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College Regulations

Grading and Transcripts

The complete University Senate grading policy can be found online at www.umn.edu/usenate/usen/policies.html. More information about transcripts can be found online at www.morris.umn.edu/services/registrar/transcript.php.

Grading Policy

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

1. This policy became effective in the fall of 1997 for the Crookston, Morris, and Twin Cities campuses, replacing all previous grading policies. It may not be applied retroactively to any grades or symbols awarded before that time.
2. The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course. For undergraduates, an S grade is equivalent to a C- or higher.
Each campus, college, and department determines to what extent and under what conditions each grading system is used, may specify what courses or proportion of courses must be on one system or the other, and may limit a course to either system.
3. When both grading systems are available, students must choose one when registering for a course.
4. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.
5. No student may receive a bachelor's degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without pluses or minuses). Each campus, college, and department may choose not to accept academic work receiving a D (with or without a plus or minus).
6. The University's official transcript, the chronological record of the student's enrollment and academic performance, is released by the University only at the student's request or in accord with state or federal statutes; mailed copies include the University's official seal printed on them.
7. The University calculates a grade point average (GPA) for each student, both at the end of each grading period and cumulatively. GPA is calculated as the ratio of grade points earned divided by the number of credits earned with grades

of A-F (including pluses and minuses). Transcripts report the periodic and cumulative GPA for each term.

8. A student may repeat a course once. Both grades for the course appear on the transcript, but the course credits may not be counted more than once toward degree and program requirements. Only the last enrollment for the course counts in the student's grade point average.
9. Students may petition UMM's scholastic committee or other appropriate body about this policy up to one calendar year after the grade was assigned.
10. The grades on the previous page (with grade points as indicated) and symbols are used on transcripts.

Appeals

Students may initiate an appeal of the grade earned in a course up to one calendar year after the grade was assigned. Changing a grade to a W (withdrawal) is subject to the one-year limitation on appeal.

Academic Dishonesty

Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

Academic Transcript

The transcript is the chronological record of the student's enrollment and academic performance. The University of Minnesota campuses share a student records computing system, which includes course information from all of the University of Minnesota campuses the student has attended during her or his undergraduate program. Coursework is displayed in a manner consistent with the all-University transcript and grading policies as well as with the unique policies of the college of registration. Transfer work is noted with the name of colleges or universities attended and the total number of credits accepted in transfer by the Morris campus. Unofficial transcripts are available at no cost to currently registered students. Official transcripts are issued to current students and alumni for all off-campus use.

In compliance with the federal Family Educational Rights and Privacy Act, transcript requests must contain the student's signature. Transcripts will not be issued without the student's signed authorization. Grades cannot be given to the student by telephone. Students must have met all financial obligations to the University before official transcripts can be released for any purpose.

More information including cost, request forms, and instructions are available on the Web at www.morris.umn.edu/services/registrar/transcript.php. Questions can be directed to the Office of the Registrar at 320-589-6030.

Full-time Student Status

To graduate in four years, students must complete at least 15 credits each semester. State financial aid also defines full-time status as 15 credits. Maximum need-based federal financial aid is available to students who enroll for 12 credits in a semester.

Classes, Schedules, and Final Examinations

Mandatory Attendance at First Class Session

Students must attend the first class meeting of every course in which they are registered, unless they obtain prior approval from the instructor for an intended absence before the first class meeting; without such prior approval, a student may lose his or her place in the class to another student.

If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the instructor should be contacted as soon as possible. In this circumstance, instructors have the right to deny admission to the class if other students have been admitted and the course is full. Instructors are encouraged, however, to take into account extenuating circumstances (e.g., weather) which may have prevented a student from attending the first class. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the instructor must be notified of the absence and the reason; in this instance, the place for the student will be retained.

Students must officially cancel any course for which they have enrolled and subsequently have been denied admission. Instructors have the discretion to fail any student who does not officially cancel a course.

Class Attendance

In addition to officially sanctioned excuses, an instructor may excuse a student for any reason the instructor deems acceptable. Instructors have the responsibility of informing their classes of attendance policies.

Students should not be penalized for absences due to unavoidable or legitimate circumstances. Such circumstances include, but are not limited to, verified illness; participation in group activities sponsored by the University, including athletic events; serious family emergencies; subpoenas; jury duty; military service; and religious observances. It is the responsibility of the student to notify faculty of such circumstances as far in advance as possible and to obtain an official excuse.

At UMM, official excuses, which faculty are obligated to honor, are available from either the Health Service, in the case of verifiable illness, or the Office of the Vice Chancellor for Student Affairs, in the case of a personal and family emergency or when the student is performing a function in the interest of the University. Even in these cases students remain responsible for making up the work that they have missed and faculty are responsible for making a reasonable effort to assist students in completing work covered during excused absences.

Standard Class Schedule and Class Period

A standard class schedule at the University of Minnesota, Morris consists of 65-minute classes on Monday, Wednesday, Friday (MWF) or 100-minute classes on Tuesday, Thursday (TTh) with an appropriate change period between classes. Classes of longer than 65 or 100 minutes are permitted, subject to University Senate policies governing the relationship between contact hours, credits, and student workload.

Examinations during the term (e.g., mid-terms) may be given only during the regular class sessions; they may not be held at times other than the regularly scheduled class period, subject to the following conditions:

- Exceptions may be made by instructors only for the purpose of giving make-up examinations.
- Any examinations outside of regular class time during the term must be approved by the vice chancellor for academic affairs and dean.
- Any examinations to be held outside of regular class time must be listed on the final exam link found on the registration Web site.
- Accommodation must be provided to any student who encounters an academic conflict, such as between an examination scheduled outside of regular class time and the regular class period of another course, or if two exams are scheduled to be held simultaneously outside of regular class time.
- Take-home examinations are specifically exempted from this policy.

Overlapping Classes

No student is permitted to register for classes that overlap. Classes that have any common meeting time are considered to be overlapping, as are any back-to-back classes that have start and end times closer together than 10 minutes.

Only under extenuating circumstances are petitions for overrides for such conflicts permitted; these petitions require the signatures of all faculty members involved. The decision to approve or disapprove such an override petition is entirely discretionary with each faculty member involved. Approved “time conflict” petitions must be submitted in person to the Office of the Registrar.

Class Schedule—The online Class Schedule lists course offerings with class times, rooms, instructors, and prerequisites. The Class Schedule is available online at www.morris.umn.edu/services/registrar/register.html.

Final Examination Policy

The examination week is part of the regular school year and must be taken into account by students in planning for any other activities or work outside of school hours. The final examination schedule is on the registration Web site. Final examinations for summer session are scheduled during the regular meeting time of the course on the last day. Students are expected to know the times for their final examinations and to attend the examinations as scheduled.

Students who have final examinations scheduled at conflicting times, or who have three or more examinations in one calendar day, should contact the Office of the Vice Chancellor for Academic Affairs and Dean. Students are expected to make the appropriate rescheduling arrangements with the instructors by the end of the second week of the term so that conflicts are eliminated well in advance of the final examination period. Instructors must agree to give an alternative final examination to these students.

Instructors are not permitted to hold their final examinations ahead of the regularly scheduled time except under unusual circumstances and by approval of the appropriate division chairperson. These regulations, which require faculty to abide by the final examination schedule, are not, however, intended to prohibit faculty from accommodating the special needs of students by offering examinations at other times. If a final is given at another time, faculty should also offer a final at the scheduled time.

According to the Senate Committee on Educational Policy, the final exam is the last exam of the term, whether or not that exam is cumulative. The intent of the rule is to avoid having significant exams during the last week when out-of-class work would also normally be due. Faculty may not schedule an exam in the last week of class in lieu of an exam in the finals week. Thus, while a unit exam during the last week of class plus a cumulative final during final’s week is discouraged, it would be acceptable. Additionally, lab practicums may be given during the last week of classes. Term papers, take-home tests, and other out-of-class work that is assigned before the last week of class can be expected to be due the last day of the regular class. The rule also seeks to exclude take-home final exams being handed out and due during the last week—which, in effect, would be the same as having a final exam the last week. Ideally, faculty would accept out-of-class work on the day of the scheduled final exam, if no final exam is scheduled.

It is University Senate policy to prohibit classes, University-sponsored trips, or extracurricular events on study day and during the final examination period. Under certain rare circumstances, exceptions to the prohibition on trips or events are possible from the chancellor, upon recommendation of the Scholastic Committee. To obtain approval the unit must provide written documentation showing the numbers involved and the educational benefit to the participants, and demonstrating that the trip or event cannot be scheduled at another time. An exemption granted pursuant to this policy shall be honored and students who are unable to complete course requirements during final examination period as a result of the exemption shall be provided an alternative and timely means to do so.

Repeating a Course

Credit will not be awarded twice for the same or an essentially equivalent course. Students may repeat a course once. However, students who receive a grade of S, C, or better may repeat a course only if space permits. When a student repeats a course, 1) both grades for the course will appear on the official transcript, 2) the course credits may not be counted more than once toward degree and program requirements, and 3) only the last enrollment for the course will count in the student's GPA. Transfer courses from other University of Minnesota campuses that are the same or essentially equivalent courses may be considered repeat courses for purposes of grade replacements. Introductory courses from within the University system are reviewed by the transfer specialist with faculty consultation. Advanced courses must be approved by the faculty in the discipline of the course.

Special Ways to Earn Credit or Demonstrate Proficiency

Examinations for Credit

Credit for acquired knowledge that is comparable to the content of specific University courses may be obtained by special examination. Special examinations for credit may provide official University recognition for a variety of previous educational activity (classes at unaccredited, international, private proprietary, vocational/technical, or armed services schools; certificate learning; foreign study or travel; noncredit-based transfer work; training programs; job experience; independent preparation). The examination administered by a department may be a typical final examination, an oral test, written papers or projects, or any other combination of work that satisfies the examiners that the student has adequately achieved the values of the course. Special examinations do not allow credit for high school-level courses or for reading, writing, or speaking a native language at the introductory or intermediate level.

Minimum standards for awarding credits by examination are determined by the academic department giving the examination. No department is required to give examinations for credit.

Credit by special examination falls under the jurisdiction of the Scholastic Committee. Assistance with determining eligibility and completing the *Request for Special Examination* form is available at the Scholastic Committee Office, 320-589-6011. An appropriate faculty member will be contacted to give the examination. Faculty are encouraged but are not required to support the request. The discipline giving the examination determines the material to be covered. Students have the right to review course syllabi or course texts prior to taking the examination. When the request is approved, a special fee is paid, whether or not the student passes the examination.

Credits earned by examination do not count as resident credit. The instructor reports the results to the Office of the Registrar on the *Request for Special Examination* form.

A student must do "C-" quality work on the examination to earn credit; a notation is then placed on the transcript showing the course and credits earned. The grade will appear on the transcript as "T" designating "test credit" and will not count in the GPA. If the student fails to do "C-" quality work on the examination, no notation is made on the transcript.

Portfolio Evaluation

This method of evaluation involves faculty review of a portfolio in which the student translates prior learning experiences into educational outcomes and documents those experiences for academic credit. A special fee is required. For more information, contact the Scholastic Committee Office, 320-589-6011.

Placement Examinations

Placement examinations in math, French, German, and Spanish are administered by the Counseling Office, require no fee, and yield no credit or grade. These examinations may be taken by appointment. Proficiency examinations in other languages are arranged through the Scholastic Committee Office, 320-589-6011.

Nationally Administered Examinations for Credit

The Scholastic Committee, with the concurrence of the appropriate discipline, recognizes and awards credits based on nationally administered examinations that are taken as part of the Advanced Placement (AP) Program, the College Level Examination Program (CLEP), and the International Baccalaureate (IB) Program. Qualifying scores are established by the Scholastic Committee based on all-University policy. The national examinations are reviewed every five years. The Scholastic Committee has approved the use of AP, CLEP, and IB credits in the General Education Requirements; faculty have approved the use of CLEP and AP credits in specific majors.

Advanced Placement Examinations

Entering freshmen may receive credit in more than 30 subjects for qualifying scores of 3 or higher on Advanced Placement examinations. Nonresident credit is awarded when UMM processes an official report from the AP Program. Students who have taken AP examinations should submit an official transcript of their scores to the Admissions Office. Entering freshmen who seek credit or advanced placement through evidence other than the AP scores should contact the Scholastic Committee Office, 320-589-6011.

CLEP

Registered students are awarded credit for obtaining satisfactory scores on the nationally standardized CLEP general examinations. These credits may be counted toward the 60-credit liberal arts requirement and the 120 credits required for graduation. CLEP credits do not satisfy the residency requirement. Four of the CLEP general examinations may be taken for credit: Humanities, Mathematics, Natural Sciences, and Social Science. To earn credit, a student must attain national qualifying scores.

The CLEP general examinations are available to freshmen during freshman orientation week and by arrangement. Students may sign up for examinations by contacting Student Counseling. A fee is charged.

Students may also earn credit by successfully passing the CLEP subject examinations, which measure achievement in specific college courses. There are more than 30 CLEP subject examinations covering the content of a variety of courses ranging from Spanish to psychology. UMM allows credit for most. A special fee is charged. To earn credit a student must attain the national qualifying score, based on a norm group of college students who have already passed the course for which the examination is intended. A chart of subject examinations and qualifying scores can be found at www.morris.umn.edu/Scholastic.

If a student has earned or is registered for college credits in the area of the examination before taking it, he or she receives only the difference between these credits and the credit maximum permitted. If a student has previously earned and/or is registered for more credits than the area of the examination awards, no credit is given for successful completion of the test. However, a student is permitted to receive credit for courses taken after successful completion of a CLEP examination in a particular subject area.

Students who have taken CLEP examinations elsewhere should submit an official transcript of their scores to the Office of the Registrar, to be processed for appropriate credit allocation. Students are notified of scores received and credit granted.

International Baccalaureate

Students who complete an international baccalaureate (IB) diploma with a score of 30 or higher and have no examination scores lower than 4 are awarded 8 credits for each of three higher-level examinations, plus 2 credits for each of three subsidiary exams, for a total of 30 credits. No credit is given for subsidiary-level exams other than those included as part of the IB diploma, but students may receive credit for any higher-level exams with a score of 5 or higher. The Scholastic Committee has approved use of IB credits to meet specific general education requirements. Use of IB credits in the major is determined through discussions between students and faculty in each major. To receive credit, students who have completed IB examinations should provide an official record of their scores to the Office of the Registrar.

Military Service School Experience

UMM does not grant college credit for military service. The Scholastic Committee does, however, grant credit for military service school experience when formal training courses have substantial liberal arts content and have counterparts in the normal liberal arts curriculum. In evaluating such training, the Scholastic Committee uses the *Guide to the Evaluation of Educational Experiences in the Armed Forces* published by the Commission on Accreditation of Service Experiences of the American Council on Education. To obtain credit, a student must verify the service school attendance as well as successful completion of the work for which credit is requested. For more information, contact the Scholastic Committee Office, 320-589-6011.

Organizational Sponsored Instruction

The University of Minnesota, Morris may grant credit for formal educational programs and courses sponsored by noncollegiate organizations if they have substantial liberal arts content and have counterparts in the normal liberal arts curriculum. In evaluating such training, the Scholastic Committee uses the Guide to Educational Programs in Non-Collegiate Organizations of the American Council on Education and similar guidelines published by other national agencies. To obtain credit, a student must verify successful completion of the work for which credit is requested. For more information, contact the Scholastic Committee Office, 320-589-6011.

Academic Progress Requirements

The UMM Campus Assembly has established minimum academic progress requirements based on two measures: the cumulative GPA measures performance over time; the term GPA measures performance within the term. The authority for administering the requirements and taking necessary action rests with the Scholastic Committee. For more information, see the [Academic Progress Web site](#). (The Financial Aid Office monitors separate financial aid Satisfactory Academic Progress [SAP] requirements. See www.morris.umn.edu/financialaid/SAP.html.)

All degree-seeking students must maintain both a 2.00 cumulative GPA and a 2.00 term GPA to be in good standing. Post Secondary Enrollment Option (PSEO) students and non-degree candidates are exempt from this requirement.

Probation and Suspension

Students are placed on academic probation if either the term GPA or the cumulative GPA falls below 2.00. Students on probation remain eligible for financial aid. Students whose term GPA is less than 2.00 for two consecutive terms and whose cumulative GPA falls below 2.00 are suspended. Suspended students are not eligible to receive financial aid.

Probation

Students are placed on academic probation if either the term GPA or the cumulative GPA falls below 2.00. A hold is placed on the student's record and letters outlining information about resources for improvement are sent from the Scholastic Committee. Advisers are notified if an advisee is placed on probation. Students on probation will be allowed to register for a maximum of 14 credits and must meet with their adviser to discuss appropriate courses; following that meeting the adviser will contact the Office of the Registrar to release the probation hold. The adviser may approve registering for more than 14 credits; the approved maximum credits must be stated in the hold release. Students on probation return to good standing by earning a term GPA and cumulative GPA of 2.00.

Suspension

Students whose term GPA is less than 2.00 for their last two consecutive semesters and whose cumulative GPA falls below 2.00 will be suspended. Suspended students are not eligible for financial aid.

1. Students who do not meet academic progress requirements may be suspended following fall or spring semester. The suspension is in effect for one full academic year (two regular semesters). May session and summer session are excluded from determining academic progress.
2. Suspension is for one full academic year. However, students may appeal to return after an absence of only one regular academic semester. All appeals will be heard following spring semester. Students suspended after the fall term may appeal to return the following fall semester; students suspended after spring term may appeal to return the following spring semester.
3. Suspended students who do not appeal or whose appeals are denied may apply for readmission one full academic year (two regular semesters) after suspension. They must present an academic plan for improvement; evidence of successful completion of evening, summer, or transfer courses; and/or evidence that personal difficulties are being addressed.

Appeal of Suspension

Suspended students may appeal to the Scholastic Committee using the online appeal form at www.morris.umn.edu/Scholastic/AppealForm. Appeals from students suspended the previous spring or fall semester are due by July 1, and should include an academic plan for improvement, evidence of successful completion of evening, summer, or transfer work, and/or evidence that personal difficulties are being addressed. Students are notified by August 1 of decisions on appeals. If the appeal is approved, the Committee determines the conditions that must be met during the semester the student returns. If those conditions are not met, the original suspension is reinstated at the end of the term.

Probation Following Approved Appeal

Students with an approved appeal remain on probation. The Scholastic Committee prescribes special academic requirements in an effort to improve the student's chance for success. Students and their advisers are notified of these conditions. For example, students may be required to complete a specified number of credits and to earn a prescribed GPA during the semester they are approved to return.

Student Alert Systems

UMM's Academic Alert/At Risk Student Intervention Team, working in collaboration with the Scholastic Committee, provides broad-based support for student success at UMM. The team coordinates intervention strategies and support for students who are at risk academically, working with faculty and staff from a variety of UMM programs. UMM has the use of two student alert systems: midterm alert and academic alert. Alerts are used if instructors are concerned about a student's academic performance or personal situation. Advisers are informed of the alerts and work with students to determine strategies for success at UMM. The alert systems provide a way for the campus to coordinate its efforts to provide the best help and advice possible to students. There are two alert systems:

Midterm Alert

This is an all-University alert that is available during weeks 6–8 of the semester. Alerts are automatically sent to both the adviser and the student. Only one midterm alert can be sent for each student in each class.

Academic Alert

This is a UMM alert that is available all semester, including finals week. It can be used more than once for each student in each class. Instructors can send an alert using the Web submission form at www.morris.umn.edu/Scholastic/AcademicAlert. The adviser and the student receive an e-mail from the Academic Alert Committee. Students may access general information about early alerts at www.morris.umn.edu/services/dsoaac/aac/AcademicAlert.

Exemption From Regulations

Students having difficulty meeting academic regulations should contact the Scholastic Committee Office, 320-589-6011. The Committee acts on exceptions to requirements in the General Education Requirements (GER) and to policies governing grading, cancel/add, and credit limits. For exceptions in the major, students should consult discipline faculty.

Grievance Procedures

Students with complaints about an instructor or criticisms about course content, procedures, or grading should, in almost all instances, bring the matter directly to the instructor. Where this is clearly inappropriate or when such action does not bring about a mutually satisfactory solution, the student should take the problem to the chairperson of the division administratively responsible for the course (see the **Academic Division Structure** section). The chairperson will attempt to resolve the matter informally. Grievances involving an instructor's judgment in assigning a grade based on academic performance may be resolved only through this informal resolution procedure. Decisions of the division chairperson can be appealed to the vice chancellor for academic affairs and dean.

Students may bring academic complaints regarding the University's provision of education and academic services affecting their role as students. Such complaints must be based on a claim that there has been a violation of a University rule, policy, or established practice. UMM procedures for handling student academic complaints are available through the UMM Office of the Vice Chancellor for Academic Affairs and Dean and at www.morris.umn.edu/services/acad_affairs/aavarious.html. Resolution of complaints under this policy may include reinstatement or corrective action for the benefit of the student, including refunds, but may not award monetary damages or direct disciplinary action against any employee of the University. Other issues, such as concerns related to University employment and University admissions decisions, do not fall under the student academic complaints policy. This policy does not limit the University's right to change rules, policies, or practices related to the provision of academic services and education.

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.

Inquiries regarding compliance may be directed to:

U of M Office of Equal Opportunity and Affirmative Action

274 McNamara Alumni Center, 200 Oak Street S.E.
Minneapolis, MN 55455
612-624-9547

Web site: www.eoaffact.umn.edu

-or-

UMM Office of Human Resources/Equal Opportunity and Affirmative Action

306 Behmler Hall, 600 East 4th Street
Morris, MN 56267
320-589-6024

Web site: www.morris.umn.edu/services/hr/EqualOpportunity.html

Students may seek confidential assistance from student counseling:

Student Counseling

235 Behmler Hall, 600 East 4th Street
Morris, MN 56267
320-589-6060

Faculty and staff may seek confidential assistance from the Employee Assistance Program:

**Steven's Community Medical Center,
Behavioral Medicine**

400 East 1st Street,
Morris, MN 56267
320-589-1313

Please contact UMM Campus Police immediately if a crime has been committed at 320-589-6000.

Disability Accommodation

To request disability accommodation or to request these materials in alternative formats, please contact UMM Office of Human Resources/Equal Opportunity and Affirmative Action, 306 Behmler Hall, 600 East 4th Street, Morris, MN 56267, 320-589-6024.

Bias Incidents

Members of the University of Minnesota community have the right to be free from discrimination by any agent or organization of the University for reasons of actual or perceived race, color, creed, religion, national origin, gender, identification, age, marital status, disability, public assistance status, veteran status, and/or sexual orientation. The University of Minnesota, Morris does not tolerate such incidents and will seek resolution of such matters.

Any student, acquaintance of a student, or group within the University community who has experienced bias, discrimination, or hostility, should report it by completing the *University Bias/Discrimination/Harassment Reporting* form at www.eoaffact.umn.edu/services/biasreportform.html.

For More Information

For more information and resources, see the UMM Web site for reporting and responding to bias incidents and hate crimes at www.morris.umn.edu/services/hr/Bias_Incidents.htm.

Academic Integrity and Student Disciplinary Action Procedures

The Board of Regents has adopted a University-wide Student Conduct Code that specifically prohibits scholastic dishonesty; disruptive classroom conduct; falsification; refusal to identify and comply; attempts to injure or defraud; threatening, harassing, or assaultive conduct; disorderly conduct; illegal or unauthorized possession or use of weapons; illegal or unauthorized possession or use of drugs or alcohol; unauthorized use of University facilities and services; theft, property damage, and vandalism; unauthorized access; disruptive behavior; hazing; rioting; violation of University rules; and violation of federal or state law. The Student Conduct Code is available through the University Policy Library at www.umn.edu/regents/policies/academic/Student_Conduct_Code.html.

The UMM Campus Assembly has enacted policies and procedures to maintain a climate of academic integrity and responsible behavior on the Morris campus. These policies and procedures are governed by a Committee on Academic Integrity and a Student Behavior Committee.

The major objective of the disciplinary system at the University of Minnesota, Morris is to maintain standards of conduct and order commensurate with the educational goals of the institution. These procedures help students understand and accept the consequences of their behavior in relation to themselves and others. The procedures are designed to guarantee the rights of the accused and to protect the welfare of all members of the University community.

Student Behavior Committee Disciplinary Action

On the Morris campus, formal disciplinary action is the responsibility of a faculty-student committee of the Campus Assembly. The constitution of the University of Minnesota, Morris makes explicit the role of the Student Services Committee in oversight, consistent with the regents policy, of student conduct processes on the Morris campus. To meet these responsibilities, each year the chair of the Student Services Committee appoints a Student Behavior Committee consisting of three students and three faculty. One of the three faculty serves as a voting chair. A nonvoting administrative secretary is appointed by the chancellor.

Administrative Disciplinary Action

It is desirable that some instances of student misconduct be settled directly within the appropriate administrative unit. These persons and agencies investigate allegations of misconduct and work with the concerned parties to reach an administrative resolution of the dispute whenever

possible. If at any time the accused party requests a formal hearing process, the issue can be referred to the Student Behavior Committee. Where disciplinary action taken by administrative units is involved, the accused to the dispute can, for cause, appeal decisions to the Student Behavior Committee.

Academic Integrity

The Committee on Academic Integrity is a subcommittee of the Scholastic Committee and is made up of two students, two faculty members, and the secretary of the Scholastic Committee. It is charged with the responsibility of educating students regarding the need for standards of academic honesty, advising faculty and students on questions of procedure in the event of a suspected violation of these standards, and determining the guilt or innocence of students involved in cases of alleged academic dishonesty brought before the committee.

UMM prefers that questions of academic dishonesty be settled directly by the instructor and student(s) involved. Procedures specify that if the standards of academic integrity have been violated, the instructor should meet with the student(s) involved and, after informing the student(s) of the allegation and supporting evidence, attempt to reach an agreement regarding the veracity of the charges and whether a penalty will be levied. If a decision is reached, the instructor prepares and submits a written report to the vice chancellor for student affairs, presenting the details of the incident, evidence, and penalties imposed. A copy of the report is provided to the student(s) in question; students have the right to file their own versions of the incident with the vice chancellor for student affairs, should they desire to do so. These reports are maintained in a confidential University file. If an agreement between the student(s) and the instructor cannot be reached, the matter may be referred by either of the parties to the Committee on Academic Integrity for resolution.

Advice or consultation regarding any matter of academic integrity or student conduct may be obtained from the chairperson of the appropriate committee or the vice chancellor for student affairs. Detailed statements of policies and procedures regarding academic integrity and student disciplinary action are available from the Office of the Vice Chancellor for Student Affairs and at www.morris.umn.edu/Scholastic.