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Students With Disabilities

To be eligible for disability-related accommodations, students must have a documented disability as defined by the Americans With Disabilities Amendments (ADA) Act of 2008 and Section 504 of the Rehabilitation Act of 1973. Under the ADAAA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits him or her in one or more of the major life activities.

At UMD, the Office of Disability Resources (ODR) maintains disability-related documents, certifies eligibility for services, and determines and arranges reasonable accommodations. These accommodations are provided to ensure access to all University courses, programs, services, jobs, activities, and facilities, including those that are off-site, such as field trips, student teaching, internships, and fieldwork. Available accommodations include, but are not limited to, test accommodations, note taking assistance, alternatively formatted materials, sign language interpreters, and assistive technology, and are initiated per student request. When requesting accommodations, students must provide current information from a licensed professional that verifies the presence and impact of a major life activity. Accommodation decisions are made by Disability Resources staff based on the documented needs of the student.

Inquiries regarding UMD’s policies and guidelines for accommodating students with disabilities may be directed to the Office of Disability Resources, University of Minnesota Duluth, 258 Kirby Student Center, 1120 Kirby Drive, Duluth, MN 55812 (218-726-8217 or 218-726-7380 TTY; www.d.umn.edu/access).

Preparation Requirements

These University undergraduate admission requirements were prepared and adopted in conjunction with the University system and Minnesota State Colleges and Universities.

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

2. **Mathematics**—Three years consisting of two years of algebra, one of which must be intermediate or advanced algebra, and one year of geometry.

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

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

5. **World Language**—Two years of a single second language.

6. **Arts**—One year in the visual or performing arts including instruction in the history and critical interpretation of the art form. Courses in the arts should offer students the opportunity to experience the arts directly as creators/performers and as critical, informed observers.

Additional study in mathematics and science is highly recommended.

Students should consult their college/program policies for more specific requirements.

In exceptional cases, UMD admits students deficient in these requirements with the expectation that any deficiencies will be made up before 60 credits, including transfer credits, are earned. The Academic Progress Audit System (APAS) will be the vehicle used to monitor the completion of this requirement. Any student admitted as an exception to this policy will be unable to graduate until the requirement is fulfilled.

Admission Requirements and Procedures

The University of Minnesota Duluth values diversity as a means of enriching the educational experiences of all students. Studying and learning in a diverse environment helps prepare students to live and work in an increasingly heterogeneous and global society. As part of the educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in post-secondary institutions. UMD is committed to educating students in a diverse environment.

Diversity Statement

The University of Minnesota Duluth (UMD) values diversity as a means of enriching the educational experiences of all students. Studying and learning in a diverse environment helps prepare students to live and work in an increasingly heterogeneous and global society. As part of the educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in post-secondary institutions. UMD is committed to educating students in a diverse environment that recognizes the broader culture and society beyond northeastern Minnesota.

Therefore, UMD shall actively seek to recruit, admit, retain, and graduate a broad and diverse population of qualified students. The admissions process will maintain rigorous academic standards, while at the same time it strives to promote diversity among the student body.
that recognizes the broader culture and society beyond northeastern Minnesota. Therefore, UMD actively seeks to recruit, admit, retain, and graduate a broad and diverse population of qualified students. Its admissions process maintains rigorous academic standards while promoting diversity among the student body.

Admission to UMD does not necessarily mean admission to a specific program, because some departments have more stringent requirements for degree candidacy than for initial admission to a college unit. Students should refer to the Colleges and Schools section for further information about admission to a particular program.

Students can obtain admission information from the Office of Admissions and arrange campus visits by calling 1-800-232-1339 or 218-726-7171, or by visiting Admissions online. Written correspondence regarding undergraduate admission to degree-granting UMD schools or colleges should be addressed to the Office of Admissions, University of Minnesota Duluth, 25 Solon Campus Center, 1117 University Drive, Duluth, MN 55812.

Students must submit admission applications by August 1 for fall semester and by November 15 for spring semester. Students with no previous college work, or who have completed college credits while enrolled in high school, are admitted if their high school rank is at or above the 65th percentile, if they have submitted results from the ACT plus writing or SAT plus writing assessment, and if they have met all University course preparation requirements. Admission is contingent upon completion of high school diploma requirements and remaining space in the program to which application is made.

Students with a high school rank below the 65th percentile from high school that do not calculate rank, or students who have a General Equivalency Diploma (GED) are admitted selectively on a space-available basis.

Students with a high school rank below the 65th percentile are required to participate in an academic assessment process as part of their first registration. This assessment will identify areas in which improvement may be needed in order to assure a successful college experience. Enrollment in Supportive Services Program skills courses, some of which are offered for non-degree credit, may be recommended. For information about course requirements, see “Supportive Services Program” in the Education, Service, and Research section.

Application Procedures
1. Complete an application.
2. Specify on the application the school or college that offers the intended program of study.
3. Submit the application fee ($35 or US citizens, $50 for international students) with the application.
4. Request that appropriate official transcripts be sent to the Office of Admission.
   Freshmen submit transcript(s) from high school(s) and transfer students submit transcripts from high school(s) and from college(s) previously attended.
   Admission will not be granted without these transcripts. Failure to reveal all prior college work is grounds for dismissal.
5. Freshmen must submit ACT plus writing or SAT scores when they apply. High school students are advised to take the ACT plus writing or SAT during their junior year. Admission decisions are not made until applications are complete. Notification of admission decisions is made on a rolling basis.

Transfer Students
Students with more than 25 credits of previous college work and who are including credits now in progress are admitted with advanced standing if they have: a) a GPA of at least 2.00 in their previous college work, and b) successfully completed at least 75 percent of all college work attempted. Transfer students with fewer than 26 credits are admitted if they have: a) a high school rank at or above the 50th percentile, b) a GPA of at least 1.90 in previous college work, and c) successfully completed at least 75 percent of all college work attempted. Student seeking exceptions to admission requirements must petition the appropriate school or college. Petition forms are enclosed with letters of denial for students who are eligible to appeal.

Transfer students who have completed an associate of arts or baccalaureate degree at another accredited Minnesota college or university are exempt from UMD’s liberal education requirements.

Students applying for admission to the Labovitz School of Business and Economics as advanced standing students with more than 20 attempted credits must also have at least a 2.00 GPA for work attempted at other institutions in accounting, business, economics, finance, and management information sciences.

Students applying for admission to the online psychology major must have completed an associate of arts degree or the Minnesota Transfer Curriculum.

Transfer students are advised that courses with less than C grades may not be used to satisfy some UMD degree program requirements. Complete information about course transfer is available online.

International Students
Citizens of other countries are encouraged to apply for admission to UMD. Applicants are evaluated on an individual basis, with consideration given to the academic record of each student in relation to the educational system of his or her native country. Applicants must show evidence of exceptional academic achievement and probability of success at UMD.

Applicants must submit the Application for Undergraduate Admission for International Students and official copies of high school and university transcripts (if applicable). The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required of all students applying from outside the United States unless their native language is English. Minimum TOEFL scores required are 550 (written/paper), 213 (computer), 79 (Internet/iBT). Minimum score required for IELTS is 6.5.
The University offers a limited number of merit-based partial tuition scholarships to international undergraduate students. Applicants with outstanding academic records are considered for the award upon admission to the University.

All international students, except those from Canada, must have a skin test for tuberculosis within 45 days of initial registration at UMD. The test is performed at UMD Health Services and is free to students.

**Non-Degree-Seeking Students**

Non-degree-seeking students are enrolled at the University through Continuing Education using a “quick enroll” process. Non-degree-seeking students include, but are not limited to, individuals who want to take a class and are not in a degree program, students who are preparing for admission to an undergraduate program or a graduate program, teachers needing credits for a lane change and/or recertification, students cross-registering to/from the College of St. Scholastica or the University of Wisconsin Superior, senior citizens registering under the Senior Citizen Higher Education Program, and individuals pursuing coursework for professional development or personal enrichment.

Non-degree-seeking students are not required to pay an application fee, but they must file a separate non-degree-seeking application and follow all registration policies and procedures. Non-degree-seeking students in all colleges except the Labovitz School of Business and Economics may register on a space-available basis after all other students have registered.

**Labovitz School of Business and Economics (LSBE)**

**Pre-M.B.A. Students**—Students who are working on prerequisites for LSBE’s M.B.A. program should consult with either the M.B.A. director or the associate administrator for advisement and discussion regarding admission criteria by calling 218-726-8986.

**College of Education and Human Service Professions (CEHSP)**

**Teacher Licensure**—Students seeking a teaching license under a post baccalaureate contract should seek admission into CEHSP as new undergraduate students. Students should consult with the CEHSP Advising and Academic Services Office, 218-726-7156, for advisement and discussion regarding admission criteria.

**Senior Citizens**

Minnesota residents who are 62 or older may take University courses for $10 per credit or audit them tuition free if they meet prerequisites and space is available after tuition-paying students are accommodated. Registration should be completed after the first day of the semester at the Continuing Education registration windows in the Darland Administration Building lobby. Course fees and computer access may be assessed. For more information, visit Continuing Education Registration in the Darland Administration Building lobby or call 218-726-8113.

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**Summer Term Students**

Regular University courses are offered during one three-week session and one eight-week session, as well as special sessions, each summer at UMD. All regularly enrolled students may attend; visiting summer students are also welcome to register. Application fees are not required and usual admission criteria and application procedures for freshmen and advanced standing students do not apply. However, students who plan to register for courses during the subsequent academic year must apply for regular admission, meeting admission requirements described previously in the sections on admissions criteria.

The Summer Term Catalog is available in early February. The catalog contains all necessary registration forms, explanation of procedures, and listings of course offering. For more information, contact the Office of Summer Term, University of Minnesota Duluth, 104 Darland Administration Building, Duluth, MN 55812.

**Graduate Students**

UMD offers a wide variety of graduate programs as well as a number of joint programs with the University of Minnesota Twin Cities campus. Over 750 graduate students are based at UMD, in fields from across the natural, social and applied sciences, arts and humanities, and professions such as Social Work and Education. UMD offers primarily master’s degrees but the doctor of education (Ed.D.) is also offered, as well as several Ph.D. degrees through all-University and cooperative programs involving the Twin Cities campus.

**Basic Admission Requirements**

Any student with a U.S. bachelor’s degree or a comparable foreign degree from a recognized college or university may apply to the Graduate School Office of Admissions. Applicants with the necessary background for their chosen major field, an excellent scholastic record from an approved college or university, and appropriate professional qualifications may be admitted for graduate work on recommendation of the graduate faculty in the proposed major field and approval of the director of graduate studies. The Graduate School operational standard for admission is an undergraduate GPA of 3.00. Many programs prefer a higher GPA. Applicants should consult the program to which they are applying for more specific information about admission standards.

**Application Procedure**

Applicants are required to apply online. Applicants are encouraged to apply for admission well in advance of the term in which they wish to enter the Graduate School (but no more than one year in advance of the proposed entry date). The Graduate School Application for Admission, complete with all required materials, must be submitted by the following deadlines.

- **Fall semester**—July 15
- **Spring semester**—November 1

Deadlines that fall on a holiday or weekend will be extended through the next regular workday.
Many major fields have established deadlines earlier than those listed above and require additional application and supporting materials. It is the applicant’s responsibility to obtain information about those deadlines and requirements from the director of graduate studies for the proposed major.

**Note:** More detailed and up-to-date information regarding the application fee, transcripts, and test data is included in the instructions accompanying the Graduate School Application for Admission.

**International Applicants**

All international applicants must submit complete credentials. Details on the types of transcripts required are given in the instructions for the Graduate School Application for Admission.

For additional information please visit the UMD Graduate School website found at [http://www.d.umn.edu/catalogs/current/grad_school](http://www.d.umn.edu/catalogs/current/grad_school).

**University of Minnesota Medical School Duluth**

The University of Minnesota Medical School Duluth gives priority consideration to applicants who are residents of Minnesota and who wish to become family practice or other primary care physicians in rural settings or American Indian communities. Applicants from other states who demonstrate a high potential and motivation for practicing medicine in Minnesota will also be considered for admission. The University is committed to providing equal opportunity to students from minority groups and educationally disadvantaged backgrounds, and the University of Minnesota Medical School Duluth encourages members of these groups to seek admission to its programs. Applicants must be U.S. citizens or permanent residents.

Undergraduates of UMD may apply to the Early Admission Rural Scholars Program after their sophomore year. Students in this program complete their undergraduate and medical degrees in seven years. Successful applicants to this highly selective program are Minnesota residents who are motivated to provide primary care in rural or Native American communities and who have a record of strong academic performance. Interested students should contact Swenson College of Science and Engineering pre-med advisers early in their freshman year.

**University of Minnesota College of Pharmacy Duluth**

The College of Pharmacy offers the doctor of pharmacy (Pharm.D.) program on the Duluth campus. Graduates of this program are eligible to take the state licensure examination to practice pharmacy. For more information, refer to the Professional Schools section of this catalog.

**Readmission**

Students previously registered at UMD may be readmitted if they meet the academic standing policy of their intended school or college and have no record holds. For more information, contact the Student Affairs/Advising and Academic Service Office of the appropriate college or school.

Students seeking exceptions to the academic standing policy must petition the appropriate school or college. See the appropriate Colleges and Schools section of this catalog for each college unit’s policy or [www.d.umn.edu/registrar/reenroll.html](http://www.d.umn.edu/registrar/reenroll.html).

**Undergraduate Degree Requirements**

The Board of Regents, on recommendation of the faculty, grants degrees from the University of Minnesota. Requirements for an undergraduate degree from University of Minnesota Duluth include the following:

1. Students must meet all course and credit requirements of the departments and colleges or schools in which they are enrolled including an advanced writing course. Students seeking two degrees must fulfill the requirements of both degrees. However, two degrees cannot be awarded for the same major.

2. Students must complete all requirements of the Liberal Education Program.

3. Students must complete a minimum of 120 semester credits.

4. Students must earn 30 semester credits or the equivalent awarded by UMD.

5. Students must complete at least half of their courses at the 3xxx-level and higher at UMD. Study abroad credits earned through courses taught by UM faculty and at institutions with which UMD has international exchange programs may be used to fulfill this requirement.

6. If a minor is required, students must take at least three upper division credits in their minor field from UMD.

7. The minimum cumulative UM GPA required for graduation will be 2.00 and will include only University of Minnesota coursework. A minimum UM GPA of 2.00 is required in each UMD undergraduate major and minor. No academic unit may impose additional grade point standards to graduate.

8. Diploma, transcripts, and certification will be withheld until all financial obligations to the University have been met.

**New Student Orientation**

UMD offers a three-part orientation to help new freshmen and new transfer students become integrated with the campus community. Orientation programs help new student understand the academic, social, and community expectations of the University. As part of Advisement & Registration—the first part of orientation—students learn about degree requirements, register for courses, and learn about the educational aspects of the University. All new students must participate in Advisement & Registration and pay the first-time registration fee. The second part of orientation is Bulldog Welcome Week, UMD’s fall orientation and transition program. Bulldog Welcome Week introduces new students to the University’s academic, curricular and co-curricular, social, and student services components. Freshman students are required to attend the full program of Bulldog Welcome Week activities. Transfer students are invited to participate in the Fall Welcome, which takes place on the day before the semester begins. The third
part of orientation takes place throughout a new student’s first semester. Freshman students, except those in Swenson College of Science & Engineering, enroll for SSP 1000: UMD Seminar. This one-credit seminar provides a guide through common first-semester events and prepares students to continue their education. Transfer students participate in the Transfer Touchpoints program, which pairs new transfer students with current student leaders to provide academic, social, and personal support through the first semester. For more information on orientation and transition programs for students and families, visit the FYE website, [http://www.duluth.umn.edu/fye](http://www.duluth.umn.edu/fye).

**Registration**

Registration for classes at the University takes place before each academic semester. Before they start their first semester, new students receive advisement and registration instructions. Students currently enrolled at UMD should refer to the UMD website and the Class Schedule online for registration dates and procedures.

A late fee is applied to any student whose initial registration occurs on or after the first day of classes. The fee is $50 during the first two weeks of the term and $100 beginning with week three.

**Academic Advising**

By providing support, direction, and guidance, advisers at UMD help students reach their educational goals, experience academic success, and graduate in a timely manner.

Both students and advisers have advising responsibilities. While students ultimately make their own decisions concerning their academic plans and careers, advisers assist them with decision-making processes and the exploration of options. Students are encouraged to establish a close working relationship with their academic adviser and meet regularly with him or her to develop a better understanding of their responsibilities, the requirements of their curriculum, and other policies as necessary.

The Student Affairs Office of the student’s college of residence assigns each student an adviser who is either a faculty member in the student’s major field of study or a professional adviser in the student’s college office. A request for a change of adviser is made in the college Student Affairs Office.

**The adviser’s role:**

- Help students clarify their educational values and goals
- Provide accurate information on educational options, policies, and procedures
- Guide students toward an academic program in which they can be successful
- Acquaint students with the campus resources that can support their academic and personal success

**The student’s role:**

- Prepare a plan for degree completion that incorporates all requirements and considers testing requirements, application dates, upper division requirements, and entrance and exit requirements
- Develop competencies in using online academic planning, resources, including graduation planner and APAS
- Read the catalog, course schedule books, program worksheets, websites, and other available materials to understand University and college policies
- Meet with their adviser regularly to review the academic schedule for the following term and progress toward degree completion (This can help students understand any sequencing of courses within their majors or other issues related to the integration of courses into a comprehensive program of study.)

Students are responsible for scheduling, preparing for, and keeping advising appointments; seeking out contacts and information; and knowing the basic requirements of their degree program. Students bear the final responsibility for decisions made in completing their program requirements.

**Uniform Syllabus Policy**

During the first week of classes each student in every course should expect to receive a syllabus that contains essential information about the course.

**Guidelines**

During the first week of classes each instructor must provide a course syllabus in written or electronic form to every student in each course that s/he teaches. In order to help students complete the course to the best of their abilities, the syllabus must contain the following:

1. Course title and number, and the current semester
2. Class meeting times and location(s)
3. Instructional staff names and contact information, including office hours, office location, phone number, and email address
4. Course prerequisites, as applicable
5. Required course materials such as text book(s), online readings, software, computer use
6. Type and relative weight of each graded course component (e.g. exams, quizzes, homework, papers, presentations, participation in discussion, blogs, attendance), including approximate dates
7. Final exam date and time (If a common final exam is to be given, date, time, and location should be announced as soon as the common exam is officially scheduled.)
8. Special outside-of-class requirements as applicable (e.g. field trips, performances, service learning, exams outside of regular class time)
9. Attendance requirements and penalties for non-attendance, if any
10. Policy on late and make-up work
11. Statement on participation by students with disabilities
12. Supplemental course materials as applicable
13. If the course is a liberal education course, which category the course fulfills
14. Policies related to reaching and learning (these include Student Conduct Code, Teaching and Learning, Academic Integrity, Final Exams, Excused Absence, Appropriate Use of Class Notes)
15. Student learning outcomes as they relate to the course objectives
AUDITING COURSES

To audit a course, a student follows the same registration procedures and pays the same tuition and fees as for courses bearing credit. Audited courses do not carry credits or offer grades and may not be used to fulfill degree requirements, nor do they count towards financial aid eligibility. To register as an auditor, the “audit” option must be selected at the time of registration. Upon completion of the term, a V (visitor) is recorded on the transcript. Registration for a course as an auditor must be completed before the end of the second week of the semester. Upon payment of normal tuition and fees, students may repeat an audited course for a grade. Both registrations would appear on the transcript.

CANCEL/ADD

Cancel/add requests can be processed after initial registration and according to appropriate policies and procedures. If students change their course schedules in any way (including changing a section of the same course), the change must be processed via web registration. After the second day of the semester, instructor approval is required to add a course. Courses may be added during the first two weeks of the semester with course approval codes from the instructor or department; courses cannot be added after the second week. Students may cancel courses through the last day of the eighth week of the semester. After that date, students who believe they have an extenuating circumstance may submit a petition to withdraw from the course; approval of the petition would be given with the understanding that the student must be doing satisfactory work to receive a W. For courses canceled during the first two weeks of the semester, no record is maintained. Courses canceled during the third through eighth weeks are noted with a W on the transcript.

STUDENT CLASSIFICATION

For the purpose of assigning registration priority, students are assigned to class years according to the number of credits they have completed. A student with fewer than 30 credits is classified as a freshman; 30 to fewer than 60, a sophomore; 60 to fewer than 90, a junior; 90 to 120, a fourth-year senior; greater than 120, a fifth-year senior.

COURSE PREREQUISITES

In order to enroll in some courses, students must either complete or concurrently enroll in certain other courses or possess some particular qualifications or class standing. These requirements, known as prerequisites, are listed inside the parentheses after the course titles. If no prerequisites are listed, there are none, except for the class standing requirements indicated by the course number. Students attempting to register in courses for which the prerequisites have not been met must obtain course approval from the appropriate instructor and/or department. Note that a permission number may be necessary if the student has met the prerequisite at another institution.

ATTENDANCE AT ANOTHER CAMPUS/CROSS-REGISTRATION

UMD undergraduates have the opportunity to register concurrently at the College of St. Scholastica (CSS) and the University of Wisconsin-Superior (UWS). Students registering and paying fees for at least 12 credits at UMD can register for a combined maximum of two courses per term at CSS and UWS. Class schedules for CSS and UWS must be requested from each school. Additional UMD tuition for cross-registered courses will be assessed as if the courses had been taken at UMD. Information and registration forms are available at window 1 or 2, Darland Administration Building lobby.

Students from St. Scholastica and UWS who are cross registering will register at window 1 or 2, Darland Administration Building lobby. If registering for classes offered through Labovitz School of Business and Economics, students must contact the LSBE Student Affairs Office, 111A LSBE, before registering.

For questions about tuition, payments, due dates, or registration contact cehelp@d.umn.edu or 218-726-8113.

MULTI-INSTITUTIONAL STUDENTS

A consortium agreement exists among the four campuses of the University of Minnesota for purposes of allowing students to attend another University campus. Under this agreement students are allowed to attend another campus for one term during an academic year without losing their status or jeopardizing their eligibility for student financial assistance programs on their home campuses.

Multi-institutional students fall into two categories:

1. Students who are registered on two campuses for one term. For example, a student who is registered at UMD (home campus) but who wishes 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 UMD. For example, these are students who wish to take courses that are not offered at UMD.

Financial aid recipients should make sure that the course(s) they plan to take at another campus is (are) eligible for financial aid. Financial aid programs administered by UMD’s Office of Financial Aid and Registrar (OFAR) cannot be applied to any extended-term courses. Please contact OFAR for further information.

Duluth students who are interested in applying to another University of Minnesota campus should contact the Student Assistance Center at 23 Solon Campus Center (218-726-8000) to request an Application for Attending Another University of M Campus as a Multi-Institutional Student. Applications can also be printed from the web at www.d.umn.edu/fareg/forms.htm.

Students must complete the application, have it signed by their college’s student affairs office, and turn it in at the Student Assistance Center, 23 Solon Campus Center, one month before the start of the term.
Forfeit of Enrollment

Unless first excused by the instructor, students who do not report to the first meeting of a class or laboratory section may forfeit their course enrollment, requiring their official withdrawal from the course.

Immunization Requirements

Minnesota law requires all students born after December 31, 1956, who enroll in a Minnesota college or university to be immunized against diphtheria, tetanus, measles, mumps, and rubella. Health Services can provide these immunizations to students who have not met these requirements.

All students, except for those who graduated from a Minnesota high school, must have immunization documentation on file at Health Services. (This form is included in the admissions packet.) Students must turn in their Immunization Record Form order to register for classes. A one-semester grace period will be allowed in cases of non-compliance.

If the immunization record is not submitted prior to second semester, a hold will be placed on a student’s record, and he/she will be unable to register for classes. International students from countries where Tuberculosis (TB) is endemic are required to undergo Tuberculosis (TB) screening.


Repeating Courses

Within the University of Minnesota System

Students may choose either to retake a UMD course at UMD or to take an approved equivalent course anywhere else within the University of Minnesota system. The latter requires department approval prior to registration through a Permission to Retake a Course Using an Equivalent Course form. Only the last grade recorded is used in calculating the University of Minnesota GPA. Only the most recently completed credits can be applied toward graduation requirements.

Outside the University of Minnesota System

UMD students may take an equivalent course at an institution outside of the University of Minnesota system to replace a course previously completed at UMD only if department approval is granted before registering for the course through a Permission to Retake a Course Using an Equivalent Course form. Although this course may be used to meet UMD degree requirements, its grade will not be included in the student’s University of Minnesota GPA. Only the most recently completed credits can be applied towards graduation requirements. A notation will be added to the transcript that the UMD course was repeated at another institution.

For additional information please see: http://www.d.umn.edu/vcaa/GradingandTranscripts.html

Withdrawal From the University

To withdraw from all academic coursework at the University, a student must officially cancel all courses via the web at www.d.umn.edu/register, by clicking on “Add or Change Classes.” A student may withdraw through the last day of the eighth week of the semester. Thereafter, withdrawal from classes is not permitted. After that date, students who believe they have extenuating circumstances may submit a petition to withdraw from the University. Students with outstanding financial obligations to the University are not eligible to receive grades or transcripts of coursework completed. All University property such as library books, athletic equipment, band equipment, laboratory materials, locker keys or locks, and athletic tickets must be turned in to the appropriate office. Students who have student loans must also make arrangements for an exit interview in the Office of Financial Collections, 129 Darland Administration Building. Veterans must also notify the Veterans Resource Center, 102 Darland Administration Building.

Students Called to Military Duty

Students who are called to active military duty may withdraw from UMD. The University works with students to remove them from classes and resolve tuition and other financial issues. Students must submit a copy of their military orders and will be asked to complete a retroactive tuition petition. As a general rule, the petition is approved for a 100 percent refund unless there are negative financial aid implications for the student. Students are advised about what would be the most beneficial for their situation.

Students who wish to continue their registration status while on duty have two options:

1. The first is to make arrangements with professors to take an incomplete for coursework instead of canceling, particularly for students who are receiving financial aid. The professor and the student must agree on a plan for completion and file the plan with the department. The incomplete should be extended until the military duty is completed.

2. The second option is to attempt to complete the work while on active duty.

If no agreement can be reached for an incomplete or for completing the work, the student should file for withdrawal from the course.

Students must contact their college office when they are ready to return to UMD if they have been away more than two semesters.

For specific issues or questions, please contact the Office of the Vice Chancellor for Academic Support and Student Life, 297 Darland Administration Building (218-726-8501).
Scholastic Progress

Academic Progress Audit System (APAS)

Each student has an individualized APAS report, which can be generated on the web at www.d.umn.edu/Register. The report compares past and current coursework with the requirements of the student’s academic program. Advisers can help students understand various sections of the report and plan a course of study to satisfy degree requirements. Students may call 218-726-8813 for further information regarding APAS.

U.Select

U.Select is a multi-state online tool for students and advisers for determining course equivalencies, program requirements, and applicability for coursework when transferring between schools. Students can access U.Select at www.uselectmn.org.

Academic Standing

Good Academic Standing

Students who have a minimum cumulative University of Minnesota GPA of 2.00 or higher are in good academic standing in the University.

Academic Intervention or Warning

Students who are in good standing with the University but who are not making satisfactory progress as defined by the specific degree program, or whose academic performance declines significantly, may be identified for academic intervention and be required to meet with an academic adviser before registration. Colleges that use academic intervention with students who are not making satisfactory progress in their program may change a student to an undeclared or pre-major code.

Academic Probation

Students with a cumulative University of Minnesota GPA less than 2.00 are placed on academic probation.

Academic Dismissal

Students who fail to achieve a cumulative University of Minnesota GPA of 2.00 during the probationary semester are subject to dismissal from the University. Students with a first-term GPA below 1.00 are subject to dismissal from the University without probation.

Readmission After Dismissal

Students who have been dismissed from the University, but who can demonstrate improved academic capability may petition to be readmitted on a probationary basis after the lapse of at least one semester.

Credit Options

College Level Examination Program (CLEP)

Students may earn college credit for successful completion of some CLEP examinations. For additional information, contact the associate registrar, 139 Darland Administration Building (218-726-8795), or see the website at www.d.umn.edu/registrar/transfer_sem/CLEP/index.htm.

Advanced Placement

The College Entrance Examination Board sponsors advanced placement. High school students may earn college credit by receiving satisfactory examination scores (of typically 3, 4, or 5) on the College Entrance and Examination Board Advanced Placement Program examination. For a list of AP credit awards contact the Office of Admissions or see the admissions website at www.d.umn.edu/admissions/apchart.html.

Examinations for Proficiency

Neither credits nor grades are granted for courses satisfied through proficiency examinations. If proficiency is demonstrated, a notation is made on the student’s transcript that reads, “Course X satisfied by proficiency examination.” Proficiency may be certified for the beginning sequences of foreign languages. Through department evaluation to determine proficiency, a student may be allowed to start within the beginning sequence or at the intermediate level of a language sequence.

Courses satisfied through proficiency examination do not reduce the total credit requirements for graduation. However, courses listed as major requirements that are satisfied through proficiency examination do reduce the credit requirements in the major field.

The department determines whether there is a fee for proficiency testing and administers the fee.

A student may not first take a University course and earn a grade, then take an examination for proficiency for that course content, and then subsequently request that the original course grade be omitted from GPA calculation.

Examinations for Credit

Credit by examination is offered at the discretion and with the approval of the student’s collegiate academic department. Before considering an examination for credit, a student must consult the appropriate department to ascertain if such an examination is available. With these restrictions, this option is available to any currently registered UMD student. If a course is available for examination by credit, the student cannot be currently enrolled in that course. To earn credit by examination, the work must be of C quality (i.e., grade of C- or higher). If the work on the examination is below this level, no notation is made on the transcript. Only credits, not grades, are granted upon successful completion.

Credits earned through examination are not considered as regular, residence, or transfer credits. They are listed separately on the transcript and designated as being
earned through examination. Once awarded, these special examination credits will remain on the student’s transcript unless the credits were awarded in error.

To take an examination for credit, the student must first obtain approval from the academic department, then fill out a Request for Special Examination form from the Student Assistance Center, 23 Solon Campus Center (where their current enrollment status will be verified), and complete the outlined procedures. Students are required to pay a $50 per credit fee in advance for each examination. In addition, a service charge may be assessed when a nationally standardized examination is given. No exceptions are made for students enrolled for the first time or after an absence from the University.

A student may not first take a University course and earn a grade, then take an examination for credit for that course content, then subsequently request that the original course grade be omitted from GPA calculation.

Grades and Grading
The general level of achievement of course requirements is expressed in terms of grade point average calculated on the total number of credits for which grades of A through F are earned. The highest possible GPA is 4.00, representing A grades in each course; the lowest possible is 0.00. The following is the official scale of grades at UMD.

Grades and Grade Points Awarded

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.000</td>
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<tr>
<td>A-</td>
<td>3.667</td>
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<tr>
<td>B+</td>
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<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Excluded from the grade point average are:
S or N (Satisfactory or No Credit) in courses taken on the pass/fail basis: S for grades A through C; N for grades C- through F.

I (Incomplete), a temporary grade used when work is not completed during a term. 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.

Audited courses, denoted by a V in place of a number of credits on grade reports and transcripts, carry no grade. 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 will not be counted more than once toward degree and program requirements, and c) only the last enrollment of the course will count in the student’s GPA.

Grades are not automatically mailed to students or their guardians but can be accessed online. Grades for a given academic semester are usually available three working days after the end of the semester.

Refer to the Grading and Transcripts policy for complete details (www.d.umn.edu/vcaa/GradingandTranscripts.html).

Incompletes
The symbol I (incomplete) is noted on grade reports and transcripts 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.

Withdrawals
If a student cancels registration in a course during the first two weeks of classes, there will be no record of that course registration entered on the student’s transcript. The symbol W (withdrawal) 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 or during the second or third weeks of summer sessions. 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.

Sequence Courses
The symbol X will be entered on a student’s transcript to indicate that the 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 full sequence.

Grading Options
There are two distinct grading systems at the University of Minnesota Duluth, 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.

There are, in addition, registration symbols identified and described in this policy that carry neither grade nor credit.

No college or program is required to offer a course on the S-N grading system.

Any unit may choose to limit grades in a particular course to the A-F or the S-N system.

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).
Except as provided in this policy, no college may use any grading systems other than the ones established by this policy.

The UM Medical School Duluth is exempt from the provisions of this policy, but will report their grading systems, and any changes therein, to the Office of Academic Affairs.

The No Grade (NG) grading basis is used for courses where no grade is required, i.e. thesis courses or courses that have no credit value.

**Academic Records**

The Office of Financial Aid and Registrar (OFAR) maintains an official transcript for each student. The transcript is a complete record of all academic work attempted at UMD, a statement of cumulative credits transferred from other colleges or universities, or earned by examination or other acceptable methods.

Students may obtain official or unofficial copies of their transcripts online or by submitting a request in writing to UMD Transcripts, 184 Darland Administration Building, 1049 University Drive, Duluth, MN 55812. There is a $5 charge for official copies plus an additional charge for international, Fed Ex, or “rush” service. Students may also order official transcripts online and make payment with a credit card by visiting www.d.umn.edu/registrar/transcripts.html. Unofficial transcripts can also be requested from the on-the-spot transcript service at the Student Assistance Center, 23 Solon Campus Center. There is no charge for these copies, but students are limited to one copy per visit.

**Access to Student Educational Records**

In accordance with regents policy and federal law 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.) In addition, posting lists of examination scores or course grades, or returning test materials to students in ways that make it possible for students to obtain information about other students’ scores or grades, is inappropriate. The policy does permit students to review their educational records and to challenge the contents of those records.

Some student information—name, 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 standing (freshman, sophomore, junior, or senior), 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 activate directory suppression via UMD’s website at www.d.umn.edu/register (link to “View/ Change your Personal Information”) or notify the Student Assistance Center, 23 Solon Campus Center. The regents policy is available for review on the web at http://www1.umn.edu/regents/policies/administrative/Student_Education_Records.htm. For more information contact the Student Assistance Center, 23 Solon Campus Center (218-726-8000).

Students may grant the University permission to release information about their student records to a third party by submitting a completed Student Information Release Authorization form which is available online at www.d.umn.edu/fareg/forms.htm, or in person from the Student Assistance Center, 23 Solon Campus Center. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

**Parent/Guest Access**

A student may use the online, self-service application called Parent/Guest Access to provide a third party (a spouse, a parent, etc.) with view-only access to enrollment summary, financial aid status, grades, holds, student account, and to view financial aid awards.

**Setting Up Online Parent/Guest Access**

The student using Parent/Guest Access must be active in a program at a University of Minnesota campus. The student may invite a third party to be a guest viewer via an email generated within the Parent/Guest Access application. The guest responds by clicking an encoded link within the email. This process associates the student record with the guest viewer and provides the guest viewer with a secure University of Minnesota Internet ID and password. The student receives email notification when this step has been completed and then grants specific viewing rights to one or more of the six subject areas of their student record. Students are able to discontinue Parent/Guest Access to their record at any time.

For more information about Parent/Guest Access, visit www.d.umn.edu/parent_guest.htm.

**Grade Point Average**

A cumulative GPA, tabulated by the Office of Financial Aid and Registrar, appears on each transcript. The GPA is determined by dividing the sum of the grade points earned by the sum of the degree credits for which they were earned. Credits associated with the grade F are not applied toward the credit total needed for graduation but are included in GPA calculations. The grade N does not carry credits or grade points. The grade S carries credits but no grade points. The amount and quality of work required for a grade of S may not be less than that required for a C (2.00).

**Graduation Honors**

Baccalaureate degree candidates who have done outstanding work may be awarded special honors upon completion of all degree requirements through graduation with Latin honors, conferral of campus honors, conferral of department honors, or any combination of these.
Latin honors are designated as summa cum laude, magna cum laude, or cum laude. Fifteen percent of students graduating in a collegiate unit will be awarded Latin honors. Within each college Latin honors shall consist of no more than 3 percent summa cum laude, 5 percent magna cum laude, and 7 percent cum laude. The collegiate unit in which the student is enrolled determines the grade point average requirements for each level of Latin honors.

UMD offers a Campus Honors Program. Students are invited to apply to the program based on class rank, ACT scores, Advanced Placement courses, leadership experience and extracurricular activities. Requirements for graduation with Campus Honors include a cumulative GPA of 3.30 at graduation; completion of at least three honors-designated courses; completion and presentation of an honors capstone project; participation in a minimum of six honors program activities each academic semester.

Departmental honors programs are created by individual departments and approved by the dean. These departments are responsible for a) identifying the criteria for departmental honors, and b) students who, upon graduation, have met all of the requirements of the departmental program.

When the baccalaureate degree is conferred, these achievements are noted, as appropriate, on the student’s transcript in the following ways:

- **Latin honors:** summa cum laude, magna cum laude, or cum laude
- **Campus Honors:** UMD Honors
- **Departmental honors:** Distinction

In addition, the achievement of Latin honors and departmental honors are noted on the diploma.

### Excused Absence Policy

Students are expected to attend all scheduled class meetings. It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements. However, there are circumstances that lead to excused student absence from the classroom.

1. Students may not be penalized when legitimate and verifiable circumstances lead to their absence from attending class or taking a final exam in a credit-bearing course. These are subpoenaes, jury duty, military duty, religious observances, illness*, and bereavement for immediate family.

   *This includes illness of dependents in the student’s care.

2. NCAA varsity intercollegiate athletics are also considered legitimate and verifiable circumstances for excused absences. Student athletes must provide instructors the team schedule during the first week of the semester.

3. A student must notify instructors of circumstances identified above prior to the expected absence or as soon as the circumstance leading to the absence from class is known. Students must also provide written documentation to verify the reason for the absence.

4. If conditions in items 1 or 2 and 3 above are met, instructors shall work with the affected student so that he/she can make up required course assignments, complete an alternative assignment, or have the missed assignment excused. This accommodation should be implemented in a reasonable and timely manner.

In addition, there are other circumstances not mentioned above that lead to absence from class. These requested absences may be excused at the instructor’s discretion; students must provide written documentation to verify the reason for the absence.

### Appeals Process

The first step of any resolution should be between the parties involved. Department head involvement may be requested to assist in finding a resolution. If satisfactory resolution cannot be found at this level, an appeal can be made first to the collegiate dean and then to the Office of the Vice Chancellor of Academic Affairs.

### Student Academic Integrity Policy

#### A. Introduction

Academic dishonesty tarnishes UMD’s reputation and discredits the accomplishments of students. UMD is committed to providing students every possible opportunity to grow in mind and spirit. This pledge can only be redeemed in an environment of trust, honesty, and fairness. As a result, academic dishonesty is regarded as a serious offense by all members of the academic community. All faculty, staff, and students are expected to participate in maintaining the highest levels of academic integrity.

#### B. Scope and Purpose

1. This policy addresses violations of academic integrity by one or more members of the UMD student academic community. It provides for handling violations of the UMD Academic Integrity Policy and also identifies multiple offenders.

2. This policy does not apply to complaints brought by students regarding the University’s provision of education and academic services affecting their role as students. The UMD Student Academic Grievance Policy covers such claims.

3. This policy is consistent with the Board of Regents policy adopted June 13, 2003, dealing with Student Conduct Code. “(1) Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards or professional endorsement dishonestly; altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.”

#### C. Prohibited Conduct

All forms of academic dishonesty are prohibited, including (but not limited to):

- Submitting false records of academic achievement
- Cheating on assignments or examinations
- Submitting sentences or ideas as one’s own without proper acknowledgement or citation (plagiarizing)
- Altering, forging, or misusing a University academic...
Student Academic Integrity Policy

D. Procedure for Handling Violations of the Student Academic Integrity Policy

1. Upon a suspected violation of this policy, the faculty member will meet with the student about the violation. If the faculty member decides to take action and impose a sanction that affects the student’s grade, the violation must be directly reported to the UMD academic integrity officer in the Office of Student and Community Standards using the Report of Academic Dishonesty form. When a faculty member determines a student has violated the Student Academic Integrity Policy, the faculty member is responsible for imposing the sanction. Faculty members are not required to notify the department head when a sanction has been imposed.

2. If the student refuses to meet or disagrees with the faculty member, the faculty member completes the Report of Academic Dishonesty form and forwards it to the academic integrity officer, who mails a copy to the student. A student who disagrees with the allegations may appeal the case through UMD’s Academic Grievance Policy. To begin the appeal process, the student has 10 working days from the date on the Report of Academic Dishonesty to schedule a meeting with the department head. Winter, spring, and summer breaks are taken into account. The timeline may be adjusted by mutual consent. If the faculty member is the department head, the student needs to schedule the meeting with the assistant/associate dean of the college. The academic integrity officer will assist students through this process.

3. If the student disagrees with the academic integrity officer’s sanction, the case will go before the Student Behavior Judiciary Committee for a formal hearing. The student has 10 working days from the date of the sanction letter to make a written request to the academic integrity officer for a formal hearing. The conduct code process applies to multiple-offense cases.

4. The following are possible sanctions from faculty members and the academic integrity officer.

   **Faculty member sanction**
   - Additional work
   - Grade reduction on an assignment/quiz/test, including an F
   - Grade reduction in the class, including an F
   - Re-examination
   - Other sanctions as deemed appropriate by faculty member

   **First offense sanctions by UMD academic integrity officer**
   Except in severe cases, the academic integrity officer does not impose additional sanctions for first offenses.

   **Second offense sanctions by UMD academic integrity officer** (in addition to the sanctions imposed by the faculty members)
   - Permanent expulsion from UMD may occur
   - Warning/reprimand
   - Withdrawal of University funding
   - Suspension from the University for a given period of time
   - Other sanctions deemed appropriate by academic integrity officer
   - In most cases, a suspension from the University will occur on a second offense.

   **Third offense sanction**
   - In most cases, a permanent expulsion from the University will occur on a third offense.

E. Timelines

1. The faculty member must request a meeting with the student within 10 working days of becoming aware of the offense.

2. All reports of academic dishonesty should be filed by the faculty member within 10 working days of imposing the sanction.

3. A student who disagrees with the faculty member’s sanction has 10 working days from the date on the Report of Academic Dishonesty to begin the grievance process. No sanction will be considered binding until the grievance process has been completed.

4. For multiple-offense cases, the academic integrity officer will request a meeting with a student within five working days from the date on the officer’s initial letter.

5. A student who disagrees with the academic integrity officer’s sanctions has 10 working days from the date on the sanction letter to request a formal hearing with the academic integrity officer. This request must be made in writing to the academic integrity officer.
6. Any of these timelines may be adjusted by mutual consent. Winter, spring, and summer breaks are taken into account.

F. Role of Academic Integrity Officer
All reports of academic dishonesty, along with copies of the evidence to support the sanction, must be filed with the academic integrity officer in 297 Darland Administration Building. The academic integrity officer sends a letter to the student restating the faculty member’s sanction and requesting that the student acknowledge receipt of the Report of Academic Dishonesty. The academic integrity officer may make further sanctions based on multiple offenses of misconduct, harm done to the University, and/or harm done to other students. In cases of multiple offenses of misconduct, the academic integrity officer will request a meeting via letter and will include a statement of student rights. Failure to meet with the academic integrity officer results in a hold placed on the student’s record, which prohibits the student from registering for classes and receiving official transcripts. Records of academic dishonesty will be maintained in the Office of the Vice Chancellor for Academic Support and Student Life for seven years in accordance with UMD policy.

G. Confidentiality
Materials, circumstances, and names relating to the alleged incident are confidential. All other University policies apply.

Student Academic Grievance Policy

A. Scope and Purpose

1. This policy addresses academic grievances only. 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 University rule, policy, or established practice claimed to be violated. (This policy does not limit the University’s right to change rules, polices, or practices.)

2. This policy does not apply to conflicts connected with student employment or complaints alleging violation of the University’s policies of sexual harassment or academic misconduct. This policy does not apply to actions taken under the Student Conduct Code and the Student Academic Integrity Policy. Such claims shall be referred to the appropriate office for investigation and review. Any complaint alleging discrimination in the University/student relationship may be filed either under this policy or with the Office of Equal Opportunity, but not both.

3. This policy provides an efficient process, allowing for both informal and formal resolutions of conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not include monetary compensation or take disciplinary action against any employee of the University. If, as a result of the outcome of a student grievance, discipline is being considered, the appropriate disciplining member of the administration or his/her designee who will follow the procedures in the relevant contracts, where applicable, will conduct a separate investigation.

B. Informal Resolution

1. The first step of any resolution should be at the lowest level, between the parties involved or the parties and an appropriate administrator at that lowest level.

2. Grievances involving an instructor’s judgment in assigning a grade based on academic performance may be resolved only through the informal resolution procedures.

C. Formal Resolution

1. Each college unit designates an academic grievance officer (generally the associate or assistant dean) who reviews formal complaints, interviews the parties involved, and recommends a course of action to the dean, who provides a formal resolution. In the case of involved units without an established faculty, the grievance officer will be a member of that staff.

2. There will be a UMD Academic Grievance Committee and a UMD academic grievance officer for grievances arising from actions of college deans or the vice chancellor of student affairs.

In the case of C.1., a complaint must be submitted in writing to the appropriate grievance officer, identifying the grievant, the respondent(s), the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. The grievance should be filed in the college unit in which the incident occurred. For graduate students, the appropriate unit is the Graduate School.

3. If any of the parties are not satisfied with the unit grievance officer’s resolution of the grievance, they may appeal to the UMD academic grievance officer located in the Office of the Vice Chancellor for Academic Affairs. Based on the written appeal and response, this officer will determine whether or not there are sufficient grounds to hold an appeal hearing. The UMD Academic Grievance Committee will not hear a case de novo, but rather will determine whether the parties have been afforded due process. The committee reports its recommendation to the appropriate vice chancellor for review and action. If the recommendation is not accepted, the vice chancellor provides a written explanation of any nonconcurrence.

4. The decision of the appropriate vice chancellor is final and cannot be appealed.

D. Timelines

1. All complaints must be filed within 90 calendar days after the incident being grieved occurred. A response to the complaint must be filed within 15 working days.

2. Unit grievance officers shall provide a formal resolution, if required, within 30 working days of the date formal action is requested.

3. Appeals of the unit grievance officer’s actions must be filed within 15 working days.

4. Timelines may be adjusted if there are compelling reasons for delay offered by any of the parties.
Final Examination Policy

All 1xxx–5xxx courses offered for undergraduate credit should include a final graded component or end of term evaluation that assesses the level of student achievement of one or more course objectives. Instructors are encouraged to design the final component or evaluation to be comprehensive and culminating.

1. “Final graded component” or “end of term evaluation” may include a written final examination, project, composition or performance, demonstration of laboratory skills, or presentation.

2. All final graded components are to be administered or due at the time and place according to the final exam schedule and not during the last week of class. Final Exam Week is part of the regular semester calendar.

3. For courses that end at a time other than the end of the term, final graded components are to be administered or due on the last scheduled day of the course.

4. Comprehensive and culminating means the integration and application of knowledge and skills that form the core of the course.

Exemptions to this policy can only be granted by the appropriate department head and college or school dean. Exemption documentation must be kept on file in the dean’s office. Instructors are responsible for informing students of approved deviations from the published final examination schedules.

1. Requests for exemption must be initiated by the instructor of record for the course and forwarded through the department head to the college dean for action. Such requests are considered on a semester-to-semester basis.

2. Requests for permanent exemption for a course for which regular final graded component is inappropriate, such as independent study or seminar courses, should be initiated by the sponsoring department and forwarded to the college dean for action. Such requests, once granted, remain in effect until modified by action of the department.

Examination Scheduling Procedures

There are two formats for final examinations, regular final examinations and common final examinations. All students are responsible for knowing the final examination scheduling information contained in the UMD Class Schedule and the UMD common examination schedule.

Regular final examinations are scheduled in accordance with the time and days of semester class meetings as indicated in the electronic class schedule documents at: http://www.d.umn.edu/registrar/reg_exam_sched.html.

Those classes starting on the quarter or half hour use the closest on-hour start time. Example: for a class which normally meets at 9:15 or 9:30 T, TH, use the exam schedule for 9:00 T, TH. For classes with multiple start times the final exam shall be determined by the day and time of the earliest scheduled class period in a normal week.

Common final examinations may be scheduled for courses offered in three or more sections and must be requested by the department responsible for the instruction. When one or more common exams are scheduled at the same time, priority is given to the earliest class time, as determined by the Class Schedule. The common examination schedule is published in advance of the semester final examination period.

Final Examination Conflicts

UMD policy provides that no student may be required to take more than two final examinations on the same day. The regular final examination and the common examination schedules are constructed to minimize conflicts.

Conflicts are resolved according to the following policy. Regular final examinations take priority over common final examinations and both take priority over examinations that have been shifted to a time deviating from the published examination schedule. When three or more regular final examinations fall on the same day for an individual student, the first and last scheduled examinations on that day take priority over others. When one regular final examination conflicts with two or more common final examinations, the first scheduled common final examination on that day takes priority over other common final examinations. When three or more common final examinations fall on the same day, the first and last scheduled examinations on that day take priority over others. When one or more common final examinations are scheduled at the same time, priority is given to the earliest class time as determined by the regular class schedule.

Makeup Examinations

When a student is excused from a final examination because of a conflict of more than two exams scheduled on the same day, a makeup examination will be scheduled during the final examination period on a day and at a time of mutual convenience to the student and faculty member concerned. If mutual agreement cannot be reached, the faculty member may specify any time during the final examination period that does not create additional conflict with the rest of the student’s scheduled examinations.

Sexual Harassment and Sexual Violence

Sexual harassment in any situation is reprehensible. It subverts the mission of the University and threatens the careers and well-being of students, faculty, and staff. It is viewed as a violation of Title VII of the 1964 Civil Rights Act. Sexual harassment will not be tolerated at the University of Minnesota. For the purpose of this policy, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and/or 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 in any University activity or program;
Sexual harassment can occur between members of the same sex, and the victim as well as the harasser may be a woman or a man. The harasser can be a coworker, a supervisor, an administrator in the same or another unit, or someone who is not an employee but visits the victim’s workspace. Any person who believes that she or he is being harassed, should—whenever possible—directly inform the harasser that the conduct is unwelcome and must stop. A victim can also inform his or her supervisor or administrator to help prevent future incidents and to prevent retaliation.

In April 1998, the University Senate approved the following statement:

Sexual harassment subverts the mission of the University and threatens the careers and well-being of students, faculty and staff. The harm may be compounded in cases of sexual harassment of students by faculty or subordinates by their supervisors because of the power differential inherent in such academic or employment associations and the damage such acts cause to the environment of mutual respect and trust necessary to teaching, learning, and working together.

It is the University’s goal to maintain a work environment free from sexual harassment. Supervisors and administrators must take timely and appropriate action when they know or have reason to know that behavior that might be sexual harassment is occurring. Supervisors and administrators who know of, or should have known of, the existence of sexually harassing conduct, can be held individually responsible under the sexual harassment laws. If you know or suspect that sexual harassment is occurring at the University, please contact your supervisor or administrator, or the director of the UMD Office of Equal Opportunity at 218-726-6849 or 218-726-6827. Consenting romantic and sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client sexual relationships. In the view of the University Senate, the professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student’s actual freedom of choice should sexual favors be included among the professor’s other, legitimate, demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into a sexual relationship with a student, or a supervisor who does so with an employee, where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

It is the responsibility of the administration of this University to uphold the requirements of Title VII and other laws prohibiting sexual harassment and/or sexual violence. The academic and working environment of the University must be kept free of these negative influences.

Sexual violence is an extreme form of sexual harassment involving physical violence against an individual. Such incidents may constitute criminal violations and also are a violation of the sexual harassment policy of the University. Justice requires that the rights and concerns of both complainant and respondent be fully assured. The University shall make every effort to assure and protect these rights and shall undertake no action that threatens or compromises them.


In determining whether alleged conduct constitutes sexual harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. A determination of the suitability of a particular action will be made from the facts on a case-by-case basis.

For more information regarding this policy or your rights, please call the director of the UMD Office of Equal Opportunity at 218-726-6849 or the intake coordinator at 218-726-6827.

**Email**

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

**Smoke-Free Campus Policy**

Smoking is prohibited on all UMD property. The smoking ban includes indoor facilities and the campus grounds, as well as all University vehicles.

The smoking ban was adopted in response to recommendations from the UMD Student Health Advisory Committee and the UMD Campus Safety, Health and Emergency Preparedness Advisory Committee.

A series of smoking cessation programs for students are offered through UMD Health Services. Programs for smoking cessation for faculty and staff are offered through UMD Human Resources.
Student Conduct Code

Students are responsible for complying with the University’s Student Conduct Code, which is available in collegiate student affairs offices, UMD vice chancellors’ offices, and at www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf.

On December 8, 2006, the Board of Regents approved revisions to the Student Conduct Code. The following substantive changes were made.

- Prohibitions against hazing and rioting are now included in the list of possible violations of the code.
- The list of sanctions has been revised to more specifically describe possible sanctions for various violations. The additions to the list of possible sanctions include Restitution, Withholding of Diploma or Degree, and Revocation of Admission or Degree.
- The expansion of the jurisdiction for the Student Conduct Code to off-campus behavior.

Duluth Campus Proceedings

Definition of a Student

A student is defined as someone who is taking classes at UMD, both full-time and part-time. In rare instances, a person may also be a student if he/she has a continuing relationship with UMD but is not currently registered (e.g., person enrolls for classes from time to time, perhaps toward a degree). These will be decided on a case-by-case basis.

Jurisdiction

Alleged violations of the Student Conduct Code may occur

- on campus;
- on property owned and/or controlled by UMD;
- on property or in housing units assigned by UMD;
- during activities that are sponsored or approved by UMD; or
- off-campus consistent with the Regents Policy Student Conduct Code.

Due Process Rights

Any student or student organization charged with violation of a University rule or standard must have the opportunity to receive a fundamentally fair hearing and access to at least one campus-wide appeal. This reflects the University’s concern for both substantive and procedural fairness for the accused student or student organization, including both the student’s/student organizations and institution’s right to the resolution of a case within a reasonable period of time.

If a hearing is held, the accused student has the right to

- hear all evidence against him/her;
- present his/her own case, including witnesses;
- be accompanied by an adviser or legal counsel in a non-participatory role;
- question adverse testimony;
- receive written notice of the hearing committee’s decision; and
- appeal if guilt is determined and if there are grounds for an appeal (grounds for an appeal are listed in the Procedures section under Level Three).

Procedures

The student discipline process is comprised of the following four levels.

Level One—Student and Community Standards (SCS)

The director of student and community standards receives referrals or allegations from students, faculty, staff, and guests of the University about alleged violations of the conduct code. In the event the director of SCS issues a complaint, the complainant is the University of Minnesota Duluth.

The director of SCS collects information, interviews the accused student(s), and provides the student(s) with a statement of his/her rights. Any student charged with a violation of the code will receive in writing a statement of the complaint including the range of possible sanctions and will be informed of the opportunity to receive a fair hearing. In most cases, the director of SCS will attempt an informal resolution of the case. This process engages the complainant and the accused in a series of discussions that seek to reach an agreement between the parties.

Other serious cases may warrant the creation of an ad hoc committee that is directly related to the case. The purpose of this is to assist the director of SCS in informally resolving the case. This would be an informal committee meeting to decide a sanction for an informal resolution and not a formal hearing. There will be consultation with the University attorney, as appropriate.

The director of SCS will provide his/her decision to the student in writing. The student may reject the director’s decision. The student must inform the director of SCS in writing within a reasonable time period set by the director if he/she decides to reject the decision.

The sanction letter is not admissible by either party in subsequent steps in the UMD conduct code process. Only the original complaint, the evidence gathered in the investigation of the original complaint, and factual information gathered during the informal process will be admissible in further hearings.

The director of SCS may refer the case to the Student Behavior Judiciary Committee (SBJC) for a formal hearing. The SBJC is a standing committee of the University.

Level Two—Student Behavior Judiciary Committee (SBJC)

If a student rejects an informal resolution, the director of SCS will refer the case to the Student Behavior Judiciary Committee (SBJC) and will inform the vice chancellor for academic support and student life of an upcoming hearing.

The SBJC is responsible for taking action on cases referred to it by the director of SCS based on alleged violations of this code. The SBJC is comprised of an equal number of faculty/staff members and students.

The SBJC is convened to hear the case to determine responsibility. The SBJC hears all referred cases. If more than one student is charged with misconduct in a related incident, a single hearing may be held for all of the students so charged. Parties may have counsel present, but counsel
cannot actively participate in the hearing process. The SBJC hearings are closed unless the parties agree to an open hearing.

If the student is found to be responsible, the SBJC imposes the sanction. Unless the student appeals this sanction, he/she must fulfill the SBJC’s sanction and cannot revert to the sanction that had been imposed by the director of SCS.

Procedures for conducting a hearing are on file in the Office of Academic Support and Student Life.

**Level Three—UMD Campus Assembly Committee on Student Affairs**

A student or student organization has the right to appeal the Student Behavior Judiciary Committee’s sanction.

**Grounds for an Appeal**

1. The decision was made without benefit of relevant evidence not reasonably available at the time of the initial hearing.
2. The initial hearing was procedurally unfair in that: (a) the original hearing deviated in a substantial way from the established hearing procedures; (b) during the first full hearing of the original complaint, due process was violated.
3. The sanction was inconsistent with the severity of the violation.
4. The decision was made contrary to the weight of the evidence.
5. The interests of the students, group, college, or University were not adequately or sufficiently weighed and considered.

**Appellate Process/Appellate Body**

The appeal proceeds to the UMD Campus Assembly Committee on Student Affairs, which is the campus appellate body on the Duluth campus. The director of SCS informs the vice chancellor for academic support and student life of an appeal.

The appellate body reviews the specific grounds for appeal, which may or may not be granted. It does not become involved in rehearing an original complaint.

Procedures for conducting an appellate review are on file in the Office of Academic Support and Student Life.

**Procedures for Filing an Appeal**

The student must inform the director of SCS if he/she decides to appeal. The director of SCS will provide the student with an appeals petition form. The student must complete and sign the form, and submit it to the director of SCS within 10 weekdays of the Student Behavior Judiciary Committee’s sanction.

**Nature of an Appellate Review**

The UMD Campus Assembly Committee on Student Affairs convenes to determine if a full appellate review is granted. If the appeal request is denied, the student must fulfill the sanction imposed by the SBJC. If the appeal is granted, an appellate review will be scheduled.

The appellate panel’s responsibility is to make a deliberative judgment regarding the specific grounds appealed—not to rehear the complaint. If the student is appealing on grounds that the sanction was inconsistent with the severity of the alleged violation, the panel may uphold, reduce, but not increase, the sanctions imposed by the SBJC.

Parties may have counsel present, but counsel cannot actively participate in the process. Appellate proceedings are closed unless the parties agree to an open review.

The UMD Campus Assembly Committee on Student Affairs has been designated by the chancellor to review appeals and be the only appeal review on this campus. The findings of the committee are sent to the chancellor in the form of a recommendation.

**Level Four—Chancellor**

The chancellor is the final authority on matters of student discipline on the Duluth campus.

**Repeal of Contradictory Rules**

These disciplinary proceedings for the Duluth Campus supersede any existing disciplinary policies and practices that are in contradiction. These proceedings were revised April 2004.