

# UNIVERSITY OF MINNESOTA DULUTH

## 2009-11 Catalog

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### Catalog Use

This catalog contains information that is current as of spring semester 2009.

Students normally may fulfill degree requirements identified in any combination of University of Minnesota Duluth (UMD) catalogs that have been in effect since their entry into a college or University and within eight years before graduation from UMD. The contents of this catalog and other University catalogs, publications, and announcements are subject to change without notice to accommodate requirements of accrediting agencies, budgetary restrictions, and policy modifications, and these changes may be applied to current students. Information about any changes can be obtained from appropriate department and college offices or the Office of Financial Aid and Registrar (OFAR).

Students may use a different catalog to determine degree requirements for each major, minor, and the liberal education distribution requirements. Only one catalog may be used, however, to determine a student's individual major, minor, or liberal education requirements.

This PDF, published by Academic Administration, University of Minnesota Duluth, 410 Darland Administration Building, 1049 University Drive, Duluth, MN 55812-3011; and the University of Minnesota, University Relations, 3 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455-0110, may be accessed online at [www.catalogs.umn.edu/umd](http://www.catalogs.umn.edu/umd) or [www.d.umn.edu/catalogs/current/umd/umd.html](http://www.d.umn.edu/catalogs/current/umd/umd.html).

# Introduction and General Information

## University of Minnesota Mission Statement

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

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

- **Research and Discovery**—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.
- **Teaching and Learning**—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.
- **Outreach and Public Service**—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

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

## Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 20221, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to the director, Office of Equal Opportunity, University of Minnesota Duluth, 273 Darland Administration Building,

10 University Drive, Duluth, MN 55812 (218-726-6827, 218-726-6849, fax 726-7505; Web site: [www.d.umn.edu/umdoeo](http://www.d.umn.edu/umdoeo)); or to the director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455 (612-624-9547; Web site: [www.eoaa.umn.edu](http://www.eoaa.umn.edu)).

## History

The University of Minnesota was established in 1851 by an act of the Minnesota territorial legislature. It is governed by an autonomous Board of Regents, which enacts laws governing the institution, controls expenditures, and acts upon all staff changes. The board is composed of 12 individuals appointed by the state legislature. The president of the University is the ex-officio head of the board and is directly responsible to the regents as the University's chief executive officer.

UMD became a coordinate campus of the University of Minnesota by legislative act on July 1, 1947.

## University of Minnesota Duluth Mission Statement

The University of Minnesota Duluth serves northern Minnesota, the state, and the nation as a medium-sized, comprehensive university dedicated to excellence in all of its programs and operations. As a university community in which knowledge is sought as well as taught, its faculty recognizes the importance of scholarship and service, the intrinsic value of research, and the significance of a primary commitment to quality instruction.

At UMD, a firm liberal arts foundation anchors a variety of traditional degree programs, outreach offerings, and selected professional and graduate studies. Active learning through internships, honors programs, research, and community service promotes the development of skills, critical thinking, and maturity sought by society. Demanding standards of performance for students, faculty, and staff make UMD attractive to students with strong academic potential.

The campus contributes to meeting the cultural needs of the region and serves as a focal point for the economic development of the region through community outreach and through an emphasis on the sea-grant and land-grant components of its program.

UMD significantly contributes to enhancing the national stature of the University of Minnesota by emphasizing quality programs central to the University and the distinctive mission of UMD within the University system.

Providing an alternative to both a large research-oriented university and to a small liberal arts college, UMD seeks students looking for programs that emphasize personalized living and learning experiences on a medium-sized campus of a major university.

## Organization

The campus is administered by a chancellor, who reports to the president of the University. The Duluth campus is organized into four broad functional areas: academic administration, academic support and student life, finance and operations, and university relations. Each area is headed by a vice chancellor who reports directly to the chancellor.

### Academic Administration

UMD has five undergraduate colleges and schools, each headed by a dean who reports to the vice chancellor for academic administration:

#### Labovitz School of Business and Economics

219L Labovitz School of Business and Economics Building  
218-726-7281

[sbe@d.umn.edu](mailto:sbe@d.umn.edu) or [www.d.umn.edu/lbsbe](http://www.d.umn.edu/lbsbe)

#### College of Education and Human Service Professions

125 Bohannon Hall  
218-726-7156

[cehsp@d.umn.edu](mailto:cehsp@d.umn.edu) or [www.d.umn.edu/cehsp](http://www.d.umn.edu/cehsp)

#### School of Fine Arts

212 Humanities Building  
218-726-7261

[sfa@d.umn.edu](mailto:sfa@d.umn.edu) or [www.d.umn.edu/finearts](http://www.d.umn.edu/finearts)

#### College of Liberal Arts

306 Kirby Plaza  
218-726-8180

[clasa@d.umn.edu](mailto:clasa@d.umn.edu) or [www.d.umn.edu/cla](http://www.d.umn.edu/cla)

#### Swenson College of Science and Engineering

140 Engineering Building  
218-726-6497

[cse@d.umn.edu](mailto:cse@d.umn.edu) or [www.d.umn.edu/cse](http://www.d.umn.edu/cse)

Academic support units including Information Technology Systems and Services, the Library, and Continuing Education are under the jurisdiction of the vice chancellor for academic administration, who also oversees the Natural Resources

Research Institute and Minnesota Sea Grant. The University of Minnesota Medical School Duluth, a branch of the University of Minnesota Medical School, offers a two-year basic science curriculum and focuses on the training of rural physicians. The University of Minnesota College of Pharmacy, Duluth campus is administered by a senior associate dean who has a direct reporting line to the dean of the College of Pharmacy on the Twin Cities campus.

### Academic Support and Student Life

The vice chancellor for academic support and student life has administrative jurisdiction over the support network necessary for making every UMD student's academic experience a well-rounded journey of active learning and personal growth. This network of support includes Admissions, Financial Aid and Registrar (OFAR) including the Student Assistance Center, Disability Resources, the Office of Cultural Diversity, the Office of Student and Community Standards, Career Services, First-Year Experience, the Supportive Services Program, Health Services, Kirby Student Center, Recreational Sports Outdoor Program, and the Knowledge Management Center.

### Finance and Operations

The vice chancellor for finance and operations has administrative jurisdiction over this division, which encompasses the Business Office, Human Resources, Facilities Management, Campus Police, and Auxiliary Services. Its responsibilities include financial records, collection of tuition, disbursement of funds, loan collections, inventory, the campus transportation pool, payroll, hiring, training, real estate, construction, building maintenance, campus security, parking, housing, dining services, catering, the bookstore, and serving as the campus' legislative liaison.

## Introduction and General Information

### University Relations

The vice chancellor for university relations has administrative jurisdiction over University Relations, which includes Alumni, Development, Intercollegiate Athletics, Public Relations, Photography, Publications, and KUMD radio.

Visit UMD online at [www.d.umn.edu](http://www.d.umn.edu).

### The UMD Student Life Creed\*

The University of Minnesota Duluth is a community dedicated to fostering personal and academic growth for all of its members. We are united in this common cause, because empowering all members of the community to achieve personal and academic excellence requires order, respect, integrity, and trust. When joining the community, an individual is agreeing to live by certain ideals and strive for the level of achievement and values suggested by the following:

#### **I will practice personal and academic integrity.**

A commitment to this ideal pledges honesty in relationships and academic work. It encourages doing one's own work, being truthful, giving credit where it is due, and being loyal in personal relationships.

#### **I will respect the rights and property of others.**

This ideal pledges respect for the personal rights of others to move about freely, express themselves appropriately, and enjoy privacy. It respects the property of individuals and the community.

#### **I will practice personal responsibility in all manner of thought and action.**

A commitment to this ideal presupposes an attitude of accountability and dependability toward others. It expects respect for the UMD society and anticipates an active participation within the community.

#### **I will acknowledge diversity in people, ideas, and opinions and strive to learn from differences in others.**

A commitment to this ideal pledges support for equal rights and opportunities for all individuals regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual preference, and political, social, or other affiliation or disaffiliation.

#### **I will demonstrate caring and concern for others, their feelings, and their need for conditions that support their growth and development.**

A commitment to this ideal is a pledge to be compassionate and considerate. It means being sensitive, hospitable, and supportive in order that all members of the UMD community are provided optimal conditions to be successful in their pursuit of academic and personal goals.

#### **I will uphold generally accepted and respected principles of citizenship.**

A commitment to this ideal is a promise to respect the welfare of the whole, understand membership privileges, and contribute to this community. It recognizes that each person is a valuable and unique community member. This community has behavioral standards to which each of us is accountable. Each of us has an affirmative obligation to confront, challenge, and respond to or report inappropriate behavior whenever and wherever encountered.

\* *Excerpts used with permission* (The Carolinian Creed, University of South Carolina).

### Academic Programs

UMD offers the following programs of study.

- Four-year baccalaureate degree programs in accounting and business administration; areas of engineering; fine arts; liberal arts and sciences; applied arts and sciences; and elementary, middle, and secondary school teaching.
- Master's degree programs in advocacy and political leadership, applied and computational mathematics, art (with emphasis in graphic design), business administration, chemistry, communication sciences and disorders, computer science, criminology, education, electrical and computer engineering, engineering management, English (emphasis in literary studies, English studies, and publishing and printing), environmental health and safety, geological sciences, liberal studies, music, physics, social work, and special education.
- A two-year, basic-sciences medical school program leading to the doctor of medicine degree through transfer to the University of Minnesota Medical School or another medical school.
- The doctor of education degree with a major in teaching and learning is an applied degree for the professional development of P-12, community college and university faculty and administrators, professionals in other human service professions, as well as business professionals involved in education and training activities.
- Cooperative master of science and doctor of philosophy degree programs with the Twin Cities campus in biochemistry, molecular biology, and biophysics; microbiology, immunology, and cancer biology; pharmacology; and cellular and integrative physiology.
- A four-year doctor of pharmacy program on the Duluth campus offered through the College of Pharmacy, Twin Cities campus.
- All-University graduate (master's and doctor of philosophy) programs in integrated biosciences, toxicology, and water resources science. These programs offer on-site and interactive video coursework on the Duluth and Twin Cities campuses of the University.

In addition to the basic academic programs offered by UMD and the University of Minnesota Graduate School, many other educational opportunities are available to UMD students, faculty, and residents of northeastern Minnesota. Students are urged to carefully examine these opportunities when considering UMD and when planning their UMD programs.

## Honors Program

The honors program offers motivated students who are serious about their intellectual and personal growth a variety of special classes enhanced by cultural events and activities, as well as leadership and research opportunities.

During their first two years at UMD, honors students enroll in three honors-designated courses, satisfying liberal education program requirements in addition to honors program requirements. In the junior year, honors students come together for Honors Advanced Writing. Honors students begin working closely with a faculty member during their junior year to complete a capstone project, which they will present in Honors 0400, Senior Colloquium, prior to graduation. Each year a seminar series for honors students features faculty presentations and discussions of their work.

The program director works with honors students on their academic and personal development. The full program description is available online at [www.d.umn.edu/honors](http://www.d.umn.edu/honors). For more information, contact the honors program director at [hons@d.umn.edu](mailto:hons@d.umn.edu).

## Accreditation

As a campus of the University of Minnesota, UMD is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504 (312-263-0456; Web site: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)). In addition, individual programs are accredited by appropriate organizations, including the Accreditation Council for Pharmacy Education; Association to Advance Collegiate Schools of Business International (AACSB International); SOPHE/AAHE Baccalaureate Program Approval Committee (SABPAC); Board of Teaching, Minnesota; Commission on Accreditation for Athletic Training (CAATE); Commission on Accreditation of Allied Health Education Programs (CAAHEP); American Speech-Language-Hearing Association; Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA); Council for Exceptional Children; Council on Social Work Education (CSWE); Engineering Accreditation Commission (EAC), Accreditation Board for Engineering and Technology (ABET); Liaison Committee on Medical Education of the Association of American Medical Colleges; National Council for Accreditation of Teacher Education (NCATE); National Recreation and Park Association; American Association for Leisure and Recreation; National Science Teachers Association; National Council for Teaching Mathematics; and the National Association of Schools of Music.

## Expenses

The cost of attending UMD for Minnesota residents who are full-time students living in campus resident halls is approximately \$17,586 per year with additional personal expenses estimated at \$2,740. Actual expenditures may be lower for students who live with family or who otherwise economize on room, board, transportation, and discretionary

expenses. University tuition and fees are subject to change by the Board of Regents. Current tuition and fees can be found at [www.d.umn.edu/registrar/tuition\\_and\\_fees.html](http://www.d.umn.edu/registrar/tuition_and_fees.html).

UMD practices tuition banding. Students pay tuition for the first through the thirteenth credit on a per-credit basis. There is no charge for additional credits.

**Student Health Insurance**—All degree-seeking students registered for six or more credits are required by the University to carry health insurance. Students covered by family or other private insurance policies fulfill this requirement and must furnish the names and policy numbers of their carriers each semester at registration. Qualified students may purchase a student health insurance policy for a full 12 months. The policy is valid 24 hours a day, worldwide. Those interested in dependent coverage should contact the Student Health Benefits Office (800-232-9017 or 612-624-0627; Web site: [www.d.umn.edu/registrar/health.html](http://www.d.umn.edu/registrar/health.html)).

**Student Identification Card**—UMD issues a U Card, the University's official student identification card, to every student at the time of initial registration. U Cards bear the student's name, student file number, and photograph, and are permanent identification to be used during the entire time students attend the University. Students should keep their U Cards in their possession at all times as they must be presented to obtain various University services. The U Card Office is located at 127 Kirby Plaza.

## Student Fees

**Student Service Fee**—This fee is required of students registered for six or more credits in any semester, and three or more credits in any summer session. Students exempt from this fee include those living beyond the commuting area while doing research away from campus, and those registered only for the purpose of consulting with their major adviser by mail or on occasional visits to campus. The Student Service Fee is distributed among various campus service organizations. Any student who is not required to pay the fee may elect to do so and thus become eligible for all services it covers.

**Health Services Fee**—This fee is a portion of the Student Service Fee and gives students access to the professional health care and services provided by UMD Health Services. (X-ray, laboratory services, minor surgery, and some special procedures may be billed to the patient's health insurance.) The fee is required of all students registered for six or more credits in any semester, or three or more credits in any summer session, except those living beyond the commuting area while doing research away from campus, and those registered only for the purpose of consulting with their major adviser by mail or on occasional visits to campus. Health Services provides quality medical, counseling, and health education services for students of the UMD campus community. The goal of its dedicated professional staff is to provide the services necessary to ensure academic success and help students develop healthy personal lifestyles. Any student (including Continuing Education) not required to pay the fee may elect to do so and thus become eligible for all services it covers. Spouses of students may also elect to pay the fee and become eligible for services.

## Introduction and General Information

**Basic Internet and E-Mail Access Fee**—This fee is required each term for all students and is assessed on a per-credit basis up to 12 credits; students with 13 or more credits are charged a flat fee. It provides access to basic network services such as e-mail and other Internet resources, even if a student is not registered in any courses requiring microcomputer lab time. For more information, contact the Information Technology Systems and Services Help Desk, 218-726-8847.

**Collegiate Equipment and Technology Fee**—This is a mandatory fee assessed each semester for students registered for five or more credits. It supports technology initiatives in the colleges, schools, and library.

**Full Computer Lab Access Fee**—This fee provides access to full-service laboratories with advanced hardware and software, and is assessed at registration for courses listed at the following Web site: [www.webapps.d.umn.edu/cgi-bin/etc/labs/public/classlist](http://www.webapps.d.umn.edu/cgi-bin/etc/labs/public/classlist). It is assessed only once per term, even if a student registers for more than one of the courses listed. Students can pay per-page printing fees by charging them to their U Card accounts or by purchasing a Debitex card for printing. Students who wish to use computers on campus but who are not registered in any of the courses that require computer lab access may purchase a computer access card from the Cashier's Office or the Computer Corner. For more information, contact the Information Technology Systems and Services Help Desk, 218-726-8847.

**Course Fee**—For the most current information about course fees, visit [www.d.umn.edu/registrar/course\\_fees\\_2009-10.html](http://www.d.umn.edu/registrar/course_fees_2009-10.html).

**Public Interest Research Group (MPIRG)**—This optional/refundable fee is charged each semester at registration. Payment is refundable through the Student Association.

**Student Legislative Coalition (SLC)**—This optional/refundable fee is charged each semester at registration. Payment is refundable through the Student Association.

**University Fee**—This fee helps cover infrastructure and administrative support costs in a wide variety of areas. The fee is assessed to all students and is prorated as follows: 9 or fewer credits—assessed per credit; 10 or more credits—assessed as a standard fee.

## Refunds

Students receive a 100 percent tuition and fee refund if they cancel their registration on or before the end of the first week of the semester; 75 percent on or before the end of the second week; 50 percent on or before the end of third week; 25 percent on or before the end of the fourth week. No refunds are given after the fourth week. Courses that are shorter in length than the full semester have an abbreviated refund schedule.

No retroactive refunds are given for canceling a course or withdrawing from school. The date used to determine the refund amount is the date a student processes a course cancellation via the Web registration system or notifies the Student Assistance Center (23 Solon Campus Center) of her/his intent to withdraw from school.

Special consideration is given for course cancellations due to medical problems, attendance at other academic institutions, rules of individual academic departments, active military duty, or disciplinary actions. The student must petition and provide documentation for exemption from the refund policy.

After the eighth week of the semester, no refunds will be granted unless a student's situation fits one of the special categories listed above. In the event that a financial aid recipient receives a refund, some funds may be returned to the aid source.

## Residence Status

**Residence**—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. For information regarding residency status requirements, contact the Student Assistance Center, 23 Solon Campus Center (218-726-8000).

**Reciprocity**—The University has undergraduate reciprocity agreements with North Dakota, South Dakota, Wisconsin, and Manitoba. Students who are residents of any of these states or this province, may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates.

For more information, contact the Student Assistance Center Web site: [www.d.umn.edu/registrar/reciprocityrates.htm](http://www.d.umn.edu/registrar/reciprocityrates.htm).

The University also has reciprocity agreements for admitted graduate school students with North Dakota, South Dakota, Wisconsin, and Manitoba. For more information, contact the Duluth Graduate School Office, 431 Darland Administration Building; Web site: [www.d.umn.edu/grad](http://www.d.umn.edu/grad).

## Financial Aid

### Eligibility Requirements

To be considered for financial aid, a student must be admitted to a degree or eligible certificate-seeking program at UMD, maintain satisfactory academic progress, meet eligibility requirements, and be familiar with the information provided on the Office of Financial Aid and Registrar (OFAR) Web site: [www.d.umn.edu/fareg](http://www.d.umn.edu/fareg).

### General Information

Financial aid awards are initially based upon full-time enrollment each term. Awards may be reduced or canceled if a student is not enrolled full-time. Students seeking financial aid should be prepared to register for classes early. Federal and state regulations have restrictions on disbursing financial aid based on credits added after the end of the second week of a term. Registration after the start of a term may result in the delay or cancellation of part or all of a student's financial aid award(s).

Federal regulations also prohibit the disbursement of aid more than 10 days before the start of the academic term. For this reason, students should plan ahead for a means to pay for books or off-campus housing expenses they may have prior to the start of each term.

## How to Apply

To be considered for financial aid at UMD, students must complete the Free Application for Federal Student Aid (FAFSA). This application can be completed and submitted electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper applications are available from high school counselors or at the Student Assistance Center (23 Solon Campus Center), or the Office of Admissions (25 Solon Campus Center).

Within a few weeks of receipt of a student's FAFSA, the Federal Processing Center (FPC) at the U.S. Department of Education determines the Expected Family Contribution (EFC) and sends a Student Aid Report (SAR). Students who have completed the FAFSA online also will be able to review their SAR online. Students and their families should review their SAR for accuracy.

The UMD Office of Financial Aid and Registrar (OFAR) receives the FAFSA information from the FPC and reviews any additional, related documentation. Once OFAR determines the award(s), it sends an e-mail to the student's University-assigned e-mail account to notify them that their Electronic Financial Aid Award Notice (e-FAAN) is available at [www.d.umn.edu/fareg](http://www.d.umn.edu/fareg).

A financial aid award package consists of funding from one or more financial aid programs and is designed to help meet educational costs. OFAR reviews every student's application for eligibility for all federal, state, and institutional programs.

UMD understands that each student has a unique financial situation. Unfortunately, due to the funding limits of the various programs, UMD cannot always completely meet the needs of every student. Financial aid is intended to supplement, not replace, financial support from students and their families. Therefore, the primary responsibility for paying for school rests with the family.

## Types of Financial Aid

UMD participates in various federal, state, and local aid programs. For additional information on these financial aid programs, including the types of programs available and their eligibility requirements, visit the Student Assistance Center, 23 Solon Campus Center (218-726-8000 or 800-232-1339; [umdhelp@d.umn.edu](mailto:umdhelp@d.umn.edu); [www.d.umn.edu/fareg](http://www.d.umn.edu/fareg)).

**Student Employment**—The Office of Student Employment has positions available at the University and throughout the Duluth community through two separate employment programs: college work-study and miscellaneous employment. Students must be enrolled at least half time to be eligible for either program. Job vacancies for both on- and off-campus positions are posted online at [www.d.umn.edu/umdhr/studentjobs](http://www.d.umn.edu/umdhr/studentjobs).

## Veterans Benefits

Students eligible for veterans benefits should contact the Veterans Resource Center (VRC) on the UMD campus, 102 Darland Administration Building, 1049 University Drive, Duluth, MN 55812-3011 (218-726-8791); or the benefits coordinator, 139 Darland Administration Building, 1049 University Drive (218-726-8806); or visit the online VRC at [www.d.umn.edu/registrar/veterans](http://www.d.umn.edu/registrar/veterans).

## Setting

Duluth is situated at the western end of Lake Superior, the largest freshwater lake in the world. Stretching nearly 25 miles along the 600-foot-high headlands of the lake, Duluth truly is a unique city, serving as a popular tourist attraction as well as a busy international port hundreds of miles from the ocean.

The city is part of a seven-county area in northeastern Minnesota called the Arrowhead, which offers unlimited opportunities to round out the college experience: sightseeing and rock climbing along the North Shore of Lake Superior, canoeing and camping in the Boundary Waters Canoe Wilderness Area north of Duluth, sailing on Lake Superior, and skiing at Spirit Mountain, just minutes from downtown. Duluth's Minnesota Point is a popular spot for in-line skating, walking, and biking; and just four miles from campus, Canal Park offers shopping, sightseeing, and a connection to the scenic Lakewalk.

Superior, Wisconsin, is Duluth's sister city across the bay. Often referred to as the Twin Ports, the two cities have a combined population of more than 110,000, which supports many cultural organizations and activities beyond those that the UMD campus offers. These include the Duluth-Superior Symphony Orchestra, Minnesota Ballet, Duluth Art Institute, and Duluth Playhouse (the nation's oldest continuous community theatre). Residents of the Twin Ports live only 150 miles from the Twin Cities of Minneapolis and St. Paul and the many cultural activities available there.

## UMD Campus

The Duluth campus consists of several tracts of land in the eastern section and outlying areas of Duluth. The majority of UMD's facilities are located on the 244-acre main campus. A few blocks away, two buildings on the 3.5-acre lower campus provide office and research space. UMD's campus affords not only a scenic view of Lake Superior, but also quick access to downtown Duluth and area community centers. To view or print a map of the UMD campus and its buildings, visit [www.d.umn.edu/maps/buildings.html](http://www.d.umn.edu/maps/buildings.html).

UMD joined a regional and national trend by prohibiting smoking in campus buildings. Smoking is prohibited in all indoor facilities, including faculty and staff offices and the Kirby Plaza cafeteria.

**Marshall W. Alworth Hall**—Occupying 77,947 square feet (gross) Alworth Hall houses the Departments of Electrical and Computer Engineering and Physics, Archaeometry Laboratory, Olga Lakela Herbarium, NATSRL offices, Office of Transportation Programs, classrooms, a general purpose computer lab, and a lecture hall for 156 persons. UMD students, area public school students, and the public use its planetarium, which is located at the western end of the campus building complex. It is named for Marshall W. Alworth, who provided funds for the facility.

## Introduction and General Information

**Marshall W. Alworth Planetarium**—Occupying 4,789 square feet (gross) the planetarium uses the Spitz AP3 Star Machine to allow visiting gazers to view the sky as it would be seen at night.

**A.B. Anderson Hall**—Occupying 37,684 square feet (gross) and housing the Departments of History, Philosophy, and Communication, Anderson Hall also contains uniquely designed case-study rooms and several art studios.

**William R. Bagley Nature Area**—This 14.25-acre tract is a unique study and recreational area immediately adjacent to the campus. Included in the area are two miles of recently upgraded trails, an observation deck, and flora of unusual diversity. The William R. Bagley family donated much of the area included in the arboretum to the University. Planning is under way for a new outdoor classroom site.

**Bohannon Hall**—Occupying 53,540 square feet (gross), Bohannon Hall houses the College of Education and Human Service Professions, the Darland Connection, Instructional Development Service, the Master of Education program, and the Departments of Psychology and Social Work.

**Robert W. Bridges Fleet Grounds Maintenance Building**—Occupying 8,670 square feet (gross) and housing vehicle bays to accommodate equipment, vehicle maintenance, and storage, the Bridges Building is used by the landscape gardeners and student grounds employees, and has a seating area that can accommodate 40 people for workshops and safety meetings.

**School of Business and Economics Building**—Partially closed for construction with Phase I remodeling beginning January 2009 and Phase II beginning January 2010, the building will become the new home to the College of Education and Human Service Professions, Dean's offices, the Doctorate of Education program, and others in August 2009.

**Center for Economic Development (CED)**—Located at the Tech Village in downtown Duluth, the CED houses a Small Business Development Center, a business incubator with resources for startup companies, a Business Resource Library, and is host to several workshops providing business education. CED is a joint program of the Labovitz School of Business and Economics, the Natural Resources Research Institute Business Group, and the Swenson College of Science and Engineering.

**Chemistry Building**—This facility occupies 52,868 square feet (gross) and accommodates the Department of Chemistry and Biochemistry, its classrooms and laboratories, and 100-seat and 400-seat lecture halls.

**Chester Park Building**—Newly renovated as of spring 2009, this facility will house the Robert F. Pierce Speech and Hearing Clinic, the Department of Communication Sciences and Disorders (currently in Bohannon Hall and Montague Hall), Minnesota Sea Grant offices, the College of Fine Arts Academy, and the Saint Mary's Duluth Clinic (SMDC) Outreach Program and others to be determined.

**Cina Hall**—Occupying 44,036 square feet (gross), this building houses the Departments of American Indian Studies, Criminology, Environmental Studies, Geography, Humanities and Classics, Interdisciplinary Studies, Political Science, Sociology-Anthropology, and Urban and Regional

Studies; the Alworth Institute for International Studies; the Center for Advocacy and Political Leadership; the Center for Community and Regional Research; the Center for Criminal Justice Studies; the Center for Genocide, Holocaust, and Human Rights Studies; the Center for Sustainable Community Development; the Geographic Information Sciences Laboratory; the Masters of Advocacy and Political Leadership program; and the UMD Center for Addiction Studies.

**Darland Administration Building**—Occupying 76,285 square feet (gross), the Darland Administration Building houses the Chancellor's Office; offices of the Vice Chancellor for Academic Administration, the Vice Chancellor for Academic Support and Student Life, the Vice Chancellor for Finance and Operations, and the Vice Chancellor for Alumni-Development-Photography Publications-Public Relations; as well as Aerospace Studies, Audits, the Business Office, the Cashier's Office, Continuing Education, Financial Collections, Environmental Health and Safety, the Equal Opportunity Office, Evening and Special Classes, Facilities Management, Graduate School, Human Resources, the Mailroom, the Master of Liberal Studies program, UMD Police, ROTC, Sponsored Projects Administration, Students Accounts Receivable, Student Employment Services, Student-Staff Directory, Summer Session, and the Veteran's Resource Center. Darland was recently renovated, adding a new accessible entry with new sidewalks and landscaping.

**Engineering Building**—Offices of the Swenson Science College of Science and Engineering, the Department of Chemical Engineering, classrooms, and engineering laboratories are housed in this 48,660-square-foot (gross) building.

Construction on the civil engineering addition began in July 2008, and is scheduled for completion in spring 2010. It will occupy 35,000 square feet (gross) when completed.

**Griggs Field/Malosky Stadium**—Named after Richard L. Griggs who provided funds for the facility, and James Malosky, this athletic complex occupies 15,325 square feet (gross) and was recently renovated to include a new ticket building, plaza area, fencing, communication capabilities, and a new, four-level 4,500-seat stadium that includes UMD Stores, concessions, a press box, and club room. Griggs Field/Malosky Stadium are home to the UMD football, soccer, track, and intramural teams, as well as host to outside events held by local high schools, community colleges, and other community organizations.

**Health Services (HS)**—This building occupies 14,481 square feet (gross) and houses the clinical facilities for providing health care services, an on-campus pharmacy, and individual and group counseling and therapy to students.

**Heller Hall**—Occupying 31,099 square feet (gross), Heller Hall houses the Departments of Computer Science and Geological Sciences, general-purpose classrooms, and a School of Pharmacy lab classroom.

**Humanities Building**—This facility occupies 95,652 square feet (gross) and accommodates the School of Fine Arts; the classrooms, studios, and faculty offices of the Departments of Art and Design, Music, English, Foreign Languages and Literatures, Women's Studies, and Writing Studies; KUMD-FM; general purpose classrooms; and CLA computer labs.

Part of the Humanities Building, the **Tweed Art Museum** is considered to be the region's major resource for the visual arts and a state and national treasure. Alice Tweed Tuohy donated a collection of 650 artworks that she and her husband, George P. Tweed, had acquired since 1923. The Tweed family provided major funding for the facility, which has undergone three major expansions. The Museum's Sax Sculpture Conservatory was built with museum endowment funds provided by the estates of Jonathon, Simon, and Milton Sax. The museum exhibits a permanent collection of 17th- to 19th-century European and 19th- and 20th-century American art.

**Kirby Student Center**—This facility occupies 118,286 square feet (gross) and houses African American Student Programs, AFSCME, the Kirby Ballroom, Calendar of Events, Conferences and Institutes, the Garden Room, GLBT Services, the Griggs Center, the Hispanic/Latino/Chicana Learning Resource Center, International Student Services, the Kirby Program Board, MPIRG, the Multicultural Student Center, the Office of Disability Resources, the *UMD Statesman*, Student Activities, the Student Association, UEA, UMD Stores, the University for Seniors Administrative Office, and the Women's Resource and Action Center.

**Kirby Plaza**—Occupying 110,758 square feet (gross), Kirby Plaza houses the American Indian Learning Resource Center, Auxiliary Services, Childcare, the College of Liberal Arts, the Food Court, Food and Vending Services, Information Technology Systems and Services (Audio Visual and Classroom Support, Computer Maintenance, and Help Desk), the International Education Office, Parking Services, Print Services, the U Card Office, a TCF Branch Bank, the DTA Bus Hub, UMD Stores, University for Seniors, a large general purpose computer lab, a two-way interactive video classroom/conference room, and instructional space.

**Labovitz School of Business and Economics (LSBE) Building**—Newly constructed and completed in February 2008, the LSBE Building occupies 65,000 square feet (gross) and houses the Departments of Accounting, Business and Economics Research, Finance and Management Information Sciences, Management Studies, and Marketing; lecture halls, classrooms, faculty and staff offices; and the latest in technology to provide student with hands-on learning in the financial markets. The LSBE Building was awarded Gold LEED Certification and is the first new higher education building in the state to be a LEED-certified "green building."

**Library and Library Annex**—In addition to being home to the Northeastern Minnesota Historical Center, the 167,570-square-foot UMD Library and Annex house the University's electronic and paper collections, two full-service computer laboratories, two electronic instruction classrooms, one multimedia group study room and 24 other group study rooms, and three adaptive equipment rooms. The Library provides services and access to both traditional paper resources and electronic information resources that support the learning, teaching, and research activities of the UMD community. The Library's Web-based catalog is accessible to faculty, students and staff from the library, campus computer labs, and office, home, and dormitory computers.

**Life Science Building**—Occupying 72,588 square feet (gross), the Life Sciences Building houses the College of Pharmacy, the Department of Pharmacy Practice and Pharmaceutical Sciences, the Department of Biology, laboratories, a greenhouse, classrooms, and two 200-seat lecture halls. Life Science underwent a major renovation that was completed in July 2007.

**Lund Plant Service Building**—Located just off College Street, this facility occupies 25,070 square feet (gross) and houses the heating plant, the chiller, various shops, and several Facilities Management offices.

**Marshall Performing Arts Center**—This performance art facility occupies 72,377 square feet (gross) and houses UMD's 600-seat Mainstage Theatre, the Dudley Experimental Theatre, classrooms, and offices; and provides performance and rehearsal space for the Department of Theatre and many music, dance, and other performing groups from on and off campus. It is also the location of the Visualization and Digital Imaging (VIZ) Lab, a multi-disciplinary lab that focuses on the integration of information and emerging visual technologies as a means for distributing knowledge to the public.

**School of Medicine**—Occupying 72,377 square feet (gross), the School of Medicine houses the Medical School Duluth Admissions Office; the Center for American Indian and Minority Health; the Duluth Medical Research Institute; the Toxicology Program; the Departments of Anatomy and Cell Biology, Behavioral Sciences, Biochemistry and Molecular Biology, Family Medicine, Integrated Biosciences, Medical Microbiology and Immunology, Pathology and Laboratory Medicine, Physiology and Pharmacology; and space for classrooms, laboratories, research, and Medical School administrative offices.

**Montague Hall**—Occupying 44,136 square feet (gross) and located on Ordean Court, this facility includes the Departments of Communication Sciences and Disorders (moving to Chester Park) and Education, several general purpose classrooms, two auditoriums, a general purpose computer lab, and offices.

**Ordean Court**—Located on the east side of campus, this courtyard is a memorial to Albert L. Ordean and features a statue of Daniel Greysolon, Sieur du Luth, created by Jacques Lipchitz with funds provided by Mr. Ordean.

**Residence Dining Center**—This facility occupies 64,548 square feet (gross) and is located between Kirby Student Center, the residence hall complex, and a receiving dock. It features dining services and several conference rooms.

**Solon Campus Center Building**—This building occupies 53,568 square feet (gross) and houses Academic Support, Advising Coordination, the Asian/Pacific American Student Programs, Career Services, Financial Aid, First Year Experience and Students in Transition, the Knowledge Management Center, Mathematics and Statistics, Prospective Students, the Office of Admissions, Records and Registration, the Student Assistance Center, the Supportive Services Program, the System Operation and Control Unit, the Tutoring Center, classrooms, conference rooms, computer labs, and offices.

## Introduction and General Information

**Sports and Health Center**—Occupying 171,028 square feet (gross), the Sports and Health Center houses offices of the Departments of Intercollegiate Athletics, and Health, Physical Education, and Recreation; space for UMD collegiate sports' on- and off-season training; the Athletic Hall of Fame; the Department of Sports Facilities and Campus Events offices; and the Recreational Sports Outdoor Program. The facility also includes a 46,000 square foot addition, which features gymnasiums, a “cardio theatre,” and a climbing wall; space for group exercise, yoga, and Kinesis; and the very latest in state-of-the-art strengthening, toning, and fitness equipment.

**James I. Swenson Science Building**—This building occupies 112,191 square feet (gross) and houses the Departments of Biology and Microbiology, Chemistry and Biochemistry, and upper division laboratory/research space for cell biology and related courses. It includes supplemental student study and group meeting spaces and faculty offices.

**Tweed Art Museum**—See **Humanities Building**.

**University Housing Facilities**—Four residence halls (Burntside, Griggs, Vermilion, and Lake Superior), Goldfine Hall, four apartment complexes, and the Heaney Hall Service Center are located on campus. See the Housing section of the catalog.

**Voss-Kovach Hall (VKH)**—This facility occupies 52,730 square feet (gross) and houses the Master of Environmental Health and Safety and Master of Science in Engineering Management programs, Mechanical and Industrial Engineering, Music, and a photography lab operated by the Department of Art and Design.

**Ward Wells Field House**—Connected to the Sports and Health Center by a tunnel, this open-span structure features a composition floor and provides indoor track, tennis courts, volleyball courts, and other facilities for physical education classes, intramural sports, recreation, and athletic practice.

**Weber Music Hall**—Designed by world-renowned architect Cesar Pelli and occupying 21,000 square feet, this state-of-the-art performance facility opened in October 2002. Marked by its unusual elongated-elliptical shape and copper-tiled dome, the building's auditorium seats nearly 400 people for vocal and instrumental performances and boasts state-of-the-art sound reinforcement and acoustic equipment. The building encompasses a striking lobby and many rehearsal rooms, which share the auditorium's acoustic features.

### Lower Campus

UMD's lower campus includes buildings constructed before 1947. They accommodated UMD's predecessors—the Duluth State Teachers College and the Duluth State Normal School—and include:

**Research Laboratory Building**—This building occupies 48,890 square feet (gross) and houses the Large Lakes Observatory, the Chemical Toxicology Research Center, and space for offices, laboratories, geology, and archaeometry research.

**Washburn Hall**—A former residence hall, Washburn occupies 16,654 square feet (gross) and now provides office and research space for the Minnesota Sea Grant Program

(scheduled to move to Chester Park in spring 2009) and the University of Minnesota's Northeast District Extension Service.

### Other Property

Donors also have contributed other property to UMD, including:

**Coleraine**—Formerly a USX (U.S. Steel) research facility, this minerals research laboratory on approximately 25 acres falls under the direction of the Natural Resources Research Institute.

**Glensheen**—A 22-acre historic estate listed on the National Register of Historic Places, this property was donated to the University of Minnesota by the Congdon family in 1968. Occupying 47,524 square feet (gross), it includes a 39-room Jacobean revival mansion flanked by a carriage house, gardener's cottage, boathouse, clay tennis court, bowling green, and formal gardens. The estate was opened as a museum in July 1979. See the Glensheen Web site at [www.d.umn.edu/glen](http://www.d.umn.edu/glen).

**Limnological Research Center**—This center for limnological work on Lake Superior is located on London Road, at the mouth of the Lester River.

**Natural Resources Research Institute (NRRI)**—This facility houses administrative offices, a natural resources library, research and development laboratories, a composite wood products pilot plant, and a Geographic Information System facility in support of research programs in the areas of forest products and peat and minerals development. Its laboratories also support work on water and the environment with particular emphasis on environmental chemistry and ecosystem studies. In 1986, NRRI acquired the Fens Research Facility, a 525-acre area of peatland near Zimm, Minn. Today, Fens is a valuable wetlands bank, offering mitigation credits for road construction projects in the same watershed. It is set up with 60 circular bog and fen mesocosms (small ecosystems) weighing about one ton each. Changes in the decomposition process may have large impacts on the production of gases (carbon dioxide, methane, and nitrous oxide) in the wetland ecosystem.

**Northland Advanced Transportation System Research Laboratories (NATSRL)**—Located on Interstate 35 near Carlton, Minnesota, NATSRL is a cooperative research and education initiative of the Minnesota Department of Transportation, the University of Minnesota Center for Transportation Studies and its Intelligent Transportation Systems Institute, and the UMD College of Science and Engineering. NATSRL was established in 2001 to investigate transportation issues unique to northern Minnesota—in particular, issues related to winter transportation systems for small urban areas.

**Research and Field Studies Center**—Occupying 18,065 square feet (gross) and comprised of approximately 100 acres that were formerly a part of the Northeastern Agricultural Experiment Station, the center now provides facilities for biological field studies and materials and equipment storage.

**WDSE-TV**—On campus, this public television facility offers opportunities for cooperative programming and production experience.

## Services

### Alumni Association

The UMD Alumni Association serves as liaison between UMD and its approximately 55,000 graduates. The Association actively partners with the campus community, providing service, expertise, leadership, and resource development. It promotes academic excellence and initiatives benefiting UMD and its current and future alumni.

The goal of the Alumni Association is to be a valuable and meaningful resource for UMD and its graduates. It encourages alumni to stay connected to each other and the University through a variety of activities. All alumni receive the magazine, *The Bridge*, and the *UMDView* newsletter is sent via e-mail. They have access to UMD educational and recreational facilities, are invited to social and educational activities, and are represented on several campus committees. An online alumni directory, calendar of alumni events, and KUMD radio listening are available at [www.umdalumni.com](http://www.umdalumni.com).

### Children's Place

The UMD Children's Place provides full-day care for the children of UMD employees and students. The program is licensed by the State of Minnesota to care for children between the ages of six weeks and five years and is open from 7:30 a.m. to 5 p.m., Monday through Friday. For more information or an application, visit [www.d.umn.edu/cehsp/childrens\\_place](http://www.d.umn.edu/cehsp/childrens_place).

### Food Services

The **Kirby Plaza Food Court**, located on the second floor of the Kirby Plaza Building, offers food choices to please all tastes. **Taste of ITALIA** offers three Italian entrées each day, along with a selection of salads, soups, toasted subs, and its famous pizzas. **Burger Hub** features 1950s décor—complete with a jukebox—where students can top a Hubba Burger or try one of the Hub's popular combo meals. At the **Daily Special**, students, faculty, and staff can find a different entrée and soup each day. **Sweet Dreams and Wraps** doubles as a mini coffee shop in the mornings with flavored coffees, cappuccino, and fresh bakery items, then converts to the campus source for freshly made wraps at lunchtime. **Grab N Go** convenience store offers fresh, wrapped sandwiches and salads, soup, chips, ice cream, and candy for people on the go. The **Center Court Grill** offers an upscale menu of sandwiches, salads, appetizers, Coney Islands, and other items, served by friendly wait staff in a quiet, appealing atmosphere.

Students, faculty, and staff can purchase Dining Dollars and add them to their U Card accounts at the U Card office, 127 Kirby Plaza. These can be used to purchase meals in the Dining Center and at other campus dining locations. In addition, anyone may purchase a meal ticket—good for individual meals—in the Dining Center. Contact the Dining Center cashier (218-726-7195 or visit [www.d.umn.edu/food/Dining/dc.htm](http://www.d.umn.edu/food/Dining/dc.htm)) for meal ticket purchase and other Dining Center information. Both of these options allow for flexibility and variety when eating on campus.

The UMD Catering Department provides the campus community with quality food and prompt, courteous service for all catering needs. Services range from small breaks to formal banquets. For more information, visit [www.d.umn.edu/food](http://www.d.umn.edu/food) or call 218-726-7177.

See the Housing section or contact the Housing Office for details on dining as it relates to room and board accommodations.

### Health Services

Located at 615 Niagara Court between Goldfine and Lake Superior Halls and next to Heaney Hall, UMD Health Services is open from 8 a.m. to 4 p.m., Monday, Wednesday, Thursday, and Friday; 9 a.m. to 4 p.m. Tuesday; with a late clinic from 4 p.m. to 6 p.m., Wednesday. Appointments are encouraged; to schedule one, call 218-726-8155. For more information, visit [www.d.umn.edu/hlthserv](http://www.d.umn.edu/hlthserv).

Services available to students who have paid the Health Fee include general outpatient medical care, physical exams, gynecologic services, and sports medicine. Laboratory and X-ray services and minor surgery may be billed to patients' health insurance. In addition, Health Services also provides some medications to students (with pricing comparable to local pharmacies), as well as individual and group counseling and therapy services to those experiencing ongoing or situational psychological or behavioral difficulties.

Health Services has an active health education department, with trained peer educators who teach students about health issues important to student life, and a wellness outreach program to help students develop healthier lifestyles. Programs focus on the developmental needs of University students and are designed to maximize their potential so they can fully benefit from the academic environment and University experience.

Students with after-hours and weekend emergencies can receive care from emergency physicians at St. Luke's Hospital (218-249-5616); St. Mary's Hospital (218-786-4357); St. Luke's Urgent Care (218-249-6095); or SMDC Urgent Care (218-786-6000). These services are provided at the student's expense.

**To summon an ambulance for serious emergencies, students should call 911.**

**For mental health emergencies, call the Miller Dwan Crisis Line at 218-723-0099.**

UMD Health Services advises students to call the 1-800 phone number on their insurance card prior to going to a hospital or urgent care center. UMD Health Services does not pay for services at these locations.

## Introduction and General Information

### Housing

A variety of furnished housing is available at UMD for students who wish to live in University residence halls and apartments. UMD offers housing to 1,564 students in traditional residence halls and 1,455 students in apartment-style units.

Requests for information about, or assistance in securing, accommodations in University housing facilities at UMD should be addressed to the Housing Office, 149 Lake Superior Hall, 513 Niagara Court, Duluth, MN 55812-3046 or [housing@d.umn.edu](mailto:housing@d.umn.edu). Application for housing and application for admission are two separate processes. The housing contract is binding for the entire academic year.

Recreational and educational opportunities are an integral part of student life in all residence halls and University apartments. Each residence area has trained, live-in student-staff members available to assist students with concerns or problems.

#### University Residence Halls

Four residence halls (Burntside, Griggs, Vermilion, and Lake Superior) house men and women on campus. All rooms are furnished with beds, mattresses, desks, dressers, chairs, lamps, draperies, wastebaskets, telephone with voice mail, computer Ethernet outlets, basic cable television service, and a compact refrigerator. Students should bring their own bed and bath linens, and other personal necessities. Each hall provides common study areas, vending machines, and laundry facilities.

#### Meal Plan Options

Students living in residence halls and suites must choose one of three meal plan options. Meals are served in the Dining Center, between Kirby Student Center and the residence halls.

#### University Apartments

Five campus apartment complexes are available for UMD students. All apartments are furnished with a stove, refrigerator, dining table and chairs, couch and chair, end table, desks and chairs, desk lamps, closet and dresser space, beds and mattresses, draperies, shower curtain, computer Ethernet outlets, basic cable television service, and telephone with voice mail. All utilities are included in the rental rate.

Apartment residents must provide their own wastebaskets, cooking and eating utensils, bed and bath linens, and other personal necessities.

**Stadium Apartments**—This three-building complex, adjacent to a tree-bordered creek, has 78 apartments. Each apartment can accommodate four students and has two single bedrooms, one double bedroom, two half baths, a kitchen, and living-dining area. Laundry facilities are available in each building.

**Junction Avenue (Apartments Mesabi and Cuyuna Halls)**—This two-building complex has 37 apartments. Each can accommodate four students and has two bedrooms, a full bath, kitchen, and dining-living area. Laundry facilities, recreational facilities, and study lounges are available in this complex.

**Goldfine Hall**—This three-building complex has 76 apartments. Each can accommodate four students, and has two bedrooms, one bathroom, living room, kitchen, and eating area. Study areas and recreational and laundry facilities are available in this complex.

**Oakland Avenue Apartments (Oak, Aspen, Birch, Balsam, and Basswood Halls)**—This five-building complex has 127 apartments. Each can accommodate four students and has two bedrooms, a full bath, kitchen, and dining-living area. Laundry facilities, recreational and study lounges are available in this complex.

**Heaney Hall**—This two-building complex has 56 apartments. Each unit can accommodate four students and has two bedrooms, a full bath, kitchen, and dining-living area. Study lounges and recreational and laundry facilities are in the Service Center, connected to the complex.

#### Semester Break Housing

Burntside and Vermilion Halls and Stadium Apartments are the only University housing facilities open semester break—from 8 p.m. on the last day of fall semester final exams to noon on the day before spring semester classes start. All other housing facilities are closed during the semester break.

There is no charge for semester break housing.

#### Off-Campus Housing

Listings of available privately owned, off-campus housing facilities for students are maintained by the Kirby Student Center, and are available in Room 115. Arrangements for off-campus housing are the responsibility of the individual student. The University does not inspect these off-campus residences. Usually, landlords require a lease and an advance deposit. Students should be certain that the accommodations are acceptable and establish an exact rental period before making a deposit and signing a lease.

The UMD Food Service provides meal options for students who live off campus.

### Information Technology Systems and Services (ITSS)

ITSS provides the campus community with a high-quality, stable, and reliable technology environment in support of the campus mission. ITSS helps faculty, staff, and students use technology to their best advantage and provides technical leadership and planning for future applications of these rapidly-changing technologies. Specific services include the following.

The ITSS Tech Center, which includes the Help Desk, audio-visual equipment checkout, computer maintenance and support, and student assistance.

- Cost-efficient, general-purpose computing, and support of advanced document processing, laser printing, ITSS servers, file storage, electronic mail, statistics, Web services, computer graphics, and other applications.
- Maintenance of a campus-wide network that interconnects central system computers, department and faculty computers, computers in instructional labs, and student computers in all on-campus residence halls. In addition, network users can connect to computers on other campuses and to other national and international networks.

- Windows and Macintosh microcomputer labs with software for word processing, databases, spreadsheets, graphics, and specialized academic software.
- Interactive television classrooms that allow students to participate in courses taught at other locations in the state.
- Support for the use of technology in the classroom, including computers and projection devices for presentations.
- Telephone services, including a centralized voice mail system.
- Staff services including consulting and programming; software training; entry of data, programs, and documents; and the generation and scoring of multiple choice tests.
- Support for applications related to student data, staff demographics, personnel and payroll, storehouse, University financial information, research administration, and Graduate School information.
- Hardware and software support and maintenance for certain microcomputers and UNIX-based workstations.

Call the ITSS Help Desk at 218-726-8847 for assistance, e-mail [helpdesk@d.umn.edu](mailto:helpdesk@d.umn.edu), or visit [www.d.umn.edu/its](http://www.d.umn.edu/its) for Help Desk hours or more information.

## KUMD—103.3 FM

KUMD is a full-service, 100,000-watt FM radio station featuring music alternatives, and news and information concerning UMD and Northland communities. KUMD is noted for its commitment to providing programming not offered by local, regional, and national stations. KUMD 103.3 also offers UMD students for-credit opportunities to work in nearly all aspects of station operations, including programming, on-air hosting; news, public affairs, and sports reporting; and sales and promotions/marketing. Students are fully trained for these opportunities, and can audition to host their own show for “College Radio”—various live shows which feature hip hop, metal, alternative rock, and other music.

## Library

The UMD Library is the place to get connected to information resources for a successful college career. Whether campus users are connecting via its Web site at [www.d.umn.edu/lib](http://www.d.umn.edu/lib), by telephone, via Instant Messaging or e-mail, or in person, the library offers solutions for information needs, and academic and research success.

### Collections

Library collections provide the best of contemporary and traditional research tools. The UMD Library’s electronic collections include more than 30,000 journal titles, e-books, research databases, and other resources, which are far more suitable than resources available elsewhere on the Internet for writing term papers, completing course assignments, and conducting academic research. The on-site collections include more than 700,000 print items and a large number of sound and video recordings, DVDs, and microforms.

## Services

The library’s Web site, [www.d.umn.edu/lib](http://www.d.umn.edu/lib), serves as the campus starting point in the search for authoritative information resources and the first choice when looking for information pertaining to coursework and research. For expert assistance, reference librarians are available to offer one-on-one advice. Contact them by telephone, by e-mail, through online chat, or in person at the library. “Ask Us!” is a service that offers library assistance to students and the campus community at [www.d.umn.edu/lib/askus](http://www.d.umn.edu/lib/askus). Library information professionals also provide introductory and advanced group instruction.

## Facilities

Libraries have always been known as quiet places to study, and the UMD Library provides quiet spaces for individuals as well as for students using computers and working in groups. It also has two electronic classrooms, 25 group study rooms, one multimedia group study room, and three adaptive equipment rooms.

Students can listen to music for classes, watch videos or DVDs, and use instructional CD-ROMs in the multimedia group study room. The multi-media hub features both PCs and Macintosh computers, scanners for use in scanning text or images, as well as a wide range of software for editing audio/video files, designing multimedia Web pages, and creating PowerPoint presentations.

The first floor adaptive equipment rooms serve students with special needs. These rooms offer computer stations with adaptive keyboards as well as other helpful equipment. For individuals with visual impairments, software installed at these stations can scan text, read text back, and print in Braille or enlarged text.

Wireless access is available to UMD students, faculty, and staff throughout the library complex. Together the Library and ITSS provide about 390 computers, both PCs and Macs, for student use. The group study rooms in the newer building all have hard-wired Internet access. Electrical outlets are built into tables and study carrels throughout the facility.

When classes are in session, Library hours are typically 7:30 a.m. to midnight, Monday through Thursday; 7:30 a.m. to 5 p.m., Friday; 9 a.m. to 5 p.m., Saturday; and noon to midnight, Sunday.

## Police

The University of Minnesota Duluth Police are responsible for law enforcement, security, and emergency response on the UMD campus. The police work closely with federal, state, and local law enforcement agencies, including the City of Duluth Police Department and the St. Louis County Sheriff’s Office.

### In an emergency, call 911.

For administrative assistance or to obtain information about safety and security issues, contact the UMD Police, 287 Darland Administration Building (218-726-7000), 8 a.m. to 4:30 p.m., Monday through Friday.

**After hours, call 911 for both emergency and non-emergency matters.**

## Introduction and General Information

### QuickCare Clinic

Quick Care is an on-campus clinic for UMD employees, spouses/same-sex domestic partners, and dependent children. QuickCare is located at 107 Kirby, Kirby Student Center (218-726-8666; [www.d.umn.edu/quickcare](http://www.d.umn.edu/quickcare)).

QuickCare provides services for a wide variety of conditions, including but not limited to: common illnesses, screening tests, skin conditions, and vaccines. If you have a question regarding services for a particular condition, call the QuickCare Clinic at 218-726-8666. No appointments are necessary and visits usually take about 15 minutes. QuickCare is an in-network provider for all UPlan medical program options and no referrals are needed. If you are a UPlan member, your copayment is \$5 per QuickCare visit for and screenings.

### Recreational Sports Outdoor Program

The Recreational Sports Outdoor Program promotes healthy, active lifestyles and connections to the natural world through personal and professional experiences. A wide variety of sports, fitness, and outdoor programs provide some of the most varied and comprehensive programming in the country and take advantage of the great natural areas that are within close proximity to UMD. Indoor and outdoor recreation facilities on campus are used by more than 90 percent of the student body, as well as by many faculty, staff, and community members.

Activities, programs, and events are provided through the following programming areas:

- **Intramural sports**—structured leagues and tournaments in individual and team sports
- **Fitness and wellness**—informal and structured opportunities in activities such as weight training, jogging, cardiovascular fitness, open time use of facilities, aerobic exercise, massage therapy
- **Sports and outdoor clubs**—organized around a particular sport or outdoor activity for higher skilled competition, social, and/or skill development
- **Aquatics**—recreational, instructional, and fitness programs in the pool such as lap swimming, hydro-aerobics, scuba
- **Paddling**—flat water and white water instruction, events, and trips for canoeing, kayaking, and rafting
- **Climbing**—indoor and outdoor climbing instruction, events, and trips
- **Natural history and environmental education**—hikes, bird watching, plant and animal observation/understanding, and outdoor learning

The Recreational Sports Outdoor Program is funded by student services fees, user fees, and outside sources. The office at 153 Sports and Health Center is the primary source for information on programs, policies, facilities, and schedules. For more information, call 218-726-7128 or visit [www.umdrsop.org](http://www.umdrsop.org).

### Speech-Language-Hearing Clinic

The Robert F. Pierce Speech-Language-Hearing Clinic provides services for the community and UMD students and faculty with communication disorders. Those who have concerns about hearing, voice, stuttering, accent reduction, or other communication problems should contact the clinic early in the semester at 5 Montague Hall (218-726-8199).

### UMD Stores

UMD Stores are located on the street and lower level of the Kirby Student Center with convenient parking and entrance through UMD Kirby Plaza on Kirby Drive. (218-726-7286; [www.umdstores.com](http://www.umdstores.com))

**Lower Level** features office and school products, computer supplies, and textbooks. Services include special orders, and fax service. Along with textbooks, UMD Stores lower level sells general books, reference books, medical books and supplies, UMD Stores Gift Cards, Bulldog Phone Cards, UMD class rings, and more. During the academic year, the lower level is open from 7:30 a.m. to 6 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m., Friday.

**Computer Corner** is located inside the lower level of UMD Stores and sells computers, computer software and accessories, calculators, and electronics. The Computer Corner also sells lab access cards and has many demonstration machines and software packages available to try. Educational pricing is available for all students, faculty, and staff. Special orders at competitive prices are placed daily. If you would like to learn more about laptops offered, visit the Web site at [www.umdcc.com](http://www.umdcc.com). The “frequently asked questions” link answers many laptop questions and the “laptop” link has details about laptops that are sold at UMD Stores. For general information, call 218-726-6218.

**EXPRESS** is a flexible space for sales, snacks and beverages, The Mail Center, fax service, and other events. EXPRESS is located at 109 Kirby Plaza, across from Northern Shores Coffee Shop, and is open from 8 a.m. to 4 p.m., Monday through Friday during Fall and Spring Semesters, unless otherwise posted. For more information, call 218-726-7286.

**Cash for Books Buyback** is held inside EXPRESS during finals weeks of each semester. A daily buyback is also held from the fourth through tenth weeks of each semester at the Returns counter in the Lower Level. Online textbook buyback is also available at [www.umdstores.com](http://www.umdstores.com). For more information, call 218-726-7286. For textbook inquiries, orders, reservations, and information on ordering products from UMD Stores, please visit the same Web site.

**Street Level** features official UMD wear and gifts, art supplies, greeting cards, and a convenience store, and is located near the UMD Kirby Plaza DTA Bus Hub. During the academic year, UMD Stores street level is open from 7:30 a.m. to 8 p.m., Monday through Thursday; 7:30 a.m. to 5 p.m., Friday; and 11 a.m. to 5 p.m., Saturday and Sunday. The street level carries a wide variety of items including hockey jerseys, sweatshirts, sweatpants, T-shirts, shorts, jackets, caps, socks, mittens, children’s clothing, backpacks, pen/pencil sets, frames, greeting cards, mugs, water bottles, gift wrap, magazines, posters, health and beauty items, candy, beverages, ice cream, grocery and bakery items, party

supplies, stationery, balloons, Bulldog Phone Cards, UMD Stores Gift Cards, and much more. UMD wear and gifts are also available at selected athletic events throughout the year. Special orders are available upon request by calling 218-726-8766. For general information, call 218-726-8520.

## Student Life

### Convocations, Lectures, and Concerts

The University offers a varied series of lectures, concerts, and dramatic performances presented by students and faculty, as well as guest artists and lecturers. The School of Fine Arts, Kirby Program Board, “Late Night Kirby,” and student organizations collaborate to bring noted American and international attractions to campus. Information about these presentations and community programs is available from the Kirby Student Center Information Desk (218-726-7163).

### Intercollegiate Athletics

A variety of intercollegiate varsity sports are available to all UMD students. UMD competes nationally at the NCAA Division II level, except for men’s and women’s ice hockey, which compete in NCAA Division I. The men’s and women’s athletic teams are members of the Northern Sun Intercollegiate Conference, again with the exception of ice hockey, which belongs to the prestigious Western Collegiate Hockey Association. UMD teams use the Duluth Entertainment and Convention Center for men’s and women’s ice hockey; Malosky Stadium for football, women’s soccer, and men’s and women’s outdoor track and field; Bulldog Park for baseball; Junction Avenue Field for softball; Romano Gymnasium for men’s and women’s basketball and women’s volleyball; Ward Wells Field House for men’s and women’s indoor track and women’s tennis; and the Pine Mill Golf Course for men’s and women’s cross-country. Visit UMD Intercollegiate Athletics at [www.umdbulldogs.com](http://www.umdbulldogs.com).

### International Student Services Office

The International Student Services Office provides advisement and support for international students in the areas of admission, registration, government regulations, and cultural adjustment.

The UMD International Club is an active student organization with members from the U.S. and abroad. Club membership is open to everyone. The club sponsors a variety of social and service activities. Members of the community volunteer organization “Friends of International Students” (FIS) host special events and invite students to share holiday celebrations. The International Student Services staff, UMD International Club, and FIS work together with the university and the community to provide an excellent academic, social, and cultural experience for international students.

### Kirby Student Center (KSC)

Named for Stephen R. Kirby, the Duluth and Iron Range civic and business leader who made the major individual contribution toward its construction, the Kirby Student Center was opened in June 1956. Kirby Plaza and Multicultural Center were added September 2004. The Kirby Student Center is home to student organizations, the Student

Association (student government), the Kirby Program Board, the Statesman (UMD weekly newspaper), the Greek Council, the Office of Cultural Diversity, the Council of Religious Advisors, Minnesota Public Interest Group (MPIRG), the Women’s Resource and Action Center, and Disability Resources.

In addition, the Games Room, Ballroom, meeting and multipurpose rooms, “Rafters,” the performing arts center, Residence Dining Center, UMD Stores, Student Activities Center, adviser offices, Food Court, Auxiliary Services, Printing, Graphics and Photocopy Services, ATM machines, TCF Bank, University Federal Credit Union, The Coffee House, and multiple lounges and gathering spots for students, faculty, and guests are all located in the building.

### UMD Statesman

UMD’s weekly newspaper, the *UMD Statesman*, is written, edited, and managed by students, and is funded by the student service fee. Every student receives the paper, which is published every Thursday and online at [www.umdstatesman.com](http://www.umdstatesman.com). Students can get involved with the paper in various ways, with positions ranging from editor-in-chief, section editors, copy editors, and reporters to advertising representatives, business manager, photographers, and production artists. The office includes an updated computer system, allowing for digital output printing, as well as bookkeeping capabilities for the business office.

### Student Government

#### “One Body, One Mission”

The UMD Student Association (UMDSA) is a representative system of student government open to any member of the UMD student body. The UMDSA’s mission is to be the official voice of the student population, and has the responsibility to advocate for student concerns, needs, desires, and opinions across campus via media, campus committees, and student input with the administration and Board of Regents. It also oversees the Student Legislative Coalition’s (SLC) lobbying efforts.

SLC advocates for students’ views on University quality, affordability, and accessibility. A reusable/refundable fee charged to students each semester supports these lobbying efforts.

For more information about UMDSA or SLC, call 218-726-7178, visit 115 Kirby Student Center, or the UMDSA Web site: [www.d.umn.edu/~umdsa](http://www.d.umn.edu/~umdsa).

### Student Organizations

UMD has more than 200 student organizations open to any interested student. By joining an organization, students can meet others with similar interests, learn new skills, participate in leadership opportunities, and make a difference in the campus community.

To learn more about student groups or find a listing of e-mail contacts for groups of interest, visit [www.d.umn.edu/kirby/studentorgs](http://www.d.umn.edu/kirby/studentorgs) or stop in the Student Activities Center on the first floor of the Kirby Student Center, across from the Kirby Information Desk.

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# Education, Service, and Research Centers

## Academic Support

The Office of the Vice Chancellor for Academic Support and Student Life (ASSL) provides services that empower students to achieve academic success and participate actively in the academic community from the time of initial admission to UMD through successful completion of a degree and beyond. These services include orientation, support and outreach to new students, academic assessment, tutoring, supplemental instruction, major and career exploration, and academic support courses.

Academic advising is provided to many students by ASSL staff in cooperation with the colleges' and schools' student affairs offices.

## Office of Disability Resources (ODR)

### Academic Support and Student Life

The Office of Disability Resources (ODR) provides appropriate and reasonable accommodations to students with disabilities. Commonly provided services include note-taking assistance, assistive technology, sign language interpreters, test accommodations, textbooks in alternative formats, priority registration, advocacy, and problem resolution. Specific accommodations and services depend on a student's documented needs and are initiated at the student's request. In addition to direct services, ODR serves as a liaison to academic units and university offices, vocational rehabilitation programs, and community programs. It also provides disability-related training, technical assistance, and consultation for faculty and staff.

For more information or to request services, contact the Office of Disability Resources, University of Minnesota Duluth, 236 Kirby Student Center, 1120 Kirby Drive, Duluth, MN 55812-3085 (218-726-8217 or 218-726-7380 TTY; [www.d.umn.edu/access](http://www.d.umn.edu/access)).

## Office of Cultural Diversity

### Academic Support and Student Life

The mission of the Office of Cultural Diversity is to enhance academic achievement, create a sense of belonging, celebrate diversity, and foster positive relations among UMD students, faculty, and staff. The center accomplishes this by

- providing a forum for communication, discussion and understanding of educational, political, social, and cultural issues of concern to students with respect to diversity;
- supporting programs and activities that promote the appreciation and awareness necessary for a truly multicultural and inclusive community;
- providing support and advising for student organizations;
- serving as a catalyst for change and support of the University's effort to achieve pluralism; and
- providing personal and academic support, advising, and disability accommodations.

The Office of Cultural Diversity collaborates with faculty, students, and staff to implement programs that support the University's commitment to inclusiveness and



multiculturalism. In addition, the office's staff develops and implements programs and services which affirm and support the retention and graduation of African American, Asian/Pacific American, Latino/Chicano, International, Women, Gay, Lesbian, Bisexual, and Transgender students.

### African American Student Programs (AASP)

This office provides support services—such as counseling, academic advising, tutoring, and financial aid services—to African American students and students of African descent. African American Student Programs coordinates campus-wide efforts to increase understanding of African and African American issues and foster an appreciation of cultural diversity. AASP works with the Black Student Association in coordinating UMD's celebration of Dr. Martin Luther King Jr.'s birthday, Black History Month, and other cultural events.

### Asian/Pacific American Student Programs (APASP)

The goal and mission of APASP is to recruit, retain, and graduate Asian/Pacific American students by providing services that help them adjust, integrate, and achieve at UMD both socially and academically. The supportive services provided include academic advising, counseling, tutoring, financial aid counseling, and employment assistance.

## Education, Service, and Research Centers

APASP works with the Asian/Pacific American Student Association in coordinating the UMD Arts of Asia Celebration, Asian Awareness Week, and other cultural events. In addition, the office provides educational opportunities for students seeking information about and understanding of Asian/Pacific American culture in order to become effective competitors in the global market.

### Latino/Chicano Student Programs (LCSP)

Latino/Chicano Student Programs provides programs and services designed to recruit and retain Latino/Chicano students at UMD. The supportive services and programs include counseling, academic advising, tutoring, employment assistance, and financial aid counseling. LCSP also coordinates campus-wide efforts to increase understanding of Latino/Chicano issues and foster an appreciation of cultural diversity. The office works closely with the Latino/Chicano Student Association in coordinating the Latino/Chicano Heritage Celebration, Latin American Awareness Month, UMD's Annual Fiesta, and other cultural events.

### Women's Resource and Action Center (WRAC)

The Women's Resource and Action Center (WRAC) is a student-run, student-oriented organization that gives students an opportunity to enrich their educational experience. WRAC seeks to provide support and encouragement for all women on the UMD campus. An alliance of student interns and volunteers provides a wide variety of resources and services for both male and female students. These include information about University opportunities, job postings, peer counseling and victim service referrals, extensive resource files and a book collection for academic and personal use, campus outreach and educational services, and special programming designed to meet the needs of the diverse University population. WRAC provides a private room and refrigerator for the use of nursing mothers and a safe space for students.

## Career Services

### Academic Support and Student Life

Career Services is a centralized office where students can find professional, confidential help in identifying and achieving educational and career goals. UMD encourages students to consult a career counselor early in their university experiences so they may begin investigating the world of work in relation to their values, interests, and abilities. Career counselors provide assistance in choosing courses, majors, and careers; dealing with academic difficulties; identifying internship possibilities; learning job search skills; and researching professional and graduate study options. For more information visit the Career Services Web site at <http://careers.d.umn.edu> or contact the office at 21 Solon Campus Center (218-726-7985; [carserv@d.umn.edu](mailto:carserv@d.umn.edu)).

## First Year Experience & Students in Transition

### Academic Support and Student Life

This office provides programs and services designed to help students through their transition into the university community, including Advisement and Registration, UMD Welcome Week, the SSP 1000—Introduction to College Learning course, registration assistance, and referral service.

Students are encouraged to stop by 60 Solon Campus Center, call 218-726-6393, or e-mail [fye@d.umn.edu](mailto:fye@d.umn.edu) for assistance. All students, not just those who are new, are welcome to stop by with questions.

## Gay Lesbian Bisexual Transgender (GLBT) Services

### Academic Support and Student Life

The GLBT Services Office in 245 and 247 Kirby Student Center develops, coordinates, implements, and evaluates programs and services that affirm GLBT people and their allies, supports their academic success and social development, and encourages an environment that promotes and appreciates multiculturalism.

The GLBT Services staff works to improve the campus climate by collaborating with collegiate units, and local, state, and national organizations to address the harmful effects of discrimination based on sexual orientation, gender identification, and gender expression. For more detailed information and resources, visit the Web site at [www.d.umn.edu/mlrc/glbt](http://www.d.umn.edu/mlrc/glbt) or call 218-726-7300.

## International Student Services (ISS)

International Student Services assists students from abroad with advisement and registration, government regulations and forms, social and cultural adjustment, organizing activities during breaks, personal and financial concerns, employment, and connecting with the campus and local community.

## Knowledge Management Center (KMC)

### Academic Support and Student Life

The Knowledge Management Center (KMC) is a centrally located service wherein students, faculty, and staff have access to lab space, workshops, and consultations on the development and use of tools such as electronic portfolio, graduation planner, and other developing tools for managing educational and professional records.

## Supportive Services Program (SSP)

### Academic Support and Student Life

The Supportive Services Program offers assessment, advising, tutoring, and developmental courses. Course offerings include skills development in writing, mathematics, study strategies, college learning, and a personal development course that emphasizes self-concept and human relationships. Upper division courses in teaching assistant training and tutor training are offered for selected students. Upper division practicums for tutors, Supplemental Instruction leaders, and SSP teaching assistants are also offered for selected students. These courses are listed in Course Descriptions under SSP.

## Tutoring Program

### Academic Support and Student Life

The Tutoring Center, 40 Solon Campus Center, offers free, walk-in tutoring to all UMD students. Peer tutors, selected by academic departments and trained by SSP, are available to help students in accounting, chemistry, computer science, economics, some foreign languages, mathematics, physics, and writing. Supplemental instruction is also available for selected courses. Web site: [www.d.umn.edu/tutoring](http://www.d.umn.edu/tutoring).

## Research Centers

### Center for Community and Regional Research (CCRR)

#### College of Liberal Arts

The Center for Community and Regional Research is a Duluth-based unit of the all-University Center for Urban and Regional Affairs (CURA). CCRR's mission is to provide faculty and students from across the UMD campus and members of local community organizations and institutions the opportunity to collaborate on research and outreach projects of significance to the northeast Minnesota region and surrounding areas. CCRR also serves as a partner and source of support for the Urban and Regional Studies program at UMD.

For more information contact CCRR at [geog@d.umn.edu](mailto:geog@d.umn.edu) or visit [www.d.umn.edu/cla/CCRR/main/index.php](http://www.d.umn.edu/cla/CCRR/main/index.php).

### Center for Freshwater Research and Policy (CFRP)

#### Swenson College of Science and Engineering

The CFRP was created to facilitate communication among scholars from various fields at UMD who are working on freshwater research and policy, and to foster communication between these scholars and various external constituencies. There is a tremendous amount of activity at UMD in the area of freshwater research and policy. It is taking place in several colleges, at the Center for Water and the Environment at the Natural Resources Research Institute, at the Large Lakes Observatory, in the Water Resources Science graduate program, through various programs administered by Minnesota Sea Grant, and in collaboration with a variety of external entities, such as the Mid-Continent Ecology Division of the United States Environmental Protection Agency, the Minnesota Pollution Control Agency, and the Minnesota Department of Natural Resources.

### Large Lakes Observatory (LLO)

#### Swenson College of Science and Engineering

Large Lakes Observatory researchers study large lake systems throughout the world, focusing on their biological, chemical, and circulation dynamics, and the record preserved in lake sediments created in the past by these processes. The LLO conducts detailed research in sedimentology, paleoclimatology, basin structure and evolution, current processes, isotope geochemistry, organic and inorganic aquatic chemistry, nutrient dynamics, primary productivity, and zooplankton dynamics. The observatory's sedimentological, biological, and biogeochemical laboratories are equipped with a range of state-of-the-art analytical instrumentation. The LLO also operates the only University National Oceanographic Laboratory System (UNOLS) research vessel in the Great Lakes, the R/V Blue Heron, which is equipped with an acoustic Doppler current profiler, high-resolution seismic reflection and multi-beam sonar systems, CTDs, a triaxus towed vehicle, computer systems for data collection and archiving, water column sampling equipment, and several sediment corers.

Students may pursue graduate studies with LLO faculty through UMD's master of science programs in geology, chemistry, and physics; or through the integrated biosciences and water resources science (WRS) programs, which serve the Twin Cities and Duluth campuses. Graduate students may also pursue doctor of philosophy degrees with LLO faculty through the WRS Program or through individual departments and the Graduate School on the Twin Cities campus. LLO employs several undergraduate science majors each year.

### Minnesota Sea Grant College Program

#### Academic Administration

This program is a partnership between the University of Minnesota, the federal government, and the state of Minnesota. It is a statewide program and one of 30 programs in coastal and Great Lakes states and territories that make up the National Sea Grant Program. The Minnesota Sea Grant College Program works with people and communities to help maintain and enhance the environment and economies along Lake Superior and Minnesota's inland waters by identifying needs, fostering research, and communicating results. The Minnesota Sea Grant College Program works with other agencies, institutions, and organizations across the state, region, and country to maximize the resources available for dealing with Great Lakes issues.

The Minnesota Sea Grant College Program provides competitive research funding which allows University researchers to address basic and applied problems and opportunities associated with Lake Superior and Minnesota's inland waters. Research focus areas include healthy coastal ecosystems for a healthy economy, addressing Minnesota's fisheries problems, new technologies and aquatic science literacy, and communities and urban coasts.

The outreach component of the Minnesota Sea Grant College Program is the University's link to local communities. Outreach staff are dedicated to providing technical assistance, research-based information, and education programs for a variety of Great Lakes issues, including fisheries, aquaculture, water quality, aquatic invasive species, and tourism. The outreach program produces publications for audiences ranging from research scientists to the general public in order to keep them informed about the issues and findings that affect Minnesota's aquatic resources. The outreach staff also provides a conduit through which pressing local problems can be considered by University researchers. This ensures that the University research funded by the Minnesota Sea Grant is relevant to the needs of Minnesota's citizens.

The Minnesota Sea Grant College Program provides master's and doctoral degree assistantships for University students working on Minnesota Sea Grant-funded research projects.

## Natural Resources Research Institute (NRRI)

### Academic Administration

The NRRI is composed of scientists, engineers, and researchers with a wide array of expertise who provide technical, research, and economic development assistance to businesses, industry, and government agencies.

The institute was established in 1983 to “foster the economic development of Minnesota’s natural resources in an environmentally sound manner to promote private sector employment.” This mission is met through:

- **Technology development**—finding new ways to extend, improve and use products from Minnesota’s resources
- **Resource management**—providing information to help Minnesota’s decision-makers manage resources and the environment
- **Client services**—giving regional businesses (large and small) the competitive edge

NRRI facilities are available in special circumstances for laboratory work associated with courses in the sciences and engineering. On joint NRRI-UMD research projects, financial assistance is available for graduate students in the form of research assistantships.

## Office of Transportation Programs (OTP)

Swenson College of Science and Engineering

### Northland Advanced Transportation Systems Research Laboratory (NATSRL)

The Northland Advanced Transportation Systems Research Laboratory (NATSRL) was established in 2000 to study and develop advanced technologies that can improve the safety and efficiency of surface transportation systems in northern regions. Specific emphasis areas of NATSRL include:

- Vehicle/infrastructure-based innovative strategies to prevent and reduce crashes and incidents on roadways
- Advanced traffic/incident management and information technologies under normal and inclement weather conditions
- Next generation sensing technologies for road, weather, traffic, and driver conditions
- Winter road maintenance strategies including snow and fleet management

## Great Lakes Maritime Research Institute (GLMRI)

The Great Lakes Maritime Research Institute was established in 2005 as a consortium of universities in the Great Lakes region to develop and improve economically and environmentally sustainable maritime commerce on the Great Lakes. Currently the GLMRI is administered through a partnership between UMD and the University of Wisconsin Superior. The focal research areas of the institute include:

- New shipping market opportunities on Great Lakes including short sea shipping for both passenger and freight transportation
- Innovative strategies to prevent invasive species and improve environmental conditions in the Great Lakes
- Environmental and economic benefits of waterborne transportation on the Great Lakes
- New vessel designs and ship building/repair capabilities on the Great Lakes
- Efficient intermodal infrastructure to handle various types of shipping needs on the Great Lakes

## Minnesota Public Interest Research Group (MPIRG)

MPIRG is a nonprofit, nonpartisan, student-led organization that addresses issues such as environmental quality, consumer protection and education, renters’ rights, solid waste management, racial and sexual discrimination, and corporate and government responsibility. Students pay an optional/refundable fee each semester at registration to support MPIRG’s work.

## Student Legislative Coalition (SLC)

This coalition advocates student views on University quality, affordability, and accessibility. The optional/refundable fee is charged each semester at registration. For information about lobbying efforts, contact a Student Association officer.

## Education Centers

### Royal D. Alworth Jr. Institute for International Studies

College of Liberal Arts

The objective of the Royal D. Alworth Jr. Institute for International Studies is to promote understanding among nations by facilitating international research and study, exchanges and visits of scholars, and a greater awareness of the global environment in which political, economic, social, and cultural relations are conducted. The institute provides financial support for visiting speakers and scholars who teach and conduct international research at UMD. The International Brown Bag Series, the evening International Lecture Series, and the Royal D. Alworth Jr. Annual Memorial Lecture are the centerpieces of its outreach activities to the campus and off-campus community.

For more information, contact the Royal D. Alworth Jr. Institute for International Studies, 109 Cina Hall (218-726-7493; [alworth@d.umn.edu](mailto:alworth@d.umn.edu); [www.alworth.org](http://www.alworth.org)).

### American Indian Learning Resource Center (AILRC)

College of Education and Human Service Professions

The AILRC’s primary goals are the recruitment and retention of American Indian and Alaskan Native students and the enhancement of their educational experiences. Serving AILRC as a “mini-student affairs office,” its staff provides academic, financial, and personal counseling for students. Staff members also assist students with orientation,

registration, and tutoring. AILRC houses the second-largest culturally-sensitive library in the Upper Midwest with books, periodicals, videos, music, and language tapes.

## Center for Environmental Education (CEED)

Department of Health, Physical Education, and Recreation (CEHSP); Department of Education (CEHSP); and Recreational Sports Outdoor Program (Academic Support and Student Life)

The purpose of the UMD Center for Environmental Education is to achieve excellence in environmental education training, experience, and research for pre-service, in-service, and graduate-level students. The center accomplishes this through collaboration between UMD departments and local, state, and federal agencies and organizations in order to advance the field of environmental education. CEED programs include the following.

**Graduate studies**—CEED coordinates graduate opportunities that provide students with the academic background and experiences necessary to become effective environmental educators in nonformal and formal educational settings.

**Preservice training**—CEED works with departments and programs to help undergraduate students who plan to work in nonformal and formal educational settings develop environmental education awareness, knowledge, and skills.

**Research**—The center actively investigates environmental education teaching and learning processes in order to promote the development of research-based environmental education curricula and programs.

**In-service training**—CEED coordinates and offers workshops and courses that help to expand awareness, knowledge, and skills in environmental education. The center offers this training to practicing educators in nonformal and formal education settings.

**Regional Resource Center**—The CEED serves as a regional environmental education resource for literature reviews, current research, curricula, and professional activities that promote the effective application of environmental education.

For more information contact CEED at 203 Sport and Health Center (218-726-8677; [www.d.umn.edu/ceed](http://www.d.umn.edu/ceed)).

## Fine Arts Program

School of Fine Arts

Students interested in the fine and performing arts have opportunities to participate in a variety of activities in art and design, music, theatre, and dance.

The Department of Art and Design offers many courses of general interest in studio work, graphic design, electronic media, and art history, and also sponsors an ongoing artist lecture series. The Tweed Museum of Art and Glensheen offer many activities and exhibitions. These three entities also offer interdisciplinary fine arts courses and museum and arts internships.

For students who are interested in participating in music ensembles, the Department of Music offers opportunities to perform in bands, orchestras, vocal and instrumental jazz ensembles, opera theatre, and chamber music. These ensembles give regular campus concerts, and some tour statewide, nationally, and internationally. The department also offers applied lessons for all instruments and voice.

The Department of Theatre offers opportunities for students interested in performance, design, and technical theatre experiences, as well as broad liberal arts study. The department stages five major productions—which include musicals, dramas, comedies, and dance performances—each year. All University students, regardless of major or vocational interest, are encouraged to participate. Credit is offered for all phases of production work.

## Instructional Development Service (IDS)

College of Education and Human Service Professions

The mission of UMD's Instructional Development Service (IDS) is to improve teaching and learning by facilitating the campus community's use of traditional and innovative teaching methods, including established and emerging technologies. Through workshops, the IDS newsletter, and mini-libraries, IDS brings faculty together for dialogue and support. It focuses on formative development rather than summative evaluation, and offers voluntary and confidential individual and group consultations designed to enhance teaching/learning for both students and instructors. In addition, IDS plays an important role in the intensive teaching orientation program for graduate teaching assistants, and participates in New Faculty Orientation and other faculty development efforts.

## Commission on Women

Academic Administration

The mission of the UMD Commission on Women is to improve and enrich the working and learning environments for UMD women by providing direction, leadership, support, and expertise to the UMD community.

The Commission was established more than 16 years ago and as specified by its founding bylaws, maintains a membership of women who are elected from, and representative of, UMD's students, faculty, and staff. It meets twice a month during the school year and takes an active role in reviewing issues of interest and concern to all women on campus. It is also an active cosponsor of Women's History Month, the Women's Resource and Action Center, Take Our Children to Work, and presentations/events that originate on campus.

The commission has four standing committees which work together to carry out its mission. Leadership plans an annual women's leadership program to make use of UMD talent and other programming ideas. Programming oversees the development of the commission's annual Gallery of Grants, which features either a guest speaker or topical panel discussion, along with a venue for the commission's grant recipients to present poster sessions describing their projects; and the Spring Luncheon, an annual celebration of women

## Education, Service, and Research Centers

at UMD which includes a program of entertainment and a featured speaker. Grants and Budgeting supports grant requests that meet the mission of enhancing the environment for women at UMD by overseeing the budget, the grant application process, and grant awards.

Policy oversees election of members, revision of bylaws and conferral of UMD's Linda M. Larson Woman of the Year Award.

### Diversity Commission

The UMD Diversity Commission is made up of student, staff, and faculty representatives who work together to promote awareness and appreciation of diversity and to address equity issues through advocacy and education on campus. The Commission cosponsors events with departments at UMD, and works in the spirit of cooperation with those who share its interests and concerns. The Commission invites students to become involved as members. For more information, visit [www.d.umn.edu/umdoeo/diversity](http://www.d.umn.edu/umdoeo/diversity).

### ROTC—U.S. Air Force

The Air Force Reserve Officer Training Corps (AFROTC) is a college-level educational program that gives students the opportunity to become Air Force officers while completing their degrees. AFROTC offers post-collegiate opportunities in more than 100 career specialties. Air Force officers are challenged with organizational responsibilities and experiences not often available to new college graduates. This program is for students who want to challenge themselves as Air Force leaders and managers while serving their country in a professional, high-tech environment. High school students seeking scholarships should review requirements and submit an application via [www.AFROTC.com](http://www.AFROTC.com) before December 1 of their senior year. College students seeking scholarships should contact UMD's AFROTC unit at 218-726-8159.

Lecture courses are available to students not joining the ROTC program.

#### Four-Year Program

The four-year program is divided into the General Military Course (GMC), primarily for freshmen and sophomores, and the Professional Officer Course (POC), primarily for juniors and seniors. The GMC allows a student to "try out" AFROTC without incurring an obligation (unless she or he is receiving an AFROTC scholarship). At UMD, the GMC consists of a one-credit-hour lecture, a 90-minute leadership lab, and a mandatory physical fitness program every week with some requirements outside of scheduled times. Students learn about leadership and officer skills, Air Force career opportunities, educational benefits, life and work as an officer, organizational structure and missions of the Air Force, and historic development of aerospace doctrine and strategies. In the second year of the GMC, cadets compete for selection to Field Training before entering the POC.

Enrollment in the GMC does not confer military status. Normal course progression for GMC students is AIR 1101, 1102, 2101, and 2102. Students take AIR 0100 or AIR 1000 each semester.

After successfully completing Air Force ROTC Field Training, cadets enter the POC. They take a 3-credit-hour lecture, the 90-minute leadership lab, and a mandatory physical fitness program with some requirements outside of scheduled times. In the POC, cadets get advanced training in leadership, management, and communication skills focusing on Air Force situations. They examine a broad range of American, domestic, and international military relationships within the context of American national security policy development and implementation. The class is combined with the leadership lab where the POC cadets plan, organize, and direct the cadet corps. As a POC student, participants may qualify to receive a tax-free allowance for each month in school and a tuition incentive. Normal course progression for POC students is AIR 3101, 3102, 4101, and 4102, along with AIR 3000 or AIR 3001 each semester.

#### Two-Year Program

The two-year program is identical to the POC and is available to full-time college students who have at least two years remaining (undergraduate, graduate, or a combination of the two).

Admitted students enter directly into the POC without participating in the GMC. They satisfy the prerequisite by completing a six-week extended Air Force ROTC Field Training program during the summer immediately preceding their last two years of university study.

Contact the AFROTC program office for exceptions to the two-year and four-year programs.

#### Veterans

Veterans may use prior military experience as credit for advanced placement. They may also take full advantage of all veterans' benefits they have accrued in addition to the financial aid they receive from AFROTC.

### Study Abroad

#### International Education Office

UMD provides many opportunities for students to study abroad, and about 400 UMD students take advantage of these opportunities each academic year. One of the most popular is the Study in England Programme, a full academic year of interdisciplinary studies in Great Britain. Each year about 50 undergraduates and 5 UMD faculty travel to study at the University of Birmingham Selly Oak campus for an academically challenging and personally rewarding experience.

Through its exchange agreements throughout the world, UMD is able to offer its students the chance to study and travel in a variety of countries. Participating in an exchange is one of the more inexpensive ways to study abroad. These opportunities can be either a semester or academic year in length.

A variety of coursework taught in English is available at Växjö, Luleå University of Technology, Blekinge Institute of Technology, Orebro University, Jönköping University, and Umeå University in Sweden and the University of Joensuu in Finland. UMD also offers study abroad opportunities for

student to Curtin University in Perth, Australia, and Waikato University in Hamilton, New Zealand. A full range of courses is available to participating students.

Of special interest to mathematics and statistics students is the opportunity to study for a semester at Loughborough University in England.

The International Education Office also offers short-term programs (two to four weeks in duration) for academic credit. Check with the office for current opportunities.

By participating in cooperatively sponsored study abroad programs, including those offered by the University of Minnesota Twin Cities and Morris campuses, UMD students have opportunities to study in countries all over the world. More than 150 UMD students participate in such programs each year, and the International Education Office assists students in these endeavors.

The Department of Foreign Languages and Literatures encourages study abroad for students at the intermediate level of college Spanish, German, and French. Consult with department faculty and the International Education Office about study abroad language opportunities.

Most financial aid can be used for study abroad. UMD students may also apply for scholarships that have been specifically designated for study abroad. By studying courses that apply to their major or minor, students are able to progress in a timely fashion towards graduation. For more information, contact the International Education Office, 138 Kirby Plaza (218-726-8764; [ieo@d.umn.edu](mailto:ieo@d.umn.edu); [www.d.umn.edu/ieo](http://www.d.umn.edu/ieo)).

## Undergraduate Research Opportunities Program (UROP)

### Academic Administration

The Undergraduate Research Opportunities Program offers financial awards to undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. The program affords undergraduates the unique educational experience of collaborating with a faculty member on the design and implementation of a 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. UROP adds 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. UROP applications are judged on the quality of the proposed project and educational benefit to the student. For more information and applications, contact UROP coordinators in college offices.

## Continuing Education (CE)

**Director:** Robert Krumwiede  
403 Darland Administration Building

Continuing Education serves as UMD's major point of access and educational opportunity for adult learners. As a University outreach unit, CE develops and delivers a variety of credit and noncredit courses, workshops, conferences, and certificate and degree programs offered at on- and off-campus locations. Its programs are designed especially for continuing, nontraditional, part-time, and professional students; many of whom are working adults seeking degrees or developing skills and expertise for professional or personal reasons. Dedicated to enhancing lifelong learning opportunities for Minnesotans, CE draws on telecommunications, information technology and networks, and a variety of support services to augment instruction, outreach, and learning.

CE offers its programs in collaboration with other UMD colleges and departments. Students who plan to use credits earned through CE to meet certificate and degree requirements must meet all UMD curricular requirements as stated in this catalog. In addition, students must contact their chosen major department and apply for admission to the appropriate UMD school or college through the Office of Admissions. Credit courses taken through CE are included on UMD billing statements and are automatically added to transcripts. There are restrictions on the total number of credits transferred into a Graduate School degree; students should contact the Graduate School well in advance of beginning studies for information about these restrictions.

For more information, contact Continuing Education, 403 Darland Administration Building (218-726-6361; [www.d.umn.edu/ce](http://www.d.umn.edu/ce)).

### Support Services

Continuing Education offers academic counseling for CE students. CE Counselors are available to assist with course selection, registration, planning for a certificate or degree program, career counseling, applying for admission and financial aid, dealing with academic difficulties, and learning job-seeking skills. Students can visit with CE counselors at 104 Darland Administration Building (218-726-8965; [nolsen@d.umn.edu](mailto:nolsen@d.umn.edu)).

CE Registration Center staff provides online, phone, fax, in-person, or mail-in service for students needing assistance with registration or general information about CE and UMD programs.

### Certificate Programs

Many employers regard CE certificates as valuable preparation for employment and promotion. With careful planning, a certificate can be a stepping-stone to a baccalaureate or graduate degree. CE offers the following certificate programs: human services (undergraduate), 34 credits minimum; liberal arts (undergraduate), 30 credits minimum; educational computing and technology (undergraduate, graduate, noncredit), 16 credits; environmental education (postbaccalaureate), 18 credits

## Education, Service, and Research Centers

minimum; general business (undergraduate) 24–29 credits minimum; autism spectrum disorders (undergraduate, graduate) 12 credits.

Certificates can be completed through day, evening, Individualized Instruction (INI), and summer term coursework. Transfer credits from other accredited institutions of higher education may also apply, although a minimum of 25 percent of the credits required must be earned at UMD.

Certificates are awarded by CE upon completion of a specified program with a 2.00 minimum overall grade point average (GPA), including a 2.00 GPA in UMD courses. Certificate requirements may occasionally be modified and students are bound by the requirements in force at the time of official admission to the certificate program. If a certificate is discontinued, CE makes every reasonable effort to assist students in completing their program. For specific information about CE certificate programs, call a CE counselor at 218-726-8965, or refer to the CE certificate programs brochure. To request a brochure, call 218-726-8101.

### Individualized Instruction Courses (INI)

Individualized Instruction Courses give students the flexibility of taking credit courses outside a classroom setting. Some INI are online, while others are correspondence courses.

Credits earned in INI may be applied toward major, minor, or liberal education requirements. INI coursework may not apply toward Graduate School program requirements (contact the Graduate School for more information). For general information about INI, call 218-726-8146 or refer to Continuing Education's INI brochure. To request a brochure, call 218-726-8146 or e-mail [tstark@d.umn.edu](mailto:tstark@d.umn.edu).

### Post Secondary Programs for High School Students

Minnesota's Post Secondary Enrollment Options (PSEO) Act enables eligible high school juniors and seniors to attend college tuition free. For more information, contact UMD's PSEO counselor at 218-726-8149 or [sgonia1@d.umn.edu](mailto:sgonia1@d.umn.edu).

College In The Schools (CITS) is a cooperative program linking area high schools with UMD. The program enables high-ability students to take college courses for credit while remaining in high school. In addition, it gives qualified high school teachers the opportunity to teach at a college level. Participating in this program helps teachers and students gain an understanding of the skills and knowledge necessary for higher education success. For more information about CITS, contact 218-726-6938 or [bperushe@d.umn.edu](mailto:bperushe@d.umn.edu).

### Elder Learner Programs

University for Seniors (US), an Institute for Learning in Retirement, provides opportunities for intellectual and cultural exploration and development for adults aged 50 and older. US members, having diverse backgrounds, meet to share interests and develop appreciation and knowledge. The only program admission requirements are an interest in

continuing education and support through participation and a membership fee. US was developed by its members with the support of Continuing Education.

For more information about US, contact 218-726-7637 or [cschweig@d.umn.edu](mailto:cschweig@d.umn.edu).

### Summer Programs

CE annually coordinates UMD summer term. For summer term information, refer to the UMD Summer Term Catalog, visit [www.d.umn.edu/goto/summer](http://www.d.umn.edu/goto/summer), or call 218-726-8146.

### Professional Conferences, Workshops, and Training

Continuing Education offers a variety of professional development conferences, workshops, and training opportunities to meet community needs. These programs range from half-days to several weeks in length and are generally publicized through advertisements and direct-mail brochures. Some programs are offered for credit, while others are offered noncredit and may be eligible for Continuing Education Units (CEUs) or Hours (CEHs).

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# Policies and Procedures

## Students With Disabilities

To be eligible for disability-related accommodations, students must have a documented disability as defined by the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, taking care of oneself, learning).

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.

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, 236 Kirby Student Center, 1120 Kirby Drive, Duluth, MN 55812 (218-726-8217 or 218-726-7380 TTY; [www.d.umn.edu/access](http://www.d.umn.edu/access)).



## 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.

## Preparation Requirements

All students seeking admission to baccalaureate programs at the University of Minnesota Duluth are required to complete, at a minimum, either the following requirements while in grades 9–12, or equivalent courses at an accredited post secondary institution.

1. Four years in English, emphasizing writing and including instruction in reading and speaking skills and literary understanding and appreciation
2. Three years in social studies, including U.S. history and geography
3. Three years in mathematics, including one year each of elementary algebra, geometry, and intermediate algebra
4. Three years in science, including one year each of biological and physical science
5. Two years in a single second language

It is also strongly recommended that courses in visual and performing arts and computer skills be taken as part of the college preparatory curriculum.

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.

## Four-Year Graduation Plan

Incoming fall freshmen have the opportunity to participate in UMD's Four-Year Graduation Plan. Under this plan, if a student is unable to graduate within eight continuous semesters of registration due to the unavailability of a course (or courses) in the initially declared major, the University will pay the tuition (minus other forms of financial aid exclusive of loans) for the unavailable course(s) in a fifth year. There is no penalty if a student signs the agreement and later decides to pursue another opportunity that may prevent graduation in four years. Students who elect this plan must contact their collegiate student affairs office.

### UMD's Responsibilities

- Provide the student with appropriate advising on a continual and timely basis
- Assure the student that all required courses needed to complete the degree are available

### Student's Responsibilities

- Complete all high school preparation requirements by the time of initial registration
- Sign a Four-Year Graduation Agreement at or before the beginning of the first semester of registration
- Have a declared major upon admission
- Enroll in 30 credits per year and maintain continuous registration for eight semesters
- Remain in good academic standing as determined by the department and college offering the major
- Meet with adviser at specified times to discuss progress toward degree and appropriate course selection

## Admission Procedures

Students can obtain admission information from the Office of Admissions and arrange campus visits by calling 1-800-232-1339 or 218-726-7171. 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. When applying, students should follow these procedures:

1. Complete an application.
2. Specify on the application the school or college—Labovitz School of Business and Economics, College of Education and Human Service Professions, School of Fine Arts, College of Liberal Arts, or Swenson College of Science and Engineering—that offers their intended program of study. UMD admits students directly into schools and colleges according to their intended degree program, preprofessional goals, or course interests. Students undecided about a major but leaning toward a specific area (e.g., science, business, humanities, teaching) should indicate this on their applications. (See the individual college or school sections for program descriptions and college locations.)
3. Attach the application fee (\$35 for undergraduates and transfer students; \$50 for international students) to the application.

4. Request that appropriate official transcripts (listed below) be sent to the Office of Admissions.

- **Freshmen**—transcript(s) from high school(s)
- **Transfer students**—transcript from high school(s) and previous college(s)

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 plus writing assessment 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.

## Admission Requirements

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 multicultural and global society. As a part of the educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in postsecondary institutions. UMD is committed to educating students in a diverse environment 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 individual college or school sections for further information about admission to a particular program.

### Freshmen—No Previous College Work

Students with no previous college work 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.

Students with a high school rank below the 65th percentile or 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 more information, see “**Supportive Services Program**” in the Education, Service, and Research Centers section.

## Freshmen—Fewer Than 26 College Credits Attempted

Students with previous college work but with fewer than 26 semester credits attempted (fewer than 20 semester credits for the College of Liberal Arts) are admitted if they have:

1. A high school rank at or above the 50th percentile;
2. Received a high school or General Equivalency Diploma (GED);
3. A Grade Point Average (GPA) of at least 1.80 in their previous college work; and
4. Successfully completed at least 75 percent of all college work attempted.

Students 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.

Students who are not in the upper half of their high school class or who have a General Equivalency Diploma (GED) are selectively admitted on a space-available basis if they meet requirements 3 and 4 above.

## Dismissed and Non-Degree-Seeking Students

Academically dismissed students who wish to register for UMD courses must apply to Continuing Education by completing an *Application for Undergraduate Change of College* form. Registration is on a space-available basis with signed permission for each course from either the college (for the College of Liberal Arts, the College of Education and Human Service Professions, and the Swenson College of Science and Engineering) or the department (for the School of Fine Arts). For specific requirements of the Labovitz School of Business and Economics or the College of Liberal Arts see the column to the right.

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 a graduate program, teachers needing credits for a lane change and/or recertification, academically dismissed students from UMD collegiate units, 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)

**Dismissed Students**—Students dismissed by LSBE will not be eligible to register as degree-seeking students in LSBE. Dismissed students may be eligible to apply to other UMD colleges, including Continuing Education, as a means of improving their GPAs. However, permission to register in LSBE courses must be granted by the LSBE Student Affairs Office. If permission is granted, registration is on a space-available basis after all other students have registered. For more information, call 218-726-6594.

**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 Liberal Arts (CLA)

**Dismissed Students**—College of Liberal Arts students who apply to the CE program are encouraged to seek academic advisement from the CLA Student Affairs and Advising Center. At this advisement session, an adviser will discuss the number of credits and course selection. Students may be limited to a maximum number of credits (half-time status).

## 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 necessary 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.

## Graduate Students

### Collegiate Graduate Programs

**College of Education and Human Service Professions (CEHSP)**—This college offers the master of education (M.Ed.) and the master of special education programs (M.Sp.Ed.). Students interested in enrolling in these programs should refer to the appropriate headings in the **CEHSP section** of this catalog for information about admission criteria and procedures.

**College of Liberal Arts (CLA)**—This college offers the master of advocacy and political leadership (M.A.P.L.), which is designed for people in Minnesota and western Wisconsin who have experience or an interest in having an impact on and changing public policy through positions as local community or labor leaders, government relations specialists in businesses, nonprofit sector policy advocates, inter-governmental relations specialists, political operatives, lobbyists, elected and appointed officials, staff to policy-makers, and citizens. People interested in applying to the M.A.P.L. program should refer to the **CLA section** of this catalog for more information.

**Swenson College of Science and Engineering (SCSE)**—This college offers the master of environmental health and safety (M.E.H.S.) which prepares graduates for professional careers in such fields as occupational safety, industrial hygiene, ergonomics, risk management, and environmental health. Students interested in applying to the M.E.H.S. program should refer to the **SCSE section** of this catalog for information about admission criteria and procedures.

### Graduate School

Any student with a U.S. bachelor's degree or a comparable degree from a recognized college or university in another country may seek admission to the Graduate School. The Graduate School standard for admission is an undergraduate GPA of 3.00, although individual programs may require a higher GPA. Applicants should consult the program to which they are applying for more information about specific admission standards.

UMD offers the master of fine arts (M.F.A.) in art (emphasis in graphic design); master of arts (M.A.) in communication sciences and disorders, criminology, and English (emphases in literary studies, English studies, and publishing and print culture); master of science (M.S.) in applied and computational mathematics, chemistry, computer science, geological sciences, integrated biosciences, and physics; master of business administration (M.B.A.); master of electrical and computing engineering; master of engineering management; master of liberal studies (M.L.S.); master of music (M.M.); and master of social work (M.S.W.). It also offers the doctor of education (Ed.D.)

All-University M.S. and Ph.D. programs in toxicology and water resources science are offered jointly with the Twin Cities campus. In addition, several graduate programs operate at UMD under the aegis of graduate programs on the Twin Cities campus. These include cooperative programs offered at both the master's and doctoral levels in biochemistry, molecular biology, and biophysics; microbiology, immunology, and cancer biology; pharmacology; and cellular and integrative physiology. For more information, consult the **Graduate School section** of this catalog or the Graduate School Office, 431 Darland Administration Building, University of Minnesota Duluth, MN 55812.

## 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), 80 (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.

## 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 a record of strong academic performance. Interested students should contact the College of Science and Engineering pre-med advisers early in their freshman year.

## Duluth Students—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.

### 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 admissions 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, explanations of procedures, and listings of course offerings. For more information, contact the Office of Summer Term, University of Minnesota Duluth, 251 Darland Administration Building, Duluth, MN 55812.

### Planning to Transfer?

Minnesota's public colleges and universities are working to make transfer easier. You can help if you *plan ahead*, *ask questions*, and *use pathways* created by transfer agreements.

### Articulation Agreement

UMD and seven northeastern Minnesota community colleges have completed comprehensive agreements in major fields of study regarding college courses and credit transfers. The agreements, referred to as articulation transfer agreements, ensure the seamless transfer of credits to UMD in specific majors from the following community colleges: Fond du Lac Tribal and Community College, Hibbing Community College, Itasca Community College, Lake Superior College, Vermilion Community College, Mesabi Range Community and Technical College, and Rainy River Community College.

These articulation agreements facilitate transfer for northeastern Minnesota community college students by specifying exactly how community college courses and credits will be counted for each student upon transferring into a major at UMD.

### Preparing for Transfer

Students who are currently enrolled in another college or university should

- Discuss their plans with the UMD transfer specialist, Office of Admissions, 25 Solon Campus Center (218-726-8800).

- Call or visit UMD and obtain the following materials and information.
  1. A college catalog
  2. Information on admissions criteria and materials required for admission, e.g., portfolio, transcripts, test scores (Note that some majors have their own special requirements, such as a higher GPA.)
  3. Information on financial aid (how to apply and application deadlines)
  4. Information on housing
- After reviewing these materials, make an appointment to talk with an adviser in the college, school, or program they want to enter, making sure to ask about course transfer and admission criteria.

Students who are not currently enrolled in a college or university should begin the process by contacting the transfer specialist at UMD to plan the necessary steps.

### 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 institutions can affect the transfer of the credits earned.
- Institutions accept credits from courses and programs that are like those they offer. They look for similarity in course goals, content, and level.
- Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: liberal education, major/minor courses and prerequisites, and electives. The key question for a student to ask is, "Will my credits fulfill requirements of the degree or program I have chosen?"
- Students changing career goals or major may not be able to complete all degree requirements within the usual number of graduation credits.

### Applying for Transfer Admission

When applying, transfer students should

- Complete the application as early as possible and include the application fee.
- Request that official transcripts be sent from every previously-attended or credit-granting academic institution, including high school(s). Upon receipt, UMD will evaluate transcripted credits for transfer. A transcript evaluation should tell which courses transfer and which do not. How previous courses specifically meet degree requirements may not be decided until a student arrives for advisement, registration, or has chosen a major.
- Recheck to be certain UMD has received all of the necessary paperwork. Most colleges make no decisions until all required documents are in the file.
- Call to check on the status of their application if they have heard nothing from UMD after one month.
- Call the Office of Admissions and ask to speak with the transfer specialist if they have questions about their evaluations. Ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why decisions have been made. Students who are not satisfied with their evaluations may appeal. See the following section.

## Your Rights as a Transfer Student

- A clear, understandable statement of an institution's transfer policy
- A fair credit review and an explanation of why credits were or were not accepted
- An explanation of the formal petition process in case there is a question regarding the transfer of credits

### Usual petition steps:

1. Student completes a petition form. Any supplemental information a student provides to reviewers—a syllabus, course description, or reading list—can help.
  2. Department or committee will review.
  3. Student receives, in writing, the outcome of the petition.
  4. Student may appeal the decision to the college dean's office.
- At the student's request, a review of his or her eligibility for financial aid or scholarships

For help with transfer questions or problems, see the campus transfer specialist in the Office of Admissions. Students admitted to the College of Liberal Arts should contact the transfer specialist in the CLA Student Affairs and Advising Center (SAAC), 310 Kirby Plaza.

### Transfer Students from Outside the University—Fewer Than 26 Credits Attempted

Students with previous college work but fewer than 26 semester credits attempted (fewer than 20 semester credits for the College of Liberal Arts) are admitted if they have

1. A high school rank at or above the 50th percentile
2. Received a high school or General Equivalency Diploma (GED)
3. A GPA of at least 1.80 in their previous college work
4. Successfully completed at least 75 percent of all college work attempted

Students seeking exceptions to admission requirements must petition the appropriate school or college. Students who are denied admission but who are eligible to appeal will receive petition forms with their letters of denial.

Students who are not in the upper half of their high school class or who have a General Equivalency Diploma (GED) are selectively admitted on a space-available basis if they meet requirements 3 and 4 in the preceding paragraph. See the Freshmen Admissions section for information about academic assessment.

See the **Preparation Requirements section** for preparation requirements for all students seeking admission to baccalaureate programs at UMD.

### Transfer Students From Outside the University—26 or More Credits Attempted

Students who have attempted 26 or more semester credits of baccalaureate-level college work and have received a high school or General Equivalency Diploma (GED) should request admission with advanced standing. Official transcripts from all high schools and colleges or universities previously attended or that granted credits must be provided before a decision can be made.

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

Students are admitted on the basis of criteria established by the UMD school or college to which they are applying.

See the Preparation Requirements section for preparation requirements for all students seeking admission to baccalaureate programs at UMD.

**Labovitz School of Business and Economics**—Students must have an overall GPA of at least 2.00 (the overall GPA is for all college work, except courses defined by UMD as non-degree credit, attempted at any institution) and an internal GPA of at least 2.00. (The internal GPA is for all work attempted in accounting, business and economics courses, regardless of when and where taken.)

Additionally, students must have successfully completed at least 75 percent of all credits attempted, and have received a high school diploma or General Equivalency Diploma (GED). Students seeking exceptions to admission requirements must petition the School. Students who are denied admission but who are eligible to appeal will receive petition forms with their letters of denial. Students with GPAs below 2.50 may wish to consult with an adviser in the LSBE Student Affairs Office. Students admitted to LSBE are not guaranteed admission to upper division (i.e., candidacy) status.

**College of Liberal Arts**—Students who have attempted 21 or more semester credits must have a cumulative GPA of at least 2.00, have received a high school diploma or GED, and have successfully completed at least 75 percent of all credits attempted. Students with 60 or more semester credits (including both completed and in-progress credits) must declare a major when applying for admission.

**College of Education and Human Service Professions, School of Fine Arts, Swenson College of Science and Engineering**—Transfer students with 26 or more semester credits attempted must have a cumulative GPA of at least 2.00, have received a high school diploma or GED, and have successfully completed at least 75 percent of all credits attempted. Students seeking exceptions to admission requirements must petition the College. Petition forms are enclosed with letters of denial for students who are eligible to appeal.

**Swenson College of Science and Engineering**—Courses in which a grade of D has been earned (at an institution other than the University of Minnesota) cannot be used to meet the specified course requirements of the engineering degrees (bachelor of science degrees in chemical engineering, electrical and computer engineering, industrial engineering, and mechanical engineering) unless the following course in the sequence is completed with a grade of C or better. The bachelor of science degree programs in industrial and mechanical engineering require grades of C or better in all transfer work to be applied to the program. Admission into an engineering program does not guarantee admission to upper division status in the program. Upper division status is processed separately within each engineering department.

Students admitted to the College of Education and Human Service Professions are not guaranteed admission to upper division status in any programs.

### Transfer Students From Within the University (Change of College)

Students who are transferring from one academic unit to another within the University of Minnesota must submit an *Application for Undergraduate Change of College* application. Students can obtain this form from 23 Solon Campus Center, their college's student affairs office, or online at [www.d.umn.edu/fareg/forms.htm](http://www.d.umn.edu/fareg/forms.htm). Students should return the completed form to the college office on the campus to which they are transferring. Requests must be submitted at least 2 weeks before students register for the next semester. For current UMD students processing a change of college within UMD (allowing three days for processing), the request will be accepted up until the student registers for the upcoming term. If a student registers before the form is processed, their application will be voided. Students must re-apply for the next available term.

**Labovitz School of Business and Economics, College of Education and Human Service Professions, School of Fine Arts, College of Liberal Arts, Swenson College of Science and Engineering**—The academic criteria for students transferring from within the University of Minnesota are the same as those for students transferring from outside the University. Admission is contingent upon program capacity and academic standing.

## 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 questions contact the student affairs 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).

## Orientation

Two orientation programs at UMD help new students become integrated with the campus community by helping them understand the academic, social, and community expectations of the University. During Advisement & Registration, students learn about degree requirements, meet with an adviser, register for courses, and learn about the educational aspects of the University. A program for parents of freshmen is held concurrently with the Academic Orientation program. All new students must attend Advisement & Registration and pay the first-time registration fee; freshman students are also required to attend the Welcome Week orientation program. UMD's fall welcome program, UMD Welcome Week, introduces new students to the University's academic, curricular and co-curricular, social, and student services components. See the **First Year Experience & Students in Transition** section.

## 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 [www.d.umn.edu/Register](http://www.d.umn.edu/Register), the *UMD Statesman*, and the online **Class Schedule** 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, Web sites, 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

**Class Information** consists of a description of a class and other essential information. It is *recommended* that the following be included in all syllabi.

1. Instructor's name
2. Instructor's office hours
3. Instructor's office location, phone number, and e-mail address
4. Course title and number, semester taught
5. Class meeting times and location(s)
6. Final examination date and time
7. Short description of course objectives that may include the catalog description
8. Required and recommended readings
9. Grading policies, including the weight given to each graded component
10. An outline of topics and course requirements, including approximate due dates for assignments and examination dates
11. Special out-of-class requirements (computers, software, field trips, etc.)
12. Attendance requirements
13. Assignment policies (late penalties, scope, size, etc.)
14. Make-up and incomplete policies
15. Statement on participation by students with disabilities
16. For any liberal education courses listed—the category that the course fulfills as well as the specific liberal education goals that are met by the course
17. Statement on student academic integrity policy, see [www.d.umn.edu/conduct/](http://www.d.umn.edu/conduct/)
18. Statement on student conduct code including classroom conduct, see [www.d.umn.edu/conduct/](http://www.d.umn.edu/conduct/)

## 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

The student is responsible for adhering to all prerequisites specified in the course descriptions. Exemption from prerequisites can be granted only by the instructor, department, or college unit involved and by using a permission number, which serves as a course entry approval.

A permission number will be necessary if students have met a prerequisite at another institution as transfer credits from other institutions cannot be checked at the time of registration.

## 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 on or after the first day of the term 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.

## 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 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 U of M Campus as a Multi-Institutional Student*. Applications can also be printed from the Web at [www.d.umn.edu/fareg/forms.htm](http://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

All students enrolled in a Minnesota college or university for more than one course must provide dates of immunizations against measles, rubella, mumps, diphtheria, and tetanus on the required form. Students must have two doses of MMR (measles, mumps, rubella) after their first birthday and have a DT (diphtheria, tetanus) booster within ten years of first registering at the University. The immunization form must include month and year of each immunization. Immunizations are not required if the student submits a statement signed by a physician showing that

- for medical reasons, the student did not receive an immunization; *or*
- the student has experienced the natural disease against which the immunization protects; *or*
- a laboratory has confirmed the presence of adequate immunity; *or*

- the student submits a notarized statement that the student has not been immunized as required because of the student's conscientiously held beliefs; *or*
- the student was born before 1957.

All students, except those graduating from a Minnesota high school, *must* complete and return an immunization form, which can be obtained from UMD Health Services or online at [www.d.umn.edu/hlthserv/pdf/immuniz.pdf](http://www.d.umn.edu/hlthserv/pdf/immuniz.pdf).

## Repeating Courses

### Within the University of Minnesota System

Students may choose either to retake the UMD course at UMD or to take an approved equivalent course anywhere else within the University of Minnesota system. 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 (or 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.

## 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](http://www.d.umn.edu/register), clicking on "Add or Change Classes," 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. 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.

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.

## 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](http://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. Copies are available from the Student Assistance Center, 23 Solon Campus Center, the collegiate student affairs offices, or [www.d.umn.edu/register](http://www.d.umn.edu/register).

Students may call 218-726-8813 for further information regarding APAS.

### 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 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 [www.uselectmn.org](http://www.uselectmn.org).

### Academic Standing

Each college unit at UMD establishes its own policy for academic standing. See the appropriate college section of this catalog for information.

Renewal of scholarships awarded through the Office of Admissions requires maintenance of a 3.00 cumulative GPA.

## Appeal and Petition

After consultation with the adviser, a student seeking exception to the academic policies of his or her college or school may petition the dean of the unit for exemption from a regulation.

## Admission to Upper Division

Some college units require the filing of some type of upper division papers or degree requirement forms as a prerequisite to admission to upper division status or candidacy for degree. Students should check the policies of their particular college unit for specific degree and program/major requirements.

## All-University Degree Requirements

The Board of Regents, on recommendation of the faculty, grants degrees from the University of Minnesota. Degree requirements include the following.

- All undergraduate degrees require a minimum of 120 semester credits.
- Undergraduates must meet all course, credit, and grade average requirements of the University school, college, or division in which they are enrolled, including liberal education requirements and a WRIT 3xxx-level or above advanced writing course.
- Undergraduates must meet the requirements specified by the school or college from which they will receive their degrees. Degree candidates must earn at least 30 semester degree credits or the equivalent awarded by UMD. For policies on obtaining more than one major or degree, see the degree requirements described for each of the college units in the Colleges and Schools section of this catalog.
- UMD graduates who would like to return for a second degree (e.g., a student received a B.B.A. and now is coming back to seek a B.Acc.) must complete only remaining degree and major requirements for the second degree.
- Graduate School students must meet only the academic and residency requirements of their graduate departments and the Graduate School.
- All students must meet all financial obligations to the University.
- Undergraduate prospective graduates must submit an *Application for Degree* online at [www.d.umn.edu/register/eDegree](http://www.d.umn.edu/register/eDegree). The deadline to apply for spring, May session, and summer session is the end of the second week of spring semester. Fall graduates must apply by the end of the second week of fall semester. All degrees requested must be on the application. Graduates receive their diplomas approximately two months after completing degree requirements.

## 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 Web site at [www.d.umn.edu/registrar/transfer\\_Sem/CLEP](http://www.d.umn.edu/registrar/transfer_Sem/CLEP).

## 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 Web site at [www.d.umn.edu/admissions/apchart.html](http://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. 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, 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, 21 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

There are 11 permanent grades—A (highest), A-, B+, B, B-, C+, C, C-, D+, D (lowest), and S (ungraded but of at least C, or 2.00, level performance)—that may be assigned when a student successfully completes the work for a course. There are two permanent grades—F and N—that may be assigned when a student does not successfully complete the work for a course.

### Incompletes

The temporary grade I (incomplete) is assigned only when a student has made, prior to the submission of final grades, an agreement with the instructor to complete the course requirements. The I remains in effect for one calendar year after the end of the semester in which the I was received unless a different time period has been arranged between the student and instructor. At the end of this period, the I is changed to an N or F unless the instructor has submitted a change of grade or has agreed to an extension of the incomplete. If an extension is permitted, it is the responsibility of the student to obtain and complete an *Extension of Incomplete* form, get the instructor's signature, and submit the form to the registrar before the deadline.

Students will have their degree conferred with outstanding incompletes on their transcript for courses that are not required for their degree. If a student wishes to have a permanent grade entered for any incompletes, and have the degree GPA reflect those grades, the grades must be changed within 30 days from the end of the final term in which the degree was conferred. After 30 days, if a grade is submitted the degree GPA will not change. However, the cumulative GPA at the bottom of the student's transcript will reflect the change.

### Withdrawals

The permanent registration symbol W (withdrawal) designates official cancellation of a course and is posted by the registrar only on the basis of an official change in registration. The symbol is assigned in all cases of official cancellation only during the second through eighth week of classes; thereafter, withdrawal from classes is not permitted. After that date, students who believe they have extenuating circumstances may submit a petition to withdraw from classes.

### Sequence Courses

The symbol X is reported in continuing courses for which a grade cannot be determined until the sequence is completed. The instructor will submit a grade for each X when the student has completed the entire sequence.

## Grading Options

Courses are graded under one of three systems at UMD: mandatory letter grading, mandatory S-N grading, and optional grading in which a student may select either letter or S-N grading. With optional grading, students make their selection of grading system *at the time of registration*. Changes from the original selection may be made during the first two weeks of a semester by following the cancel-add procedure. The following restrictions apply to the various grading options.

- A student seeking a bachelor's degree must earn a minimum of 90 degree credits in letter-graded courses.
- A student may not elect S-N grading in optional-graded courses that—for that student—fulfill major or minor requirements as determined by the department offering the major or minor.
- No more than 10 credits may be taken S-N during any one semester, with the exception of the semester during which a student seeking teacher licensure is engaged in practice teaching.
- No more than 10 credits of S-N graded courses may be applied toward liberal education requirements, and no more than 3 of these credits may be applied to any one of the 10 categories.

## 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, 139 Darland Administration Building, 1049 University Drive, Duluth, MN 55812. There is a \$5 charge for official copies plus an additional charge for international, FedEx®, 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](http://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.

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.

Students can print or view an online copy of their transcripts and grades by going to [www.d.umn.edu/registrar/transcripts.html](http://www.d.umn.edu/registrar/transcripts.html).

## 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 (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class 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 Web site at [www.d.umn.edu/register](http://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 [www.umn.edu/regents/policies/administrative/Student\\_Education\\_Records.pdf](http://www.umn.edu/regents/policies/administrative/Student_Education_Records.pdf). 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](http://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 (e.g., spouse, parent) with view-only access to:

- Enrollment summary
- Financial aid status
- Grades
- Holds
- Student account
- 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 e-mail generated within the Parent/Guest Access application. The guest responds by clicking an encoded link within the e-mail. 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 e-mail 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/fareg/parent\\_guest.htm](http://www.d.umn.edu/fareg/parent_guest.htm).

## Grade Point Average

A cumulative grade point average (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. Each grade carries the following grade points: A = 4.00; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; F = 0.00. 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 the senior year, either through graduation with Latin honors, conferral of department honors, or both.

Latin honors are designated as *cum laude*, *magna cum laude*, or *summa cum laude*. The decision to award graduation honors lies with the college unit in which the student is enrolled. Each college unit has established criteria to ensure that academic excellence is maintained. The 15 percent of students graduating with honors within each college shall consist of no more than 3 percent *summa cum laude*, 5 percent *magna cum laude*, and 7 percent *cum laude*.

Department honors are designated as “Distinction.” The decision to award department honors lies with the student’s major department. Students should consult their major departments and college units regarding questions and policies dealing with honors.

Latin honors are noted on the diploma and transcript once the degree is conferred.

Honors program and departmental honors are noted on the transcript.

## Excused Absence Policy

### Credit Courses

Certain credit courses may have requirements that lead to absences from other credit courses. Information regarding the dates and extent of these absences should be included with registration materials and should be part of the syllabus for the course requiring these absences. This same information should be part of the curriculum proposal for the course.

### Activities

There are several official noncredit activities of the University in which required student attendance may lead to absences from credit courses. These may include, but are not limited to, intercollegiate athletics, theatre performances, and University Singers performances. In all cases, these activities must be scheduled before the beginning of the semester and be included with students’ registration materials.

## Student Responsibilities

If class sessions will be missed because of requirements in other courses or because of official noncredit activities, students must contact their instructors during the first week of classes and make arrangements so that any course requirements unfulfilled due to these absences can be satisfied. In case of schedule changes, students must immediately contact their instructors and make any necessary arrangements regarding unfulfilled course requirements.

## Instructor Responsibilities

In general, requested absences are permitted at the instructor’s discretion. When permitted, the instructor must work with the student to develop a procedure by which unfulfilled course requirements can be satisfied. Instructors must inform students during the first week of classes whether scheduled absences will be considered excused absences based on their attendance policy, and whether the student will be allowed to make up work missed. In some cases, however, the nature of the course may make attendance throughout the semester absolutely necessary. In these cases, the student has the choice of taking the course and missing the activity or withdrawing from the course.

## Supervisor Responsibilities

The individual supervising the course or activity leading to absences must give students a schedule of these absences on or before the first day of the semester in which they will occur. The supervisor must also provide to students, in writing and in a timely manner, any changes to this schedule.

## Final Examinations

The vice chancellor for academic administration must approve any excused absences from final examinations.

## Appeals

**Students**—Any student who wishes an exception to this policy or believes the policy is being violated should submit a petition to the Office of the Vice Chancellor for Academic Administration.

**Faculty/Staff**—Any faculty or staff member who wishes an exception to this policy or believes the policy is being violated should report this to the Office of Vice Chancellor for Academic Administration.

## Absence From Class for Religious Observances

The University permits absences from class for participation in religious observances. Students are responsible for informing instructors of absences at the beginning of the semester, meeting with instructors to reschedule any examinations affected by this policy, and obtaining class notes from other students. Instructors are requested to assist students in obtaining course materials and assignments distributed during class sessions.

## Commencement Participation

Students may participate in spring commencement if they can demonstrate that they can fulfill all graduation requirements by the end of fall semester following spring commencement. Students may have no more than 18 degree credits remaining. Exceptions to this policy must be approved by the degree clearance officer in the Office of Financial Aid and Registrar and are granted only for very unusual and compelling reasons.

# 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 record or forging the signature of any member of the University community
- Taking, acquiring, using, or circulating test materials without faculty permission
- Acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement
- Facilitating academic dishonesty by knowingly assisting another student to violate the Student Academic Integrity Policy, such as providing course work for another student to turn in as his or her own effort or taking an exam for another student
- Presenting as one's own a plot, succession of ideas, or list/outline of another without proper acknowledgment
- Attending a class, completing an assignment, or taking a quiz/test in the name of another student
- Altering or viewing computer records, dispensing or releasing information gained via unauthorized access, modifying computer programs or systems, or interfering with the use or availability of computer systems or information (refer to UMD policy)
- Purchasing or otherwise presenting work as one's own when it was done by another person
- Submitting the same paper or work (or generally similar papers or work) to meet the requirements of more than one course without the approval and consent of faculty
- Depriving another student of necessary study or research materials or in any way impeding another student's work and pursuit of education
- Submitting falsified data, such as bibliographic resources and experimental data or altering graded academic work/quizzes/tests and resubmitting them in order to get a higher grade
- Using electronic devices for the unauthorized assistance in academic work, quizzes, or tests

## 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 break 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

## Policies and Procedures

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, policies, 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 Administration. 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.
5. The UMD Academic Grievance Committee (C. 3.) provides a recommendation to the appropriate vice chancellor within 30 working days of receiving an appeal of a unit grievance officer's action.

## Final Examination Policy

UMD policy requires that final examinations be administered at the time and place prescribed in the final examination schedule for all UMD courses offered for undergraduate credit. Exemption from this policy may be granted by the appropriate college dean. Requests for exemption should be initiated by the instructor of record for the course and forwarded through the department to the college dean for action, with an information copy to the registrar. Such requests are considered on a semester-to-semester basis.

Requests for permanent exemption for courses for which regular final examinations are inappropriate, such as independent study or seminar courses, should be initiated by the department responsible and forwarded to the college dean for action, with an information copy to the registrar. Such requests, once granted, remain in effect until modified by action of the department responsible.

## Examination Scheduling Procedures

There are two formats for final examinations, regular final examinations and common final examinations. Regular final examinations are scheduled in accordance with the time and days of semester class meetings as indicated in the Policies/Procedures section of the UMD *Class Schedule* Web site, [www.d.umn.edu/registrar/reg\\_online\\_courses.htm](http://www.d.umn.edu/registrar/reg_online_courses.htm). 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. The common examination schedule is established by the registrar and is published in advance of the semester final examination period. All students are responsible for knowing the final examination scheduling information contained in the UMD *Class Schedule* and the UMD common examination schedule. Instructors are responsible for informing students of approved deviations from the published final examination schedules.

## Examinations Outside of Regular Class Time

Examinations given prior to the final exam period are normally given only during the regular class sessions. Any such examinations to be held outside of regular class time, aside from take-home and make-up exams, shall meet the following conditions:

- The dates and times of the examinations shall be listed in the syllabus and announced on the first day of class.
- The scheduling shall be approved by the department head and the collegiate dean.

Alternative times shall be provided to any student who encounters an academic, work, or health-related conflict.

## 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.

## Policies and Procedures

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; (2) submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; 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 in any University activity or program.”

— *Sexual Harassment Policy adopted by the Board of Regents, December 11, 1998, Section I, Subd. 1.*

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 work space. 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.

## E-mail

E-mail is the University's official means of communication with students. Students are responsible for all information sent via their University e-mail account. Students who forward their University e-mail account are still responsible for 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 [www.umn.edu/regents/policies/academic/Student\\_Conduct\\_Code.pdf](http://www.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 organization's 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 advisor or legal counsel in a non-participatory role;
- Question adverse testimony;
- Receive written notice of the hearing committee's decision;
- 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 (SCS) 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.

## Policies and Procedures

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.

# Liberal Education Program

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# Liberal Education Program



The liberal education program (LEP) is the overall framework around which all UMD baccalaureate degree programs are designed. While depth is achieved through requirements for majors and minors, breadth is achieved by exposure to disciplined inquiry in the liberal education program's 10 categories of knowledge.

In addition to providing breadth of knowledge, the liberal education program encourages critical and creative thinking, develops speaking and writing skills, provides practice in analytical study methods, examines basic values, encourages active citizenship and social responsibility, and provides awareness of historical traditions, intellectual and artistic endeavors, contemporary global issues, and diverse cultural values in the United States. Objectives for each of the 10 categories are indicated in the brief statement at the beginning of each category in the following list.

Candidates for any UMD baccalaureate degree must complete the lower division liberal education program. Some baccalaureate degree programs have requirements that exceed those specified here. Students should check their degree program requirements as well as those listed in the following pages.

Students are encouraged to complete a majority of the liberal education program in their first two years of study. It is the student's responsibility to select—in consultation with an adviser—specific liberal education courses that are prerequisites for upper division courses in their major, minor, or degree programs. Students enrolled in pre-professional programs who do not intend to complete their degree at UMD are not required to complete the lower division liberal education program. However, these students should carefully select liberal education courses in consultation with their advisers to meet requirements of the institution at which they intend to complete their degree, especially if that institution requires the Minnesota Transfer Curriculum.

Advanced standing transfer students who are candidates for a UMD baccalaureate degree may have completed the 40 credits required in the Minnesota Transfer Curriculum at another institution as part of an associate of arts or baccalaureate degree program.

Advanced standing 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.

## Liberal Education Writing Requirement

WRIT 1120—College Writing (3 cr) or its equivalent must be completed during the first two semesters of attendance at UMD as part of the UMD liberal education program or Minnesota Transfer Curriculum.

Entering freshmen who score a 4 or above on either of the Educational Testing Service Advanced Placement examinations in English—Literature and Composition or Language and Composition—are granted 3 credits for WRIT 1120. Students scoring a 32 or above on the ACT English exam are exempt from WRIT 1120. UMD Honors students are exempt from WRIT 1120 when they have taken WRIT 1017—Freshman Seminar: Honors, The Rhetoric of Popular Culture. Students must contact their student affairs office for this exemption to be processed.

For more information, contact the Department of Writing Studies at 218-726-8131 or [writ@d.umn.edu](mailto:writ@d.umn.edu).

## Liberal Education Program (LEP) Requirements

Students intending to graduate from UMD must complete at least 35 semester credits from the LEP by

- completing at least one course within each of the 10 LEP categories except where an option is provided. One course is defined as a minimum of 2 credits from a single course designator (e.g., ECON, SOC, MU).
- completing one course that emphasizes cultural diversity within the United States. These courses are designated with one asterisk (\*).
- completing one course that emphasizes international perspective. These courses are designated with two asterisks (\*\*).

Cultural diversity courses focus on being sensitive to and understanding significant differences among people in the United States. International perspective courses focus on understanding contemporary issues from a global perspective or understanding cultures and societies different from those in the United States.

### Options

1. Students may take two courses from Category 4 and none from Category 5 if the Category 4 courses have two different course designators.
2. Students may take two courses from Category 9 and none from Category 10 if the Category 9 courses have two different course designators. Art and Art History are considered the same course designator.
3. A maximum of 2 credits from approved PE and REC courses may be included in the total LEP credits but will not be applied to any category.

### Category 1—Composition

Courses in this category should develop skills in composition and written communication.

WRIT 1120—College Writing (3 cr) or its equivalent

### Category 2—Math, Logic, and Critical Thinking

Courses in this category should develop the ability to use and analyze formal symbolic systems. Emphasis should be on the theory and/or development of skills in specific symbolic systems, logic, linguistics and linguistic analysis, mathematics, statistics, and critical thinking.

GEOG 2552—Introduction to Maps and Cartographic Methods (3 cr)

LING 1811—Introduction to Language (3 cr)

MATH 1024—Introduction to Contemporary Mathematics (3 cr)

MATH 1160—Finite Mathematics and Introduction to Calculus (5 cr)

MATH 1234—Freshman Seminar: Topics (3 cr)

MATH 1250—Precalculus Analysis (4 cr)

MATH 1290—Calculus for the Natural Sciences (5 cr)

MATH 1296—Calculus I (5 cr)

MATH 1596—Honors Calculus I (5 cr)

PHIL 1008—Critical Thinking (4 cr)

PHIL 1018—Logic (4 cr)

PHIL 1118—Freshman Seminar Honors: Logic (4 cr)

STAT 1411—Introduction to Statistics (3 cr)

STAT 2411—Statistical Methods (3 cr)

### Category 3—Communication, Computer Science, and Foreign Languages

Courses in this category should develop the ability to use and analyze human and computer languages. Emphasis should be on the theory and/or development of skills in the methods of human and computer languages, and rhetoric.

AMIN 1103\*—Beginning Ojibwe I (3 cr)

AMIN 1104\*—Beginning Ojibwe II (3 cr)

AMIN 2203\*—Intermediate Ojibwe I (3 cr)

AMIN 2204\*—Intermediate Ojibwe II (3 cr)

ASL 2001\*—American Sign Language Studies I (3 cr)

ASL 2002\*—American Sign Language Studies II (3 cr)

CHIN 1101\*\*—Chinese I: A Practical Introduction to Everyday Mandarin Chinese (3 cr)

CHIN 1102\*\*—Chinese II: A Practical Introduction to Everyday Mandarin Chinese (3 cr)

CHIN 1103—Beginning Mandarin Chinese III (3 cr)

CHIN 1104—Beginning Mandarin Chinese IV (3 cr)

CHIN 1201\*\*—Intermediate Chinese I: Mandarin Chinese (3 cr)

CHIN 1202\*\*—Intermediate Chinese II: Mandarin Chinese (3 cr)

CHIN 1399\*\*—Chinese: Mandarin Chinese in China (6 cr)

COMM 1000—Human Communication Theory (3 cr)

COMM 1112—Public Speaking (3 cr)

COMM 1222\*—Interpersonal Communication (3 cr)

COMM 1511—Honors: Public Speaking (3 cr)

CSD 1100—Phonetics (2 cr)

CS 1011—Introduction to Computers and Software (3 cr)

CS 1121—Introduction to Programming in Visual BASIC (3 cr)

CS 1131—Introduction to Programming in FORTRAN (3 cr)

CS 1135—Introduction to Programming in FORTRAN 90 (2 cr)

CS 1301—Introduction to 3D Game Development (4 cr)

CS 1511—Computer Science I (5 cr)

CS 1581—Honors: Computer Science I (5 cr)

CS 2121—Introduction to Programming in Java (3 cr)

FR 1101—Beginning French I (4 cr)

FR 1102—Beginning French II (4 cr)

FR 1201—Intermediate French I (4 cr)

FR 1202\*\*—Intermediate French II (4 cr)

FR 2301\*\*—Advanced French (4 cr)

GER 1101—Beginning German I (4 cr)

GER 1102—Beginning German II (4 cr)

GER 1201—Intermediate German I (4 cr)

GER 1202\*\*—Intermediate German II (4 cr)

GER 2301\*\*—Advanced German (4 cr)

ITAL 1101\*\*—Beginning Italian (3 cr)

ITAL 1102\*\*—Beginning Italian II (3 cr)

LANG 1101—Beginning Foreign Language I (4 cr)

LANG 1102—Beginning Foreign Language II (4 cr)

LANG 1201—Intermediate Foreign Language I (4 cr)

LANG 1202\*\*—Intermediate Foreign Language II (4 cr)

PHIL 2011—Philosophy of Language (3 cr)

RUSS 1101—Beginning Russian I (4 cr)

RUSS 1102—Beginning Russian II (4 cr)

SPAN 1101—Beginning Spanish I (4 cr)

SPAN 1102—Beginning Spanish II (4 cr)

SPAN 1201—Intermediate Spanish I (4 cr)

SPAN 1202\*\*—Intermediate Spanish II (4 cr)

SPAN 2301\*\*—Advanced Spanish (4 cr)

### Category 4—Physical and Biological Sciences With Lab

Courses in this category should focus on the observation, identification, description, experimental investigation, and theory of natural phenomena.

AST 1061—Freshman Seminar: Observing the Universe (4 cr)

BIOL 1001—Biology and Society (4 cr)

BIOL 1011—General Biology I (5 cr)

CHE 2001—Introduction to Environmental Engineering (3 cr)

CHEM 1102—Aspects of Chemistry (4 cr)

CHEM 1113—Introduction to General, Organic, and Biological Chemistry I (5 cr)

CHEM 1151—General Chemistry I (5 cr)

CHEM 1161—Honors: General Chemistry I (5 cr)

GEOG 1414—Physical Geography (4 cr)

GEOL 1045—Freshman Seminar: Minnesota's Geologic History (3 cr)

GEOL 1110—Geology and Earth Systems (4 cr)

GEOL 1130\*\*—Introduction to Environmental Science (4 cr)

PHYS 1001—Introduction to Physics I (5 cr)

PHYS 2011—General Physics I (4 cr)

### Category 5—Physical and Biological Sciences Without Lab

Courses in this category should focus on the observation, identification, description, experimental investigation, and theory of natural phenomena.

- AST 1040—Introductory Astronomy (3 cr)
- BIOL 1010—Home Horticulture (3 cr)
- BIOL 1086—Freshman Seminar: Food Preservation, Sanitation, and Handling (3 cr)
- BIOL 1087—Freshman Seminar: Darwinian Medicine (3 cr)
- BIOL 1093—Freshman Seminar: Biological Illustrations (3 cr)
- BIOL 1094—Freshman Seminar: Northern Stream Ecosystems and the Angler (3 cr)
- BIOL 2763\*—Biology of Women (2 cr)
- CHE 1011—Introduction to Chemical Engineering (3 cr)
- CHEM 1102—Aspects of Chemistry (3 cr)
- CHEM 1105—From the Industrial Revolution to Green Chemistry (3 cr)
- ECE 1501\*\*—Freshman Seminar Honors: Renewable Energy (3 cr)
- ES 2803\*\*—Issues in Global Ecology (3 cr)
- GEOL 1040—Freshman Seminar: Topics (3 cr)
- GEOL 1041—Freshman Seminar: Minerals and Life (3 cr)
- GEOL 1042—Freshman Seminar: Natural Disasters and Civilizations (3 cr)
- GEOL 1043—Freshman Seminar: Science and Societal Issues (3 cr)
- GEOL 1047—Freshman Seminar: People and Volcanoes (3 cr)
- GEOL 1048\*\*—Freshman Seminar: Human Dimension of Global Environmental Change (3 cr)
- GEOL 1120—Life and Death of the Dinosaurs (3 cr)
- GEOL 1140\*\*—Climate Change, Human History (3 cr)
- GEOL 1610—Oceanography (3 cr)
- GEOL 2350\*\*—Earth's Resources (3 cr)
- HLTH 1470—Human Nutrition (3 cr)
- PHYS 1011—Ideas in Physics (3 cr)

### Category 6—The Social Sciences

Courses in this category should deal with the empirical/descriptive study of individual behavior and social institutions affecting individuals as members of society, including psychological, social, cultural, economic, and political phenomena.

- AMIN 2110—American Indian Politics: Law, Sovereignty, and Treaty Rights (3 cr)
- ANTH 1604\*\*—Cultural Anthropology (4 cr)
- ANTH 1612—Introduction to Archaeology (4 cr)
- COMM 1010—Persuasion (3 cr)
- COMM 2929\*\*—Intercultural Communication (4 cr)
- ECON 1022—Principles of Economics: Macro (3 cr)
- ECON 1023—Principles of Economics: Micro (3 cr)
- GEOG 1304\*—Human Geography (3 cr)
- GEOG 2313—Economic Geography (3 cr)
- POL 1011—American Government and Politics (3 cr)
- POL 1500\*\*—Introduction to Comparative Politics (3 cr)
- PSY 1003—General Psychology (4 cr)
- PSY 2021\*—Developmental Psychology (4 cr)
- SOC 1101\*—Introduction to Sociology (4 cr)

### Category 7—Historical and Philosophical Foundations

Courses in this category should focus on the study of societies and/or cultures and the analysis of basic philosophical issues and traditions.

- AmIn 1120\*—American Indian Experiences: 1900–present (3 cr)
- ANTH 1601\*\*—Freshman Seminar: Prehistoric Cultures (4 cr)
- ANTH 1602\*\*—Prehistoric Cultures (4 cr)
- CST 1004—From Classical Antiquity to Medieval Culture (4 cr)
- CST 1020—Landscapes, Environments, and U.S. Culture (3 cr)
- CST 1201—American Working Class and Culture: The Struggle for Control (4 cr)
- ECON 3031—History of Economic Thought (3 cr)
- EDUC 1101—Education in Modern Society (3 cr)
- ENGL 1802—Freshman Seminar: Asian Culture (4 cr)
- HIST 1027\*\*—Introduction to Islam (3 cr)
- HIST 1095—Freshman Seminar: Topics (3–4 cr)
- HIST 1207—Dawn of Modern Europe (3 cr)
- HIST 1208—Europe in the Modern Age (3 cr)
- HIST 1304—U.S. History Part I: 1607–1877 (3 cr)
- HIST 1305—U.S. History Part II: 1865–Present (3 cr)
- HIST 2245—Science and Society: 1500–Present (3 cr)
- HIST 2265\*\*—Russia in the 20th Century (3 cr)
- HIST 2355—U.S. Military History (3 cr)
- HIST 2357\*—Women in American History (3 cr)
- HIST 2515\*—Precolonial Africa (3 cr)
- HIST 2525\*\*—Islamic Societies (3 cr)
- PE 2001—Sport Ethics and Society (3 cr)
- PHIL 1001—Introduction to Philosophy (3 cr)
- PHIL 1007\*\*—Philosophy and World Religions (3 cr)
- PHIL 1101—Honors: Introduction to Philosophy (3 cr)
- POL 1610—Introduction to Political Theory (3 cr)
- WRIT 1506—Literacy, Technology, and Society (3 cr)
- WS 1000\*—Introduction to Women's Studies (3 cr)

### Category 8—Contemporary Social Issues and Analysis

Courses in this category should analyze contemporary issues and their relationship to individuals and/or social institutions in economic, political, educational, or religious systems.

- ACCT 2005—Survey of Accounting (3 cr)
- AMIN 2707\*—Boarding Schools and Beyond: A History of American Indian Education 1880–Present (3 cr)
- AMIN 3106\*—Indian-White Relations (3 cr)
- ANTH 1080\*\*—Freshman Seminar: Understanding Global Cultures (3 cr)
- ANTH 1095\*\*—Freshman Seminar: Topics (3–4 cr)
- BLAW 2001—The Legal Environment (3 cr)
- COMM 1500—Media and Society (3 cr)
- COMM 2101—Foundations of Mass Communication (3 cr)
- COMM 2102—Media Effects (3 cr)
- CS 1094—Freshman Seminar: Computers and Society (3 cr)
- CSD 2230\*—Human Communication Disorders (3 cr)
- CST 1050—Freshman Seminar: Bodies and Culture (4 cr)
- CST 1101—Introduction to Cultural Studies (4 cr)
- CST 2001\*—Introduction to Gay Lesbian Bisexual and Transgender Studies (4 cr)
- ECON 1003—Economics and Society (3 cr)
- EDUC 1100\*—Human Diversity (3 cr)
- EDUC 1201—Managing Planet Earth (3 cr)
- GEOG 1202\*\*—World Regional Geography (3 cr)
- GEOG 2306—Environmental Conservation (3 cr)
- GER 2040\*\*—Berlin, Myth, Legend, and Reality (3 cr)

GER 2402\*\*—Germany Today (3 cr)  
 HLTH 1100—Health and Wellness Strategies for Life (3 cr)  
 INTS 1070\*\*—An Introduction to Scandinavia (3 cr)  
 LSBE 1101—The Business Environment (3 cr)  
 PHIL 1003\*\*—Ethics and Society (3 cr)  
 PHIL 2021—Science and Pseudo-Science: Thinking About Weird Things (3 cr)  
 PHIL 3242—Values and Technology (3 cr)  
 POL 1050\*\*—International Relations (3 cr)  
 PSY 2023\*\*—Marriages and Families Worldwide (4 cr)  
 PSY 2223\*—Gender in Society (4 cr)  
 SOC 1080—Freshman Seminar: Development of Social Selves (3 cr)  
 SOC 1095—Freshman Seminar: Topics (3–4 cr)  
 SOC 1201\*—Sociology of the Family (3 cr)  
 SOC 1301—Introduction to Criminology (4 cr)  
 SW 1210\*\*—Global Issues (3 cr)  
 SW 1211\*\*—Freshman Seminar: Global Issues (3 cr)  
 SW 1212\*\*—Global Issues Honors Seminar (3 cr)  
 SW 1619\*—Race, Class, and Gender in the United States (3 cr)  
 SPAN 2540\*—Latino Literatures and Cultures (3 cr)  
 SPED 1357\*—Individuals With Disabilities in Society (3 cr)  
 URS 1001—Introduction to Urban and Regional Studies (3 cr)  
 WRIT 1017—Freshman Seminar: Honors, The Rhetoric of Popular Culture (3 cr)  
 WS 2101\*—Women, Race, and Class (3 cr)

### Category 9—Literary and Artistic Expression: Analysis and Criticism

Courses in this category should familiarize students with the basic aims, elements, and principles of interpretation and criticism of literature, folklore, myth, the visual arts, dance, film, music, and theatre. Emphasis should be on principles and techniques of analysis, interpretation, and criticism.

AMIN 1106—American Indian Prose, Poetry, and Oratory (3 cr)  
 AMIN 2105—Survey of American Indian Arts (3 cr)  
 ART 1001\*\*—Art Today (3 cr)  
 ART 1814\*—Creating Across Cultures (3 cr)  
 ART 1900—Visual Literacy (3 cr)  
 ARTH 1303—History of World Art I (3 cr)  
 ARTH 1304\*\*—History of World Art II (3 cr)  
 ARTH 1400—Freshman Seminar Honors: Paris in the Age of Impressionism (3 cr)  
 ARTH 2300\*\*—The City as a Work of Art (3 cr)  
 ARTH 2390\*—American Art of the 20th Century (3 cr)  
 ARTH 2815\*—Women Artists in History (3 cr)  
 CST 1010—Romanticism and Revolution (4 cr)  
 CST 1022—The Bible as Literature (3 cr)  
 DN 1001\*\*—Introduction to the World of Dance (3 cr)  
 ENGL 1001—Great American Authors (3 cr)  
 ENGL 1101—Literature Appreciation (3 cr)  
 ENGL 1507—Time and Place (4 cr)  
 ENGL 1535—King Arthur in History, Literature, and Art (4 cr)  
 ENGL 1575—20th-Century Literature (4 cr)  
 ENGL 1582\*\*—Introduction to World Literatures (3 cr)  
 ENGL 1585\*\*—Australian and New Zealand Literature and Culture (4 cr)  
 ENGL 1666—Tales of Terror (4 cr)  
 ENGL 1801—Freshman Seminar: American Gothic (4 cr)  
 ENGL 1803—Freshman Seminar: Unseen Reality (4 cr)  
 ENGL 1805—Freshman Seminar: Satire and Humor (4 cr)  
 ENGL 1907—Introduction to Literature (3 cr)  
 ENGL 2571—Contemporary Literature (4 cr)  
 ENGL 2581\*—Women Writers (4 cr)

ENGL 3223—Shakespeare (4 cr)  
 FA 1102—Creating Art (3 cr)  
 FR 2315\*\*—French Cinema (4 cr)  
 MU 1001\*\*—Introduction to Music (3 cr)  
 MU 1003—Beethoven to the Beatles (3 cr)  
 MU 1005\*—Jazz Studies (3 cr)  
 MU 2001\*\*—Ethnic and Folk Music of the World (3 cr)  
 MU 2003—Survey of American Music (3 cr)  
 MU 2005\*—African Roots of American Music (3 cr)  
 PHIL 1021—Classical Mythology (3 cr)  
 RUSS 2595\*\*—Special Topics (Various Titles to be Assigned) (4 cr)  
 TH 1001—Introduction to Theatre Arts (3 cr)  
 TH 1051—Introduction to Film (3 cr)  
 TH 1053—Film and Society (3 cr)  
 TH 1071—Musical Theatre History (3 cr)  
 TH 3871—Playwriting (3 cr)

### Category 10—Literary and Artistic Expression: Performance

Courses in this category should provide opportunities for creative expression through participation, production, or performance of literary or artistic expression and should pay significant attention to larger theoretical issues.

ART 1002—Introduction to Art (3 cr)  
 ART 1005—Freshman Seminar: Introduction to Art (3 cr)  
 ART 1006—Freshman Seminar: Fundamentals of Drawing (3 cr)  
 ART 1009—Fundamentals of Drawing (3 cr)  
 ART 1015—Freshman Seminar: 3-D Design (3 cr)  
 ART 1405—Fundamentals of Ceramics I (3 cr)  
 ART 1605—Fundamentals of Photography (3 cr)  
 ART 1607—Freshman Seminar: Fundamentals of Photography (3 cr)  
 DN 1011—Tap Dance Fundamentals (2 cr)  
 DN 1101—Modern Dance Technique I (2 cr)  
 DN 1111—Jazz Dance Technique I (2 cr)  
 DN 1131—Ballet Technique I (2 cr)  
 MU 1501—Concert Band (1 cr)  
 MU 1502\*\*—Symphonic Wind Ensemble (1 cr)  
 MU 1503\*\*—Symphony Orchestra (1 cr)  
 MU 1504—Chamber Orchestra (1 cr)  
 MU 1505\*—Jazz Ensemble (1 cr)  
 MU 1510—Concert Chorale (1 cr)  
 MU 1511\*\*—University Singers (1 cr)  
 MU 1512—Chamber Singers (1 cr)  
 MU 1513\*—Vocal Jazz Ensemble (1 cr)  
 TH 1099—Theatre Practicum I (1 cr)  
 TH 1111—Acting Fundamentals I (3 cr)

### PE and Recreation Courses

A maximum of 2 credits of 1xxx physical education and recreation courses may be included in the total liberal education credit requirement, but these courses are not applied to any category.

PE 1220—Intermediate Swimming (1 cr)  
 PE 1300—Ballroom Dance (1 cr)  
 PE 1304—Square Dance (1 cr)  
 PE 1402—Tennis (1 cr)  
 PE 1410—Golf (1 cr)  
 PE 1414—Bowling (1 cr)  
 PE 1500—Cross-Country Skiing (1 cr)  
 PE 1502—Alpine Skiing (1 cr)  
 PE 1507—Introduction to River Kayaking (1 cr)

PE 1508—Flatwater Canoeing (1 cr)  
 PE 1510—Whitewater Kayaking (2 cr)  
 PE 1512—Fishing Skills (1 cr)  
 PE 1530—Rock Climbing (1 cr)  
 PE 1600—Physical Fitness (1 cr)  
 PE 1601—Aerobics (1 cr)  
 PE 1612—Karate (1 cr)  
 PE 1614—Self Defense (1 cr)  
 PE 1616—Weight Training (1 cr)  
 PE 1620—Aikido (1 cr)  
 PE 1706—Volleyball (1 cr)  
 PE 1708—Basketball (1 cr)  
 REC 1201—Outdoor Skills I (2 cr)  
 REC 1202—Outdoor Skills II (2 cr)

### International Perspective (IP)

The following course meets IP requirement but receives no liberal education course credits.

FST 4949\*\*—Foreign Studies Synthesis (2 cr)

# Minnesota Transfer Curriculum

The Minnesota Transfer Curriculum (MTC) is a collaborative effort among two- and four-year public colleges and universities in Minnesota to help students transfer their work in general/liberal education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for such work upon admission to any other participating institution. This does not guarantee that all credits within the transfer curriculum will be accepted at other participating institutions. This transfer curriculum consists of 10 areas of competency and completion of these is certified at the sending Minnesota institution. *Note:* The MTC competencies differ from UMD liberal education categories. Completing UMD's Liberal education program does not necessarily mean that the MTC competencies are also complete.

Students who transfer to UMD and have completed the MTC elsewhere are considered to have met UMD liberal education requirements and are not required to complete additional liberal education coursework. If only some, but not all, competencies of the MTC have been completed elsewhere, these competencies will satisfy equivalent competencies at UMD.

Students intending to transfer from UMD to public colleges and universities within Minnesota, and who wish to fulfill the MTC, must adhere to the following general requirements

- Complete at least 40 semester credits. These could include credits transferred to UMD from another institution.
- Only apply a maximum of 10 credits of S-N courses to the MTC.
- Satisfy the 10 specified competencies of the MTC. All competencies must be complete at the time a student transfers out of UMD.
- The list of UMD courses that can be used to do this is available from the UMD Office of Financial Aid and Registrar, 139 Darland Administration Building, UMD, Duluth, MN 55812; or online at [www.d.umn.edu/registrar/mtc.htm](http://www.d.umn.edu/registrar/mtc.htm).