The local Community Violence Intervention Center, 877-625-8092, can also provide assistance. Students also have the right to assistance from the State of Minnesota Crime Victim Reparations Board and the Office of the Crime Victim Ombudsman.

After receiving a complaint, the University will investigate and respond to it. Students may participate in any University disciplinary proceeding concerning the complaint and may have a support person present. Students have the right to be notified about the outcome of any University disciplinary proceeding concerning the complaint, subject to the limitations of the Minnesota Government Data Practices Act.

The University will follow the direction of law enforcement authorities in obtaining, securing, and maintaining evidence relating to any sexual assault incident. University authorities will also assist in preserving materials that are relevant to a University disciplinary proceeding.

At the student's request, the University will assist, as is reasonable and feasible (in cooperation with law enforcement authorities), in shielding them from the alleged assailant. This may include providing alternative work, academic, or living arrangements if these options are available and feasible.

Veterans Benefits

The courses offered by UMC have been approved for veterans and their dependents eligible for educational benefits under Chapters 30, 31, 32, 33, 35, 1606, and 1607 of the Montgomery G.I. Bill. Students should contact the Veterans Administration at www.gibill.va.gov to obtain an application. The Regional Coordinator for Higher Education Veterans Programs (218-683-8550) may be contacted for questions regarding eligibility, assistance with applications, certification, and payment. The coordinator will also assist students with any issues that may arise with education benefits and will provide more information about other veterans benefits and services available. Veterans may receive credit for appropriate military training. The transfer specialist (Office of Admissions) determines the number of credits acceptable for transfer.

Veterans or veterans' dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

- Register for at least 12 credits per term to receive full-time benefits, 9–11 credits for three-quarter time benefits, 6–8 credits for half-time benefits, 4–5 credits for less than half-time benefits. (The Veterans Administration pays tuition for only 1–3 credits, which must apply toward a degree.)
- Maintain satisfactory academic progress toward graduation
- Report any changes in course load (cancellations, additions) or enrollment status (half-time, three-quarter-time, or full-time) to the Office of the Registrar
- Repay any veterans benefits received in error or while ineligible

Web Access

Students can check their records and obtain a wide variety of other information and services on the web by visiting umcrookston.edu/onestop. These online services include the following:

- **Grades/Unofficial Transcripts**—all courses on a student's record
- **APAS**—Academic Progress Audit System reports
- **Registration**—eligibility, queue information, self-registration, course availability, *Class Schedule*, and address change
- **Financial Aid**—financial aid status, eFAAN (electronic Financial Aid Award Notice), FAFSA (Free Application for Federal Student Aid), cost estimates, scholarships, grants, work-study, loans, aid alternatives, and academic progress requirements
- **Student Account**—account balance and transaction information, payments received and financial aid disbursements on "Student Account," and view and pay tuition bills online on "UM Pay"

Students who have forgotten their Internet IDs/ passwords, or who last registered after fall 1992 and whose Internet IDs have expired, should contact

the Computer Help Desk (218-281-8000) for help resetting passwords or reactivating accounts. Students who last registered before fall 1992 are not able to access these online services.

Registration

Registration is the student's responsibility. After registering for specific courses for the term and paying fees, the student has a contract with UMC whereby the University agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements.

The One Stop website (umcrookston.edu/onestop) is the essential student resource for registration. It includes complete registration instructions and deadlines for making registration changes.

New students will receive detailed registration instructions during Academic Advisement and Registration for New Students and also during New Student Orientation (see page 13 in this catalog for more information or visit umcrookston.edu/studentexperience).

Students register via the web at umcrookston.edu/registration; or, if preferred, by completing the Registration and Cancel/Add Form available online at umcrookston.edu/registration. Forms must be completed and emailed, or printed and submitted via mail, fax, email, or in person.

Students should follow these basic steps before registration:

- Make an appointment with their adviser at least two weeks before registration begins
- Check for registration holds or the need for adviser approval
- Check the online *Class Schedule* at umcrookston.edu/classschedule
- Consult other resources, including **Graduation Planner** and this catalog for more information

Upper Division Courses—Students must have completed 30 or more semester hours (credits) to take upper division (3xxx, 4xxx or 5xxx) courses.

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

0xxx—courses that do not carry credits 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.

5xxx—courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses.

Assignment of an Academic Adviser—Full-time students (12 or more credits) are assigned to a faculty member in the department of the student's major interest for advisement purposes. Part-time students (fewer than 12 credits) may request a faculty adviser by contacting the department head of the area in which they intend to concentrate their studies. Faculty advisers assist with program planning, establishing and reviewing educational objectives, and other matters of an academic nature. Students should make an appointment for this purpose. Students are encouraged to visit with their adviser as often as they wish. A guide on adviser–advisee responsibilities is available at umcrookston.edu/advising.

Request for Change of Academic Adviser—Students have the freedom to choose advisers. Students should contact the administrative assistant of the department offering the major to change advisers. When students change majors or program areas, they are expected to change to an adviser in the new major. Change of adviser forms are available in department offices and should be submitted to the department office upon completion. The administrative assistant will complete the necessary paperwork and update the computer system with the changes.

Graduation Planner—Students can use the University's online Graduation Planner to explore degree requirements, make a four-year graduation plan, and work with their adviser to stay on track. This web-based interactive planning tool is designed to simplify the degree-planning process for students, providing 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. Students can select from the list of majors, minors, and other programs and generate a “what do I need?” course list for each program, which shows unfulfilled requirements. They can select a requirement from the list, and the application will then provide the course description, prerequisites, liberal education indications, terms offered and recommended terms. Academic advisers can view students' plans and add comments to help them stay on track, but only students can create or change them. Access Graduation Planner at www.plan.umn.edu.

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. Students can view their APAS Reports online by selecting the “View APAS Report” link at umcrookston.edu/registrar.

Credit Load—The normal course load for each term is 15 to 18 credits. To graduate with a bachelor’s degree in four years, students must average 15 credits per semester. Dropping below that average may increase the time a student must spend in school. A credit requires an average of three hours each week in lecture, laboratory, recitation, and/or preparation. Students must register for a minimum of 12 credits in order to maintain full-time status (full-time status is defined as 15 credits for Minnesota State Grant eligibility).

Credit Overload—Students planning to register for more than 19 credits during the fall or spring semester, or 9 credits during the summer term, must secure permission from the Academic Standards and Policy Committee. Petition forms to request approval of an overload of credits are available in the Office of the Registrar. To carry more than 19 credits, students should have a minimum 3.00 cumulative GPA.

Prerequisites—To enroll in some courses, students must either complete or enroll concurrently in certain other courses, or possess some particular qualifications or class standing. If no prerequisites are listed, there are none, except for the class standing requirement indicated by the course number. Students attempting to register in courses for which the prerequisites have not been met must obtain permission from the appropriate instructor and/or department. Instructors have the option of dropping students who do not have the appropriate prerequisites; however, they are not required to do so. Students who wish to remain in a course in which their registration has been canceled because they do not possess the required prerequisites should contact the department offering the course as soon as possible.

Developmental Courses—An applicant whose placement tests indicate deficiency in math, composition, or reading skills must take specific developmental courses before enrolling in other math and composition courses. Developmental courses are designed for students who need additional basic skills training or academic preparation to enable them to succeed in regular college-level courses or programs. All developmental courses are numbered below 1000 in this catalog of courses and the website’s course listing.

The University measures skill proficiencies in writing, reading, and mathematics by student performance on the ACT, SAT, and UMC placement tests. Initial course placement is based on the ACT or SAT exam scores. Placement in, and successful completion of, specified coursework is required of students who do not demonstrate proficiency through testing or college transfer course work.

The results of the ACT, SAT, and UMC placement tests are used by advisers to assist and guide students during the course selection process.

College advisers use the assessment scores to help students develop their individual course schedules, while assuring that students enroll for any required developmental coursework upon entry.

What are developmental courses?

CHEM 0992—Basic Chemistry, 0 cr [3 cr equiv]
 MATH 0981—Basic Math, 0 cr [3 cr equiv]
 MATH 0991—Elementary/Intermediate Algebra, 0 cr [4 cr equiv]

Do developmental courses count for course load?

Yes. Although developmental courses are non-credit, they do count towards your full-time status, financial aid, and participation in varsity sports.

Are developmental courses assessed tuition?

Yes. Students must officially register in developmental courses and pay the same tuition charged for the equivalent number of credit hours.

Do developmental courses count toward graduation?

No. Credit hours earned in developmental courses do not carry credit toward any University degree. They are the foundation upon which the student later builds college-level course credits.

Are grades earned in developmental courses figured into the grade-point average?

No. Grades earned in developmental courses are not used in computing a student’s grade point average. However, the courses are included on the college transcript with the letter grade earned or received.

Mandatory Placement—UMC requires ACT scores for all entering students with fewer than 24 semester credit hours. To facilitate student success, ACT scores are used to determine appropriate, mandatory placement in specific courses according to the chart below. Students may contact the instructor to make arrangements for a placement test if they believe the required course placement is not appropriate. Students must earn a “C-” or above in any mandatory class before registering for a class at a higher level in that subject area.

ACT Assessment Scores			
Course Placement	English	Math	Reading
GNED 1000 ¹	20 or less	20 or less	20 or less
COMP 1000 ²	16 or less		16 or less
COMP 1011 ²	16 or less		16 or less
Math 0981		14 or less	16 or less
Math 0991		15-19	

¹GNED 1000 placement if any two of the three scores are 20 or less.

²Concurrent enrollment

Student Classification—Student classification is determined by credits completed successfully: freshmen are those who have completed 0–29 credits; sophomores, 30–59 credits; juniors, 60–89 credits; seniors, 90 or more credits. Freshmen and sophomores are classified as lower division students, juniors and seniors as upper division students.

Changes—Changes in registration (cancel/add) procedures are detailed in the *Class Schedule*. Students may not add courses to their schedule after the second week of classes. Withdrawal in the ninth week or later of classes (fourth or later in summer session) requires approval of the college and may not be granted solely because a student is failing the course; there must be extenuating, non-academic circumstances justifying late withdrawal.

Students are held responsible for the requirements of a course in which they have registered until they officially cancel the course.

One Time Drop Policy—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. This process cannot be completed online. The required form must be completed and returned to the Office of the Registrar.

Holds—Students with a hold on their record may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition, fees, or library fines) or for disciplinary or scholastic reasons. Students are usually notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office and where it may be cleared, is available online at umcrookston.edu/registrar.

To remove a hold, students must first pay the debt owed, correct the scholastic deficiency, or be cleared by the department that initiated the hold.

When a student clears any hold, the unit imposing the hold will electronically remove the hold from the student's record. (In some cases students may be given a paper release that must be taken to the Office of the Registrar.) Units may, on occasion, issue a temporary hold release. This release allows students to either receive one transcript or register during the term in progress.

If, in order to register, a student pays a Student Accounts Receivable hold for a previous term with a personal check and that check is returned because of insufficient funds, the Business Office will send the student a notice. The student's current registration may be canceled for failure to respond to this notice and pay the debt.

Auditing—On occasion a student may audit a course (i.e., register without credit) with the approval of her or his adviser or the course

instructor. An auditor must officially register for the course and pay the same tuition charged for regular enrollment. The auditor is not required to complete assigned coursework or take examinations and is not awarded a grade or credit for the course. Audited courses are not eligible for financial aid.

Priority Registration—Priority registration allows a student with a documented disability to register at the beginning of the registration queue. Requests for priority registration may be made by the student or the student's academic adviser to the Office for Students With Disabilities. For more information, contact the office at 218-281-8587. TDD users may call 218-281-8565 or use the Minnesota Relay Service at 1-800-657-3529.

Multi-Institutional Enrollment

(Attendance at another University of Minnesota campus)

A consortium agreement exists among the five campuses of the University of Minnesota for purposes of allowing students to attend another campus. Under this agreement, students are allowed to attend another campus without losing their status or jeopardizing their eligibility for financial aid assistance on their home campus. Multi-institutional students fall into two categories:

1. Students who are registered on two campuses for one term. For example, a student is registered at UMC (the home campus) but wants to take a distance learning course from another University of Minnesota campus (host campus).
2. Students who want to register at another University of Minnesota campus (host campus) instead of at UMC. For example, students who want to take courses not offered at UMC (home campus).

Financial Aid Approval—Financial aid recipients should make sure the course(s) they plan to take at another campus are eligible for financial aid. Financial aid programs administered by UMC's Financial Aid Office cannot be applied to any extended-term courses.

Tuition and Fees—A Board of Regents' policy caps tuition and fees for students at the home-campus at the 13-credit tuition plateau. If you take classes at more than one campus simultaneously, you will receive bills from each campus. You will be charged separate tuition and fees for classes taken on each campus. If the total tuition you are charged by all campuses exceeds the 13-credit tuition plateau, the amount will be pro-rated so that the total tuition charge is equal to the home-campus tuition cap. If the total tuition charge from all campuses is less than the home-campus 13-credit tuition plateau you will be billed for the full tuition amount for the credits you are registered in from each campus. If you are assessed student service fees from more than one campus, visit the Office of the Registrar at your home campus, or the visiting campus, to have one set of fees removed.

The Duluth and Twin Cities campuses may assess non-resident tuition rates if you are not a Minnesota resident. Residents of North Dakota, South Dakota, and Wisconsin may need to submit reciprocity forms in order to receive the reciprocity tuition rate. UMC students who are interested in applying to another University of Minnesota campus as a multi-institutional student should contact the Office of the Registrar at 218-281-8547 to request an application. Students are expected to complete the application one month before the start of the term.

Course Cancellation and Tuition Refund—

The change of registration (cancel/add) dates and corresponding tuition and fee refund percentages are different for each U of M campus. The deadline dates that apply to your Multi U course registration are those of the campus delivering the course(s).

Multi-institution status is valid only for one term. If you desire this for a future term, you will need to complete another form for the new term.

Class Attendance

After enrolling in a course, students become accountable for all the course requirements. Students who miss a class due to illness or other reasons beyond their control may request the instructor's assistance in making up the coursework missed. Any problem associated with absence from class is to be resolved between the individual student and the instructor. Attendance policies are established by the individual instructor and published in the course syllabus. A more complete policy statement on class attendance is included in the Campus Policies section of the UMC website at umcrookston.edu/policies.

NOTE: *Students must attend the first class meeting of every course in which they are registered unless they have obtained the instructor's approval for their absence before the first meeting.*

Instructors have the option of dropping students who are not in attendance on the first day of class; however, they are not required to do so. Students who wish to remain in a course from which they were absent the first day without prior approval should contact their instructor as soon as possible. Instructors have the right to deny admission if the course is full.

The days, hours, and locations of classes are specified in the *Class Schedule*, umcrookston.edu/classschedule, which is posted online before the registration period each term.

The college operates on a two-semester academic year with a three-week May session and an eight-week summer term. Students may enroll during any term and attend continuously or intermittently.

Request for Readmission

Students previously registered at UMC who are absent for one term or more (summer excluded) are classified as returning students. They must complete the Application for Readmission (available at the Office of the Registrar or online at umcrookston.edu/registrar) one month before the start of the term in which they wish to return. Returning students who have attended other postsecondary institutions must submit official transcripts from each previously attended institution.

Final Examinations

Examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. The final examination schedule is included in the online *Class Schedule*, umcrookston.edu/classschedule. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled.

Examination scheduling conflicts—Students are required to take final examinations at the times shown in the *Class Schedule*. However, if students have examination conflicts or three exams in one day, they may request a schedule adjustment with their academic department and with their instructor. Such a request must be presented at least two weeks before the examination period begins.

If students miss a final, an I, an F, or an N is recorded on their transcripts, depending upon their standing at the time.

There are no variations from the University final examination schedule. This prohibition precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class. All department requests for adjustment of final examination hours should be made to the senior vice chancellor for academic and student affairs by November 1 for fall semester classes and by March 15 for spring semester classes to permit orderly consideration of hardships.

Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.

Each department shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.

A student who is unable to take an examination due to verified illness or absence or other legitimate reason is entitled to a make-up examination as soon as possible at a time mutually acceptable to the student and the instructor, and in accordance with any special conditions announced by the instructor at the beginning of the term. It is the student's responsibility to notify the instructor, as far in advance as possible, of a scheduled event requiring his or her participation and absence from class.

Extracurricular Events During Finals Week—

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 Academic Standards and Policy Committee. Any exemption granted pursuant to this policy will be honored by all instructors and students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

Grading and Transcripts

A. Establishment and Use of University Grading Systems

1. There are two distinct grading systems on each campus of the University, A-B-C-D-F (with pluses and minuses as permitted by this policy) and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course. This policy does not require any instructor to use pluses and minuses.
2. There are, in addition, registration symbols identified and described in this policy that carry neither grade nor credit.
3. No campus, college, or program is required to offer a course on the S-N grading system.
4. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.
5. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
6. Except as provided in this policy in Sections A (7) and F (12), no college may use any grading systems other than the ones established by this policy.
7. The Law School and the Medical School are exempt from the provisions of this policy, but will report their grading systems, and any changes therein, to the Faculty Senate. Any other units that believe that the national norms of their profession require a different

grading system may make application to the Senate Committee on Educational Policy for an exemption from this policy. The Faculty Senate must approve all such exemptions.

8. The No Grade (NG) grading basis is used for certain graduate-level registrations as determined by the Graduate School.

B. Permanent Grades for Academic Work for Credit

1. The following list identifies the possible permanent grades that can be given for any course for which credit is to be awarded. These grades will be entered on a student's official transcript and, for an A, B, C, or D with permitted pluses and minuses, carry the indicated grade points. (Except for the Law School, the University does not award A+ grades, nor are D- grades permitted). The S grade will not carry grade points but the credits will count toward the student's degree program if allowed by the college, campus, or program.
2. These definitions apply to grades awarded to students who are not enrolled in graduate, postbaccalaureate, and professional programs, but the grade points are the same no matter the level or course of enrollment.
3. Instructors are permitted to hold graduate and undergraduate students who are in the same class to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class.

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 to meet fully the course requirements
S	Represents achievement that is satisfactory, which is equivalent to a C- or better.

4. These are the general University standards. In connection with all symbols of achievement instructors will define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each.

C. Permanent Grades for Academic Work for which No Credit is Given

1. There are two permanent grades given for a course for which no credit is to be awarded. These grades will be entered on a student's official transcript.

F	Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section D). The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course will count in the grade point average.
N	Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section C). The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

2. **Scholastic dishonesty.**
 - a. Scholastic dishonesty in any portion of the academic work for a course will be grounds for awarding a grade of F or N for the entire course, at the discretion of the instructor. This provision allows instructors to award an F or an N to a student when scholastic dishonesty is discovered; it does not require an instructor to do so. Students who enroll for a course on the A-F grading system will receive an F if such grade is warranted; students who enroll for a course on the S-N system will receive an N if such grade is warranted. (See Board of Regents Policy: Student Conduct Code for a definition of scholastic dishonesty.)
 - b. If the instructor determines that a grade of F or N for the course should be awarded to a student because of scholastic dishonesty, the student cannot withdraw to avoid the F or N. If the student withdrew from the course before the scholastic dishonesty was discovered or before the instructor concluded that there was scholastic dishonesty, and the instructor (or the appropriate hearing body if the student requests a hearing) determines that the student should receive the F or the N, the student will be re-registered for the course and the F and N grade will be entered on the transcripts.

D. Incompletes

1. There will be a symbol I (incomplete) awarded to indicate that the work of the course has not been completed. The I will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time.

2. The assignment of 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. In no event may any such written agreement allow a period of longer than one year to complete the course requirements (except as provided in section D (8)).
3. Work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given for all students except graduate and professional students. If not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course. If an I changes automatically to an F or an N, the instructor has the discretion to reinstate the I for one additional year only.
4. For graduate and professional students, an I remains on the transcript until changed by the instructor or department.
5. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.
6. A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student. (Depending on the timing of when the work is turned in and the ability of the instructor to award a grade, an F or an N may appear temporarily on the transcript.) Students who have received an I in a course are not allowed to sit in on the class again (that is, without registering for it) to complete the grade.
7. If a student graduates with an I on the transcript, the I will remain permanently an I. A student may petition his or her college, within a year of graduation, to complete the work in the course and receive a grade. The degree GPA is frozen upon graduation but the cumulative GPA will reflect the change in GPA if a student chooses to complete the work and change the I to a grade within a year of graduation.
8. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s).
9. Receipt of an I in a course does not create an entitlement for a student to take the course a second time.

E. Other Transcript Symbols

1. **Auditing a course.**
 - a. There will be a symbol V, visitor, indicating registration as an auditor or visitor, which will carry no credit and no grade.
 - b. Students auditing a course are required to pay full tuition but do not take exams and are not required to do homework. An auditor is entered on the class roster (grade report), is counted as filling a seat in a

controlled entry course, and is counted in an instructor's student contact hours.

- c. Students may not sit in on a course without registering for it.
- d. A student will be allowed to take a previously audited class for a grade.

2. Withdrawing from a course.

- a. There will be a symbol W, withdrawal, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus. The W will be entered on the transcript irrespective of the student's academic standing in that course 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.
- b. If a student officially withdraws from a course during the first two weeks of classes, there will be no record of that course registration entered on the student's transcript.
- c. One-time late withdrawal: Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the deadline for withdrawal and at any time up to and including the last day of instruction for that course. A student may not withdraw after completing the final examination or equivalent for a course.
- d. Except as provided in the preceding section, withdrawal after the deadlines will require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.

3. **Continuation course.** There will be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor will submit a grade for each X when the student has completed the sequence.

4. **Course in progress.** There will be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

F. Other Provisions

1. **Zero-credit courses.** Courses that carry zero credits do not count in either term or cumulative grade point averages. Such courses carry normal tuition and fee charges.
2. All grades for academic work are based on the quality of the work submitted, not on hours of effort. Instructors have the responsibility and authority to determine how final grades are assigned, including, in classes where they use numeric scores, the method that will be used to translate numeric scores into letter grades. (Examples: the instructor may decide that 90% equals an A, 80% a B, and so on, or the instructor may decide that the top 10% of the scores will receive an A, the next 20% a B, and so on.)

3. Counting credits toward a University degree.

- a. A course that carries University credit toward a degree in one department or college must carry University credit in all other departments and colleges (except insofar as those credits exceed the limit on skills credits established in the policy Credit Requirements for an Undergraduate (baccalaureate) Degree).
 - b. A department or college has discretion to decide whether a course completed in another unit will count towards the specific college or department/program/major requirements.
4. When a student graduates, no further changes to his or her transcript will be made (to that portion of the transcript related to the program from which the student graduated) except as expressly allowed under the provisions of this policy.

5. **Releasing transcripts.** The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes.

6. Repeating courses.

- a. An undergraduate student may repeat a course only once (except as noted in section 6(c)). The college offering the course may grant an exception to this provision. [Morris only] Students who receive a grade of S or C or higher may repeat a course only if space permits.
- b. When a student repeats a course before receiving his/her degree, (a) both grades for the course will appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course will count in the student's grade point average.
- c. Provisions 6 (a) and (b) of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."
- d. If an undergraduate student repeats a course after his/her degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.
- e. Bracketing is the practice of not including a course in the calculation of a student's GPA and not counting the course as satisfying any degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts (except as provided in 6 (c)). No department or college may bracket the courses of another department or college for any reason other than course repetition. An F may not be bracketed with an N. A University course may not be bracketed with a course taken at another institution. The Graduate School does not bracket courses.

- f. When a student enrolled in the Graduate School repeats a course, provisions 6(a) and (b) apply, but all grades for the course will be counted in the student's grade point average.
7. **Grade point average.** Every student will have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which will be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the term and cumulative grade point average will appear on each student's record.
8. **Final grade due date.** Final grades will be submitted to the Registrar no later than three business days after the last day of the final examination period.
9. This policy may be modified from time to time but existing transcripts will not be modified when there are changes in policy. Changes to the grading and transcript policy will be reflected on the legend on the back of the official transcript.
10. **Compiling and reporting grading data.**
 - a. Data on the mean grade point average by designator and course level, on the percentage of As awarded by course level, and on overall collegiate grade point averages will be prepared for grades awarded each Fall Semester. Data should be reported for all undergraduate students. Cells in the tables with fewer than 10 grades should be suppressed, in order to protect the privacy of students, but the numbers should be included in the totals.
 - b. The Office of Institutional Research will produce the required tables and provide them to the chair of the Senate Committee on Educational Policy and to the Office of the Senior Vice President for Academic Affairs and Provost.
 - c. The data tables and graphs required in 10 (a) and (b) will be reported annually to the Faculty Senate. These data should also be provided to all deans and department heads and made available to faculty and students.
11. All colleges and campuses will publish each term a dean's list, consisting of students who achieved a 3.666 GPA or higher and who completed a minimum of 12 credits on the A-F grading system. There will be a transcript notation for each term that a student achieves the dean's list. Students who have chosen to suppress all their public information (which includes academic awards and honors) will not be included on the published dean's list.
12. **Alternative grading systems.**
 - a. Only the Senate Committee on Educational Policy will have the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible systemwide adoption. Such permission may be granted if the proposal does not interfere significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems will be reported for information to the University Senate as soon as permitted and, after the specified period, will be re-evaluated, either to be discontinued, or with University Senate approval on recommendation from the Senate Committee on Educational policy, made part of the systemwide policy. Except for the provisions of this section 6, no college or program may use any grading system except for the one contained in this policy.
 - b. Because alternative grading systems, once used, must be maintained by the University forever afterward (to preserve the integrity of the transcripts), the Senate Committee on Educational Policy will rarely grant permission for alternative grading systems. It will consider doing so only when (1) those who propose it can make a persuasive case that the alternative is a more accurate and effective way to measure and record student academic performance, and (2) there is strong reason to believe that the proposal will be useful to all colleges and campuses of the University (except the Law School and Medical School).

Last Date of Attendance—Failure to meet registration, attendance, grades criteria

You must meet the registration, attendance, and grades criteria stipulated by University, state, and federal funding sources to receive and maintain eligibility for financial assistance. The University is required to report your performance to funding agencies if you fail to meet eligibility standards, and is required to determine whether a student who began attendance during a term actually completed the term, or should be treated as a withdrawal. If you do not meet the funding agency's standards, you could receive reduced benefits and/or be required to repay benefits already paid to you. Ordinarily, you must attend class and submit assigned work, in order to receive and remain eligible for benefits. If you are facing challenges in your classes, please contact your academic adviser as soon as possible to learn about academic and tutoring resources available to assist you.

Academic Transcripts

The transcript is the chronological record of the student's enrollment and academic performance. The University of Minnesota campuses share a student records computing system that includes course information from all of the University of Minnesota campuses the student has attended during her or his undergraduate program. Coursework is displayed in a manner consistent with the all-University transcript and grading policies. Transfer work is noted with the name of colleges or universities attended, or earned by examination or other acceptable methods, and the total number of credits accepted in transfer.

Unofficial transcripts are available at no cost to currently registered students.

Official transcripts are certified and signed by the University registrar. They can be sent directly to you or another recipient at your request. A transcript is “official” only as long as it remains in its sealed white envelope. Do not open the sealed envelope if you are forwarding your transcript to another party (an institution, employer, or other person). Open the envelope only if you have ordered the transcript for personal use.

Students may request transcripts online or by submitting a Transcript Request form. Students may order official transcripts online and make payment with a credit card. More information including cost, request forms, and instructions are available on the web at http://www3.crk.umn.edu/onestop/registration/grades/grades_report.htm. Grades cannot be given to the student by telephone. Students must have met all financial obligations to the University before transcripts can be released.

Questions may be directed to the UMC Office of the Registrar, 2900 University Avenue, Crookston, MN 56716 (218-281-8548).

Enrollment Certification for Full-time or Half-time Status

You may be required to have your attendance at the University certified as full-time or half-time in order to defer payment of your student loan. This certification is especially required of transfer students who received loans at their previous institutions. Detailed information is included in the term *Class Schedule* at umcrookston.edu/classschedule.

Parent/Guest Access

Parent/Guest Access, an online self-service application, allows students active in a program at any of the five University of Minnesota campuses to provide a parent, spouse, or other third party with view-only access to their student record information. Parent/Guest Access allows a third party to see up to six of the following areas of a student’s record: enrollment summary, financial aid status, grades, holds, student account, financial aid awards.

Students invite a third party to be a guest viewer via an email generated within the application. The guest responds by clicking an encoded link within the email. This process associates the student record with the guest viewer. The student then grants specific viewing rights to one or more of the six subject areas of their student record. Students are able to discontinue access to their record at any time. The process for a student to release information can be found at: umcrookston.edu/registrar.

Examinations for Credit and Proficiency

The University of Minnesota offers proficiency examinations and special examinations for credit to currently registered undergraduate degree-seeking students. The exams are given at the discretion of the appropriate academic department.

Proficiency Examinations are administered by the appropriate academic department, require no fee, and yield no credit or grade but may fulfill prerequisites for advanced courses or satisfy requirements. Proficiency examinations may be taken at any time, and if the student’s work is of passing quality, a notation is made on his/her transcript saying “Course X satisfied by proficiency examination.” A student may not take a University of Minnesota course and earn a grade, subsequently take a proficiency exam for that course content, and then request that the original course grade be bracketed from the transcript.

Special Examinations for Credit have a fee of \$50 per credit. All requirements (e.g., application completed, fee paid, departmental test administered and scored) for these examinations must be completed and all paperwork submitted to the Office of the Registrar no later than the last day to add a class for that term. Materials received after the deadline date will be effective the following term. Credits earned by examination do not count as residence credits. A student may not first take a University of Minnesota course and earn a grade, subsequently take an examination for credit for that course content, and then request that the original course grade be bracketed from the transcript.

Further information regarding the policy on these examinations is available online at www.fpd.fnop.umn.edu/groups/senate/documents/policy/creditprof.html. Applications for these examinations may be obtained in the Office of the Registrar.

Advanced Placement Policy—Entering freshmen may earn college credit in some subject areas by receiving satisfactory scores on the College Entrance and Examination Board Advanced Placement (AP) Program examinations. Credits granted may be applied toward college degree requirements. In those cases in which a corresponding UMC course does not exist, “blanket credit” may be granted (with appropriate campus approval) and such credits may be used to meet certain liberal education requirements.

AP Examinations	Score	UMC POLICY	
		UMC Course Equivalency	Credits
Biology	3-5	BIOL 1009—General Biology	4
Calculus AB	3-5	MATH 1271—Calculus I	4
Calculus BC	3	MATH 1271—Calculus I	4
	4-5	MATH 1271—Calculus I MATH 1272—Calculus II	8
Chemistry	3-5	CHEM 1021—Chem Prin I	8
		CHEM 1022—Chem Prin II	
Macroeconomics	3-5	ECON 2102—Macroeconomics	3
Microeconomics	3-5	ECON 2101—Microeconomics	3
English Language and Composition	3-5	COMP 1011—Composition I	3
English Literature and Composition	3-5	COMP 1011—Composition I	3
Comparative Government and Politics	3-5	POL 1054—Comparative Government	3
United States Government and Politics	3-5	POL 1001—American Government	3
U.S. History	3-5	HIST 1301—American History I	6
		HIST 1302—American History II	
Music Theory	3-5	MUS 1111—Music Theory I	3
	4-5	MUS 1111—Intro to Music MUS 1121—Music Theory II	6
Physics B	3-5	PHYS 1101—Intro College Physics I	8
		PHYS 1102—Intro College Physics II	
Psychology	3-5	PSY 1001—Intro to Psychology	3
Spanish Language	3-5	SPAN 1104—Beginning Spanish I	8
		SPAN 1204—Beginning Spanish II	
Statistics	3-5	MATH 1150—Elementary Statistics	3

Adopted by Faculty Assembly, May 9, 2003

College Level Examination Program (CLEP)—

UMC offers the opportunity to submit the results of CLEP for credit in most of the Subject Examinations. CLEP Subject Examinations currently accepted by UMC for transfer credits are listed on page 33 with the minimum acceptable standard score. Credit earned through CLEP Subject Exams may be used to fulfill liberal education requirements, to fulfill specific course requirements, or used as elective credits. UMC does not grant credit for the General Exams.

The following guidelines have been established for utilization of the Subject Examinations:

1. A CLEP Subject Examination may not be taken to establish credit for a course in which a student has earned credit in a higher-level sequential course.
2. A student with previously earned credit in one course of a two-semester course sequence must petition the Academic Standards and Policy Committee (AS&P Committee) for approval before taking a CLEP Subject Examination to receive credit for the second course in the sequence.

3. A Subject Examination may be repeated no sooner than six months after the date of the last testing. Students should submit a petition to the AS&P Committee for permission to repeat an examination.

4. A Subject Examination may not be used to establish credit in a subject that the student has previously failed.

5. CLEP credits awarded at another institution are not automatically accepted by UMC. The student must submit an original transcript of CLEP scores for evaluation. All scores are evaluated according to UMC policy.

International Baccalaureate (IB)—Entering freshmen may earn college credit in some subject areas by receiving satisfactory scores on the International Baccalaureate (IB) Program examinations. Credits granted may be applied toward college degree requirements. In those cases in which a corresponding UMC course does not exist, “blanket credit” may be granted with the approval of the appropriate academic discipline and such credits may be used to meet certain liberal education requirements. For a list of IB credit awards, contact the Office of Admissions or go to umcrookston.edu/registrar.

CLEP Subject Examination	Credit-Granting Score	Credit Granted	University of Minnesota Crookston Equivalent
Algebra	50	3	MATH 1031—College Algebra and Analytical Geometry (3)
American Government	50	3	POL 1001—American Government (3)
American Literature	54	3	LIT 1016—Readings in American Life (3)
Analyzing and Interpreting Literature	54	3	LIT 1005—Form and Idea in Literature (3)
Biology	50	3	BIOL 1009—General Biology (3)
Calculus with Elementary Functions	50	3	MATH 1142—Survey of Calculus (3)
Chemistry	50	4	CHEM 1001—Introductory Chemistry (4)
College Composition	50	6	COMP 1011—Composition I (3), COMP 1013—Composition II (3)
Composition, Freshman	50	6	COMP 1011—Composition I (3), COMP 1013—Composition II (3)
English Composition (with essay)	62	6	COMP 1011—Composition I (3), COMP 1013—Composition II (3)
Financial Accounting	50	3	ACCT 2101—Principles of Accounting I (3)
History of the United States II:	50	3	HIST 1302—American History II (3) 1865 to the Present
Introduction to History of the United	50	3	HIST 1301—American History I (3) States I: Early Colonializations to 1877
Macroeconomics, Principles of	50	3	ECON 2102—Macroeconomics (3)
Microeconomics, Principles of	50	3	ECON 2101—Microeconomics (3)
Management, Principles of	50	3	MGMT 3200—Principles of Management (3) (lower division credit only)
Marketing, Principles of	50	3	MKTG 3300—Principles of Marketing (3) (lower division credit only)
Psychology, Introductory	50	3	PSY 1001—General Psychology (3)
Sociology, Introductory	50	3	SOC 1001—Introduction to Sociology (3)
Spanish, Level 1	50	4	SPAN 1104—Beginning Spanish I (4)
Spanish, Level 2	54	8	SPAN 1104—Beginning Spanish I (4), SPAN 1204—Beginning Spanish II (4)
Western Civilization I: Ancient	50	3	HIST 1021—World Civilization I (3) Near East to 1648
Western Civilization II: 1648 to the Present	50	3	HIST 1022—World Civilization II (3)

Chancellor's and Dean's Lists

Each semester, UMC publicly recognizes superior academic performance through notices posted on campus, public announcements, and press releases. To qualify for a place on the Dean's List, students must complete 12 or more letter-graded (A-F) credits at UMC while attaining a 3.666 or higher GPA. To qualify for a place on the Chancellor's List, students must complete 12 or more letter-graded (A-F) credits while attaining a perfect 4.00 GPA.

Academic Progress Policy

UMC students are required to make progress toward earning their degree and to maintain at least a "C" average (2.00 cumulative GPA) in their selected curricula. Students who do not maintain these standards may be placed on academic probation or academic suspension. Students on academic probation are considered to be making satisfactory academic progress. Suspended students, readmitted under the terms of the academic contract, are NOT making satisfactory academic progress.

Academic Probation

Students are placed on academic probation as (1) a warning that their academic progress is not satisfactory, or (2) that they did not meet the requirements for regular admission. Academic probation is a formal warning that the student should take steps to achieve the university's academic standards to avoid dismissal from UMC. The following criteria determine who is placed on academic probation:

- A. New High School Admits and New Advanced Standing (Transfer) Admits**
New students who do not meet the requirements for regular admission, but who qualify for UMC's Conditional Admission program, are admitted on academic probation. Conditionally admitted students are informed of their status in their letter of admission.
- B. Continuing UMC Students and Non-Degree Students**
Cumulative GPA must meet the following standards:

Cumulative Credits Attempted With Permanent Grades	Required Minimum Cumulative GPA
1-15	1.70
16-23	1.80
24-31	1.90
32 and beyond	2.00

Requirements While on Academic Probation

During the term of probation, students:

1. Must earn a minimum term and cumulative GPA consistent with the credit hour/GPA table above. Students whose term GPA does not meet the requirements will be suspended. Students who meet the term GPA requirement will be removed from probation or continued on probation according to the following table:

Meets Minimum Requirements?		
Term GPA	Cumulative GPA	Action
No		Suspended
Yes	Yes	Removed from probation
Yes	No	Continued on probation

2. May register for a maximum of 15 credits.
3. May not add a class after the 100 percent refund period for the term or part-term (e.g., after days 1-5 of a 16-week semester).

4. Must meet with their academic adviser during the first week of the semester to complete an Academic Action Plan (AAP). The adviser will help the student identify weak points in their college preparation and help the student develop a course of action to address them. (The student must obtain his/her adviser's signature before completing requirement #5.)
5. Must meet with a staff member of the Academic Assistance Center, 270 Owen Hall. The discussion will focus on a variety of topics helpful in successfully completing the AAP (e.g., time management skills, study skills, tutoring services, class schedule, adjusting to college, etc.).
6. Must properly complete the AAP with all required signatures and submit it to the Office of the Registrar (9 Hill Hall) by 3 p.m. on Friday of the second week of classes.
7. Must spend a minimum of two hours per week in study at the Academic Assistance Center beginning with the second week of class. This study time may be augmented or replaced by meeting with a tutor for one hour per week. Participation and attendance will be verified.

Failure to Complete Probationary Requirements

1. Students who do not successfully complete requirement #1 shall be suspended.
2. Failure to complete requirements #5 and #6 (above) will result in a "hold" being placed on the student's academic record. The student forfeits the right to register during his/her regularly scheduled queue time for the next semester's classes and is required to register during the "open" registration period after all other returning students have registered.
3. Academically suspended students who fail to complete requirement #7 shall not be eligible for re-admission on Academic Contract and must complete the required period of non-enrollment.

Suspension for Low Scholarship

A student on academic probation who fails to meet the GPA requirements will be suspended and required to withdraw from UMC for one academic term on the first incidence of suspension and one calendar year on the second or third suspensions. Credits earned at other institutions during the period of suspension may not fulfill UMC graduation requirements unless permission to earn such credit is granted in advance by the Academic Standards and Policy Committee. Students suspended on four occasions are permanently dismissed and not allowed to continue their studies at UMC.

Readmission

Academically suspended students may seek readmission as described below (1) after completing a period of non-enrollment (available to all students), or (2) through the provisions of the academic contract (not applicable to online students).

1. Required non-enrollment period. Suspended students will be readmitted on academic probation after completing the required period of non-enrollment. Students must complete the "Application for Readmission" form available at <http://www3.crk.umn.edu/onestop/registration/Forms/ReadmissionApplication.pdf> six weeks prior to the start of the semester he/she plans to return. Continued enrollment thereafter depends on satisfactorily completing probation requirements.
2. Academic contract. Students who will be enrolled in a minimum of 12 on-site (not online) credits are eligible to seek readmission under an academic contract. (Those students who will not be registered in 12 or more on-site credits must complete the required period of non-enrollment.) Such appeals for readmission must be accompanied by evidence that factors contributing to the academic difficulty have been altered and that there is every reason to assume successful continuation of studies.

First Suspension—On a student's first suspension he/she will be readmitted if he/she has successfully completed probationary requirement #7 (see preceding section) and agrees to comply with the terms and conditions of the academic contract. A suspended student who has failed to complete probationary requirement #7 shall not be eligible for readmission on academic contract and must complete the required period of non-enrollment.

Second or Third Suspension—The Academic Standards and Policy Committee acts on appeals for readmission from students who have been suspended for the second or third time. Prior to presenting his/her appeal to the Committee the student must meet in person with a staff member of the Academic Assistance Center to complete the Academic Contract and the Academic Action Plan (AAP). The student must also obtain his/her adviser's signature prior to turning in the completed forms at the Office of the Registrar.

Students may not continue on academic contract for two consecutive semesters and must sit out the required period of non-enrollment.

Suspended students, readmitted under the terms of the academic contract, are NOT considered to be making satisfactory academic progress; are NOT eligible¹ to receive state or federal financial aid; and are NOT eligible to represent² the University in any official event, activity, or capacity.

Suspended students are readmitted on academic probation after the required period of non-enrollment. Continued enrollment depends on satisfactorily completing probation requirements.

¹ *Students may appeal financial aid suspension if unusual circumstances have interfered with their ability to meet SAP standards. For more information see Satisfactory Academic Progress (SAP) for Financial Aid Eligibility at umcrookston.edu/policies or contact the Office of Student Financial Aid.*

² *University representation shall include, but not be limited to such things as athletic events, music or theater performances, club events occurring in a public venue or of a competitive nature, and serving as an officer in clubs, organizations or the student association. Criteria to be used to determine what constitutes an official event, activity or capacity shall be based on such factors as the use of University funding or facilities, and the University's role in scheduling and involvement in the event. The Academic Standards & Policy Committee shall resolve any questions regarding this provision.*

Mid-Term Grades/Mid-Term Alert System

The Mid-Term Alert System is designed to provide students an email notification regarding their classroom performance from the fourth week through the seventh week of the semester. It is recommended, but not required, that instructors send notifications to students who appear to be in danger of receiving a grade of D, F or N. Students who are performing well may also receive an alert.

The notification system sends an email notice to the student and the academic adviser of record. The system is not used for final grade reporting and does not become part of a student's transcript.

Students with grades of "D" or "F" are encouraged to visit with their instructors and academic advisers regarding their academic performance, class attendance, and/or completion of assignments that require improvement.

Cancellation/Withdrawal From the University

Students who decide to stop attending a course or courses for which they are registered must officially cancel. Only by canceling can students be released from their responsibility for courses listed on their registration. Unless students officially cancel, they will be held responsible for full tuition and fees for all courses on their registration.

Students who find it necessary or advisable to completely withdraw from college must obtain a withdrawal form, the necessary signatures, and complete an exit interview before the withdrawal becomes official. Students may obtain the appropriate form from the Counseling and Career Services Office (245 Student Center, or 270B or 270D Owen), the Student Experience/Parent Coordinator Office (145G Student Center), or the International Study Abroad Office (240 Student Center).

The University does not require that students justify any course withdrawal completed before the end of the eighth week of a regular semester course.

(Note: Students may withdraw from one or more classes through the published course withdrawal date noted in the *Class Schedule*, umcrookston.edu/classschedule, by accessing the registration system at umcrookston.edu/registration). Beginning at the ninth week, students must give

evidence of extenuating circumstances to justify withdrawal from a course. A student may petition to withdraw completely from the University for serious and compelling reasons.

Refunds—Students who cancel all or part of their registration may be entitled to tuition and fee refunds. The refund will be based on the date the student officially cancels (online or by taking a completed Registration Form to the Registrar’s Office in 9 Hill Hall), not on the date the student stopped attending class. If tuition and fees are not paid in full, any refund will be a monetary credit applied to the student’s unpaid balance.

Fall and Spring Semester Refund Schedule

Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%

May Session Refund Schedule

First day of class	100%
Day 2	75%
Day 3	50%
Day 4	25%

Summer Refund Schedule

Days 1-3	100%
Days 4-6	75%
Days 7-8	50%
Days 9-10	25%

(Specific dates are listed in each term’s Class Schedule.)

Retroactive Tuition Refund—In a very limited number of circumstances (e.g., medical, scholastic drop, military duty, attendance at another institution) retroactive cancellation may be possible. If retroactive cancellation is authorized within one semester of the term in question and no later than June 30 of the fiscal year, students may be entitled to a tuition refund. Petitions for retroactive tuition refunds based on failure to cancel or nonattendance will not be approved. Check with the Registrar’s Office, 9 Hill Hall for more information or a petition form.

Graduation

Requirements

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

1. To be eligible for a University of Minnesota undergraduate degree, a student must complete at least 30 semester credits awarded by the University of Minnesota campus from which he or she is seeking to graduate.
2. At least 15 credits of the last 30 credits earned prior to the awarding of a University degree, must be awarded by the University of Minnesota campus from which a student is seeking to graduate.

3. Students must complete at least half of upper-division major work (3xxx courses or higher) on the campus from which they are seeking to graduate. Study abroad credits earned through programs sponsored by the University are considered resident credit.
4. In order to have a minor recorded on a University of Minnesota transcript, a student must take at least three upper division credits in the minor field at the campus from which he or she will receive the degree.

Special Situations

1. The college or campus may, under extraordinary circumstances, waive the requirements in items 2, 3, and 4, above, but not section 1.
2. Colleges or campuses may establish standards higher than those set in this policy. Students must be informed of such additional requirements.
3. Students may earn a major and a minor from two different campuses.

To qualify for the bachelor’s degree, the candidate must complete a minimum of 120 credits with a minimum GPA of 2.00 (C). The faculty reserves the right to change requirements for the various curricula. However, the credits required for the degree will not exceed the total specified at the time the student enrolled.

Liberal education, major, and elective requirements for graduation are specifically outlined for each program of study in subsequent sections of this catalog.

Graduation Application—Degree candidates must complete an electronic application for degree (umcrookston.edu/graduating) by the end of the second week of the term or semester in which degree requirements will be met.

Commencement Ceremony—The commencement ceremony is held once yearly at the end of spring semester. Attendance at the commencement ceremony is optional. Students registered for courses that complete their degree requirements may participate in commencement exercises. This includes the student’s spring term, summer session, and up to 16 credits of fall term registration. Any student who has outstanding financial debt to the University of \$100 or more will not be allowed to graduate.

Honors—Candidates who earn a 3.75 GPA graduate with distinction; those with a 3.90 GPA graduate with high distinction. The honor is recorded on the student’s academic record and diploma.

Students who have completed 60 or more degree requirement credits for the baccalaureate degree from UMC have honors computed only from the cumulative GPA at UMC. Students who have completed fewer than 60 degree requirement credits for the baccalaureate degree from UMC receive similar distinction if their cumulative record and record at UMC each meet the requirements.

Diploma Information—A University of Minnesota diploma indicates a student’s name (as submitted on the *Application for Degree*), the degree earned, and any honors earned. A University of Minnesota diploma *does not* indicate a student’s major; majors are indicated on the transcript only. The University mails students’ diplomas about two months after they have completed degree requirements, unless a student has an outstanding hold that prevents the University from doing so.

Classroom Behavior

Students are entitled to a classroom environment conducive to learning. Students whose behavior is disruptive either to the instructor or other students will be asked to leave and will be subject to disciplinary action under the terms of the Student Conduct Code.

Scholastic Dishonesty/ Academic Integrity

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cases of dishonesty may be handled as a scholastic matter or as a student conduct code matter at the discretion of the instructor. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the incident will affect the student’s course grade. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC’s Student Conduct Code coordinator. Instructors are required to report all instances of scholastic dishonesty to the Office of Academic Integrity. A more complete policy statement is included in the Campus Policies section of the UMC website, umcrookston.edu/policies.

UMC Student Grievance Procedures

The University makes every effort to provide a supportive and educational environment for students. Students who feel that their rights have been violated have access to a system of appeals established by the University for resolution of grievances or problems. It is the intent of the University to provide students with both informal and formal proceedings for processing grievances that pertain to alleged sexual harassment¹, discrimination², or misinterpretation or misapplication of University policy. (See “Definitions” at right.)

All students are encouraged to attempt to resolve the issue initially with those students or University employees most directly involved. If the issues are not resolved at that level, the following procedures should be followed.

Student Concerns and Complaints—

Grievances involving an instructor’s judgment in assigning a grade based on academic performance may be resolved *only* through the informal resolution procedures described below. In other instances, if a resolution is not achieved, the matter may be pursued as a formal grievance in accordance with the *Regents’ Policy on Student Academic Grievance*.

Informal Grievance Procedure—The start of the informal grievance procedure is the initial appeal level between the parties directly involved. The concerns may include, but are not limited to, complaints or criticisms concerning course content, procedures, instructor’s conduct, or the grade received.

The following are the steps to follow to reach resolution of your concern. Each step in the procedure is to be followed until resolution is achieved.

1. Visit with your instructor.
2. Submit a written request to the instructor. State your concern specifically and what action you are requesting be taken to address the concern.
3. Instructor is to respond in written form in a timely fashion to the written request of the student.
4. Visit with the instructor’s department head.
5. Submit a written request to the department head.
6. Department head is to respond in written form in a timely fashion to the written request of the student.
7. Visit with the senior vice chancellor for academic and student affairs.
8. Submit a written request to the senior vice chancellor for academic and student affairs.
9. Senior vice chancellor for academic and student affairs is to respond in written form in a timely fashion to the written request of the student.
10. Visit with the chancellor.
11. Submit a written request to the chancellor.
12. Chancellor is to respond in written form in a timely fashion to the written request of the student. The decision of the chancellor is final.

Academic Grievance—Academic grievances are complaints brought by students regarding the University’s provision of education and academic services affecting their role as students. Academic grievances must be based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University’s right to change rules, policies, or practices. For more information contact the vice chancellor for academic affairs at 218-281-8341.

The University of Minnesota, Crookston hereby adopts the following procedures to implement the Board of Regents Policy titled “Student Academic Grievance Policy” as adopted January 13, 1995.

Definitions

- 1 **Sexual harassment** is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
 2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
 3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
- 2 **Equal Opportunity Policy Statement**—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.

1. Recognizing the size of the campus UMC will be considered to be one collegiate unit and will have one academic grievance officer and one Academic Grievance Committee.
2. The chancellor will annually appoint a member of the faculty who holds no other administrative appointment to serve as the campus academic grievance officer.
3. A campus Academic Grievance Committee, appointed by the chancellor, will hear all matters which may be properly brought before it under the conditions stipulated in the policy. Members will be drawn from faculty, students and academic staff. The committee will be appointed and convened as needed to properly administer the policy.

Students with complaints against other students or student groups—Any member of the student body may file charges of violations of the Student Conduct Code against other students or student groups through the associate vice chancellor for student affairs, who serves as the Student Conduct Code coordinator. Complaints may be resolved informally or may result in a hearing before the Student Conduct Committee. For information, contact the associate vice chancellor for student affairs at 281-8505.

Students with complaints against University employees—Students with complaints against University employees regarding discrimination, sexual harassment, or other violations of student rights should contact the Office of Human Resources at 281-8345. Proper procedures and options will then be discussed with the student.

Residence Hall Issues—Residence hall issues are generally resolved through the Office of Residential Life in Centennial Hall or through the Residence Hall Judicial Board. For information, contact the director of residential life at 281-8530.

Informal Grievance Procedure—The start of the grievance procedure is at the lowest level between the student and the office directly involved. The concerns may include, but are not limited to, complaints or criticisms concerning an administrative office regarding a decision or interpretation of a policy. The following are the steps to follow to reach resolution of the student's concern. Each step in the procedure is to be followed until resolution is achieved.

3. **Filing.** Such grievances must be filed in written form to the appropriate administrator in the administrative unit where the issue occurred or decision was made. The grievance must include the date submitted, date of incident, student's name and ID number, the individuals/office involved, the incident, the rule/policy/established practice in question or violated, and a brief statement of the remedy the student is seeking. The grievance must be filed within 10 business days of receipt of the last decision of the administrative unit. The senior administrator in that unit will respond in writing in a timely fashion to the written request of the student.

4. **Appeal.** The student may appeal to the associate vice chancellor for Student Affairs if the student believes the senior administrator of the unit did not properly apply the policy. The appeal must also be submitted in written form. A copy of the initial written request and response should accompany the written letter of appeal. The associate vice chancellor for Student Affairs will meet with the student and then respond to the student in writing in a timely fashion.
5. **Final Appeal.** If the student is not satisfied with the decision of the associate vice chancellor for Student Affairs, a final written appeal can be submitted to the chancellor. The chancellor will meet with the student and then respond to the student in written form in a timely fashion. The chancellor's decision is final.

Four-Year Graduation Guarantee

The University of Minnesota, Crookston offers a four-year graduation guarantee. Students are provided with an application to participate during new student registration and sign a contract during their first year of study. Students who have signed the contract and meet the following requirements will graduate in four years or the University of Minnesota, Crookston will pay for the needed remaining coursework or allow for appropriate course substitutions to allow them to graduate in four years.

To be eligible for the guarantee, students must:

- Enter the university as a first-year student (NHS)
- Declare a major during the first year
- Set up a four-year graduation plan on **Grad Planner** and review the plan with an academic adviser during the first year of enrollment
- Register according to the plan each semester
- Notify the adviser within two days of class registration—if the courses registered for differ from those on the Grad Plan
- Meet with an academic adviser and register in a timely manner every semester
- Remain in good academic standing
- Average 16 credits each semester
- Accept responsibility for financial obligation to the University by paying bills on time and clearing all holds prior to registration for the following term.

Undergraduate Research Opportunities Program (UROP)

Both UROC and UROP offer financial awards to students for research, scholarly, or creative projects undertaken in partnership with a faculty member. The programs afford undergraduates the unique educational experience of collaborating with a faculty member on the design and implementation of a research project, while at the same time giving faculty the opportunity to work closely with students and receive valuable assistance with their own research or professional activity. UROC and UROP add new dimension to the undergraduate experience by encouraging students to conduct research and pursue academic interests outside of their regular courses through compensated work on special projects. Applications for both programs are judged on the quality of the proposed project and educational benefit to the student. For more information and applications, contact the Office of the Senior Vice Chancellor for Academic and Student Affairs.

Academic Support Services

Technology Support Services

Technology Support Services (TSS) is responsible for information technology leadership, management, and strategic planning at UMC by directing the operations, services, and resources that support the University's mission and its technology requirements.

TSS provides a wide array of services to the Crookston campus—from Computer Help Desk support, to the computer laptop program, network systems, training, IT security, and application development. In addition TSS provides oversight for technology policies and standards, security practice and compliance, infrastructure, information, and solutions.

Comprised of Computing Services, the Computer Help Desk, and Web Application Development, TSS takes a leadership role in the support and enhancement of the campus learning environment through the use of technology. TSS provides technical support to all academic and administrative units across campus.

TSS also coordinates technological applications and improvements, offers technical training that supports these applications, provides research and information resources, maintains the campus information technology infrastructure, and oversees the computer laptop program. Taken together, these processes enrich the educational environment and strengthen the teaching and learning experience for UMC students, faculty, staff, and community.

Computing Services—Computing Services provides day-to-day operational management of the Crookston campus information technology infrastructure, including network services; provides technical support; engages in research and development of new computing technologies; maintains and enforces IT security and policy; oversees and enforces critical patch management; manages user network and system access control; database administration, application development; provides collocation service for departmental servers; and works collaboratively with the central Office of Information Technology, coordinate campus IT leadership, and collegiate IT units to best leverage Enterprise and other shared resources.

Computer Help Desk—The Computer Help Desk is the primary end user technology support department at UMC. The Help Desk should always be the first point of contact for all UMC customers. Help Desk staff will properly assign all incidents to appropriate technical support staff. Help Desk staff strive to ensure customer satisfaction by providing prompt, courteous, and effective services and support.

Web Application Development—The Web Application Development team provides customer application development to deliver business process efficiencies for any UMC department requesting the service.

Center for Teaching, Learning, and Technology (CTLT)

The primary focus of the CTLT is the development, incorporation, and support of instructional technologies that enhance teaching and learning in the online and classroom environment. The Center develops learning resources using a wide range of software and hardware and the Learning Management Systems Moodle and WebCT Vista. It also offers faculty development opportunities through the coordination or delivery of teaching and learning workshops and technology training. A staff of technically trained student workers supplements faculty support and assists with the testing and development of emerging web-based, multimedia, and interactive courseware technologies.

Media Services

Media Services, located in 155 Kiehle Building, provides media support for campus departments, faculty, staff, and students. These services include user support, maintenance and provision of campus audio systems and equipment. Production and duplication is provided in areas including video and audio productions, digital imagery, graphic design and web streaming. The department also manages telephone services and user support for the campus.

Northwest Educational Technology System (NETS)

NETS is a regional consortium made up of the public institutions of higher education in northwestern Minnesota. UMC hosts the NETS office.

NETS contracts and coordinates the operation of a shared wide area network (WAN) that provides the digital access for all public colleges in northwestern Minnesota. It provides WAN access and other support services to 10 college campuses, 3 learning centers and 1 administrative office. NETS staff provides technical support in video conferencing and web streaming applications for NETS members. It is governed by an executive committee made up of the CEOs or their designee from each of the higher educational institutions served by NETS.

UMC Library Services

Located on the west side of campus just north of Kiehle Building, the UMC Library serves as the research center for the campus. The library is a state-of-the-art facility offering high speed Internet connectivity and access to different media equipment such as scanners, CD/DVD burners, web cameras, video cameras, voice recorders, digital cameras, and desktop computers with specialized software. Professional librarians are available to assist users with their research needs. Besides offering a quiet, comfortable environment to study, the library also offers access to a vast array of resources both in print and online. The UMC Library offers a wealth of resources to the UMC Library user and a sophisticated interlibrary loan service, which is free to UMC library users. The website for the UMC library is located at umcrookston.edu/library.

Printing and Design, Photography, and Web Development

The Printing and Design Unit, operated through University Relations, offers printing, design, publication layout, and electronic media conversion to faculty, staff, campus departments, and student organizations. Printing and design staff work with these clients to provide estimates, to develop publications, and to offer assistance with University logo and style guidelines. The following services are available at competitive pricing: design, layout, publication, and finishing; duplication and color copying; large format printing; and electronic media conversion.

Services including photography and web development are also provided to faculty, staff, campus departments, and student organizations, usually at no additional cost, through University Relations.