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College Regulations

Grading and Transcripts

The complete University Senate grading policy can be found online in the University's Policy Library at <http://policy.umn.edu>. 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.

- 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.
- 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.
- When both grading systems are available, students must choose one when registering for a course.
- Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.
- 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).
- 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.
- 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.

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. Coursework is displayed in a manner consistent with policy 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 University.

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 proper 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.

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 website.

- 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 website. 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 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. 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. For more information on the process of requesting an exemption, refer to www.policy.umn.edu/Policies/Education/Education/EXAM.html or contact the Scholastic Committee at ext. 6011 or 204 Behmler Hall.

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 nonrefundable fee is paid before the examination is given. Additional information is available at <http://policy.umn.edu/Policies/Education/Education/DEPTCREDITEXAM.html>.

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 minimum academic progress requirements are 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. (The Financial Aid Office monitors separate financial aid Satisfactory Academic Progress [SAP] requirements. For more information, see www.morris.umn.edu/financialaid/academicprogress.)

All students must maintain both a 2.000 cumulative GPA and a 2.000 term GPA to be in good standing.

University of Minnesota Probation and Suspension Policy

For more information, see policy.umn.edu/Policies/Education/Education/ACADPROBATION.html.

Probation

- A student will be placed on probation (and will remain on probation) if either the term or the cumulative GPA is below 2.000. A student on probation will have a hold placed on his or her record and must see an adviser in order to register.
- Academic contract. Colleges may develop contracts specifying additional requirements that students enrolled in that college must meet to be removed from probation or to register for classes while on probation. The academic contract may include GPA expectations more rigorous than the 2.000 term and cumulative GPA minimum standard, where programmatically warranted and where clearly communicated to the student. If the student meets the conditions of the contract, and the term and cumulative GPA are at least 2.000, the student will be removed from probation. Even if the contract conditions are met, the student must still meet the minimum GPA requirements of this policy. If the conditions of the contract are not met, the student will be suspended.

Students on probation return to good standing by earning a term GPA and cumulative GPA of 2.000.

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.

The Official University Policy

1. Instructors are required to provide mid-term alerts for all IXXX courses to students who, on the basis of performance to date in the course, appear to be in danger of receiving a grade of D, F, or N. Such notification will be provided no later than the seventh week of class, and earlier if possible, to allow students to improve their classroom performance or to withdraw by the eighth week. Midterm alerts will not be recorded on transcripts.
2. Instructors are encouraged to provide mid-term alerts for all other courses.
3. The provision of mid-term alerts is a courtesy to the student. Failure to receive a mid-term alert does not create the right for a student to contest a grade in a course.

UMM faculty are encouraged to alert all students in their classes who are earning a C- or less. The University has provided a web-based system to notify students and their advisers, but other methods of notification may be used. For additional details about the alert system, see policy.umn.edu/Policies/Education/Education/MIDTERMACADPERFORMANCE.html and www.morris.umn.edu/Scholastic/AcademicAlert/AboutAlerts.html.

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.

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

Inquiries regarding compliance may be directed to:

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

Website: 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

Website: 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 website 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.

Student Academic Integrity

Scholastic honesty is of fundamental importance to the functioning of any community of scholars. Although the pursuit of knowledge is always a communal project, individual academic achievement must be the result of a person's own efforts and abilities. Members of an academic community are responsible for their own personal and academic development and for fostering an academic climate in which all members draw from and give back to the community. The University is charged with implementing those policies that will help bring about such an academic climate. However, the ultimate responsibility for creating a community of scholars, in which mutual self-respect flourishes, lies with the individual members of the community. Each member must, therefore, act according to the highest standards of academic honesty.

Academic honesty entails producing original work, accurately attributing authorship, and acknowledging the work of others, including the work of collaborators, when appropriate. Academic honesty extends to behavior that supports the academic honesty of others. The integrity of an academic community demands that students and faculty alike display honesty, trust, fairness, respect, and responsibility.

The maintenance of academic integrity is a joint student and faculty responsibility. The procedures in the link below apply to all academic work pursued at the University, including work submitted to fulfill course requirements (both in- and out-of-class work), as well as independent academic endeavors. These include but are not limited to in-class examinations, quizzes, tests, laboratory tests, reports, laboratory reports, "take-home" examinations, research projects, papers, art work, internships, and assistantships.

It is incumbent upon course instructors assigning work to be submitted in fulfillment of course requirements to explain, either verbally or in the course syllabus, what constitutes academic dishonesty and plagiarism. Any special conventions regarding quotation, paraphrasing, footnoting, use of outside materials, collaboration, and related matters shall be carefully explained by the instructor.

The linked procedures below are for addressing academic integrity violations, including securing evidence of violations, reporting violations, and adjudicating disputes about academic integrity. These procedures are designed to secure both the rights of students to due process, as well as the authority of faculty members and university administrators to enforce standards of academic integrity.

Procedures for academic integrity violations are available at www.morris.umn.edu/Scholastic/AcademicIntegrity/AIProcedures7-21-2011.pdf.