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Academic Calendars: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

Academic calendars will be established at least four years in advance so that students may plan their schedules and University units may plan events. Revisions to approved calendars must be made no less than two years before the date the calendar goes into effect.

A. Fall and Spring Semesters
   1. There will be two semesters, each of which will include a minimum of 70 days of instruction, a maximum of 75 days of instruction, and approximately one week of final examinations (including Saturdays but not Sundays).
   2. For the fall semester, the exam period will end no later than December 23.
   3. Colleges and campuses may authorize courses shorter or longer than the semester, subject to the approval of appropriate college or academic unit curriculum review committees.
   4. Professional schools are permitted to have calendars that vary from the requirements of this policy.

B. Summer Term
   1. Departments may schedule a three-week May session following the end of the spring semester and before the summer session. No department will be obligated to offer courses or academic work during this three-week session.
   2. There will be a standard eight-week summer session. No department will be obligated to offer courses or academic work during this eight-week session. Departments and programs may deliver courses over either shorter or longer periods of time and with starting and ending dates that differ from the standard eight-week and May sessions.

C. Revisions of Calendars
All calendars and any subsequent revisions or exceptions must be approved by the Faculty Senate.

Exclusions
This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Establishing an academic calendar at least four years in advance allows students to plan their degree programs and enables University units to schedule events at times that do not conflict with other key activities.

PROCEDURES

There are no procedures associated with this policy.
FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. Can each of the campus set its own academic calendar?
   Yes, each campus is responsible for setting its own academic calendar. The Faculty Senate approves the University of Minnesota, Morris and University of Minnesota, Twin Cities calendars. The University of Minnesota, Duluth and University of Minnesota, Crookston calendars are transmitted to the University Senate for information only. ***The process for the University of Minnesota, Rochester is yet to be determined.

2. Can instructors assign work to students prior to the beginning of the academic term?
   No. Instructors cannot assign work until the term starts.

3. Does the University of Minnesota hold regularly scheduled classes the day before a holiday?
   Yes, scheduled classes, including evening classes, are held the day before a holiday. For example, classes are held the Wednesday evening before the Thanksgiving holiday. Refer to the current academic calendar for University holidays.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
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<tbody>
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</tr>
</tbody>
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DEFINITIONS

There are no definitions related to this policy.

RESPONSIBILITIES

Office of the Registrar
Submits the academic calendar proposal annually to the Faculty Senate.

Faculty Senate
Reviews and approves final University calendar.

RELATED INFORMATION

- [Current Academic Calendar](#)
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

Departments, colleges, and campuses have the authority to establish, change, and discontinue academic plans and sub-plans that appear on official University transcripts, subject to appropriate consultation with other units and subject to the final approval of the Board of Regents. (See Administrative Policy: Adding, Changing or Discontinuing Academic Plans).

Establishing and changing academic plan requirements

1. Academic units (departments, colleges, and campuses) have the authority to establish their curricula and the requirements, including prerequisite courses, for academic plans, subject to the final authority of the Board of Regents. Academic plans include:
   - undergraduate degrees,
   - graduate degrees;
   - professional degrees;
   - majors;
   - minors;
   - undergraduate certificates; and
   - post-baccalaureate certificates.

2. Academic units have the authority to add to or remove courses, including prerequisite courses, from academic plans. The additions or deletions of courses from the academic plan requirements must be in accordance with Board of Regents policies and in compliance with rules established by the college and campus.

3. Changes to academic plans must have an effective date, based on the start of an academic term (e.g., fall semester 2018). Changes to requirements may not be made in the middle of an academic term. Changes to academic plans should be announced far enough in advance so that students, including continuing students and prospective first-year and prospective transfer students, can plan accordingly.

4. Students must follow the requirements of the academic plan in effect during the term in which they entered the plan. Academic units may offer the choice of moving to the new requirements to currently enrolled students who have already been admitted to an existing academic plan. However, the academic unit cannot mandate a new requirement of students who are currently enrolled in the plan without having sought and received prior approval of the dean of the college or the appropriate official on a campus.

5. Academic units must clearly communicate their policies and decisions regarding new or revised requirements for academic plans to prospective and current students. This includes changes to a major, minor, or certificate program, including changes in required prerequisites.

Expiration of old credits

To ensure that students receiving a degree or certificate will be up-to-date in the discipline, an academic unit (a department or comparable unit) may decide not to accept course work towards satisfying requirements for the major, minor, or certificate if the course was taken too long ago.

Students returning from an approved leave of absence are subject to the specific conditions/requirements identified in Administrative Policy: Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester.
Exclusions
This policy is not applicable to the Duluth campus.

REASON FOR POLICY
Departments, colleges and campuses are best suited to determine curricula and requirements for majors and minors, for graduate and professional degrees, and to add or remove course offerings. It is in students’ best interests if changes in requirements do not occur frequently or arbitrarily, and students are provided with advance notice of such changes.

This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS
There are no forms associated with this policy.

APPENDICES
There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. **What is a change in major requirements?**
   The academic department(s) responsible for a major may add, delete, or modify the published degree requirements for a major in that department. As examples, required courses may be added or deleted, or changed; admissions requirements for a major may be changed.

2. **What are some examples of the levels of academic unit authority?**
   A department, or a group of departments working collaboratively, has the authority to establish the course requirements for a major, minor, or certificate program, including prerequisite requirements; for example, the particular courses required to receive an M.A. degree in History.

   A college has the authority to establish college-wide requirements for particular types of academic programs, for example, a second language requirement for a B.A. degree granted within that college.

   A campus has the authority to establish campus-wide requirements for groups of academic programs. Some examples are a first-year writing requirement for all undergraduate degrees, the minimum number of credits required for a baccalaureate degree, and a minimum GPA requirement for graduation.

3. **How does expiration of old credits show on a student's transcript?**
   "Expiration of old credit" refers to coursework a student has completed too long ago for that subject matter to be current in the discipline. The academic unit may determine that the student must take additional, current coursework in that subject matter in order to fulfill the requirements for an academic program. The prior credits are not removed from the student’s transcript; however, they do not count toward satisfying requirements for the particular major, minor, or certificate.

ADDITIONAL CONTACTS
DEFINITIONS

**Academic Program**
Undergraduate, graduate, and professional degrees, majors, minors, and certificates that appear on official University transcripts.

**Academic Major**
A student's main field of specialization during his or her undergraduate or graduate studies. The major is recorded on the student's transcript.

**Academic Minor**
A student's declared secondary field of study or specialization during his or her undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

**Certificate**
A particular set of courses or coursework that typically addresses new knowledge or practice areas emerging from technological, social, or economic changes to which particular professions or occupations must adjust. The certificate is recorded on the student's transcript.

**Curriculum**
The set of courses offered by a unit.

RESPONSIBILITIES

**Academic Department(s) Responsible for the Academic Program**
- Maintain complete, up-to-date descriptions of the requirements for its academic programs, including all prerequisite courses
- Determine requirements for admission to particular academic programs/plans.
- Maintain up-to-date curricular offerings, regularly scheduled, in order to allow students to make timely progress toward completing an academic program.
- Provide full and timely information regarding course content and scheduling.
- Clear students for graduation, certifying that they have met the requirements for the major, minor, or certificate.
- Review and provide final approval for requests for waivers of particular requirements for the major, minor, or certificate.

**College/Campus**
- Maintain up-to-date descriptions of the collegiate and campus requirements for academic programs within that college and campus.
- Review and provide final approval for requests for waivers of particular academic program requirements at the college/campus level.

**Executive Vice President and Provost**
- Review and recommend approval of academic proposals for Board of Regents consideration and final action.

**Board of Regents**
- Review and provide final approval of proposals for new, changed, or discontinued academic programs/plans.

RELATED INFORMATION

- Administrative Policy: *Adding, Changing or Discontinuing Academic Plans*
- Administrative Policy: *Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*
Amended:
June 2014 - Comprehensive Review, Major Revision: 1. Defines "academic plan" to include majors, minors, and certificates (i.e., to include all academic plans that are documented on the transcript). Certificates were not included in the past, as their requirements were not formally documented in PCAS until two years ago. 2. Provides examples of levels of academic units authority in FAQ #5, to clarify for advisors and faculty who has authority over a particular requirement. 3. Includes a definition of a certificate, consistent with the definitions in other policies 4. Outlines the responsibilities at the department/program level, college/campus level, SVPP level, and Regents level. 5. Aligns with Administrative Policy: Adding, Changing or Discontinuing Academic Plans.

Amended:
September 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

Amended:
August 2010 - Added questions 2-4 to Frequently Asked Questions.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
ADMINISTRATIVE POLICY

Addressing Student Academic Complaints

Responsible University Officer: Executive Vice President and Provost
Policy Owner: Executive Vice President and Provost
Policy Contact: Jennifer Reckner, Karen Starry

Printed on: 12/08/2016. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

Each campus will develop and maintain processes for the good faith review and resolution of student academic complaints that will:

- encourage informal resolution of alleged violations at the lowest unit level;
- allow for a formal resolution mechanism if not resolved informally; and
- provide for appeal to a final decision maker.

The final decision following appeal is not appealable further within the University.

Scope

Student academic complaints are brought by students regarding the University's provision of education and academic services affecting their role as students and must be based on a claimed violation of a University rule, policy, or established practice.

Student academic complaints do not include student complaints regarding:

- their University employment
- disciplinary action under Board of Regents Policy: Student Conduct Code
- grades
- University admission decisions

Relief Available

Resolution of complaints under this policy may include student reinstatement or other 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.

This policy does not limit the University's right to change rules, policies, or practices related to the provision of academic services and education.

REASON FOR POLICY

To implement Board of Regents Policy: Conflict Resolution Process for Student Academic Complaints, and to comply with law, including Title IX. This policy provides a framework for resolving student academic complaints that is simple and fair and allows for both informal and formal resolution of conflicts. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

- Conflict Resolution Process for Student Academic Complaints: Twin Cities
- UMC Student Academic Grievance Procedures

FORMS/INSTRUCTIONS
FREQUENTLY ASKED QUESTIONS

1. I am a student with a complaint, and I don't know where to direct it. Where can I get information and advice?

   The University of Minnesota takes student complaints and grievances seriously and has processes in place to ensure that complaints and addressed appropriately and in a timely manner. Helpful resources and information about the channels for student complaints are provided on the One Stop student services web site at http://onestop.umn.edu/contact_us/complaints_and_grievances.html.

2. I don't agree with the grade I received from my instructor. Is there anything I can do?

   While grades are not subject to complaint, you are entitled to an explanation for the grade assigned. If you are not able to get an explanation for the grade from your instructor, consult the appropriate director for undergraduate students or department chair. Students also may wish to seek assistance from the Student Conflict Resolution Office. An instructor's judgment is assigning a grade is not a subject for a formal hearing, and can only be reviewed through these informal processes.

3. I have been dismissed by my college for academic reasons. What steps can I take to challenge the dismissal? What is my enrollment status while the dispute is pending?

   If your college or program has an appeal process for dismissals, you must follow that process before filing a student academic complaint. Your enrollment continues while the appeal is pending. If your appeal is denied, your enrollment ends and you may file a student academic complaint at that point. If your academic complaint is successful, you then would be reinstated as a student.

4. A student has a complaint about sexual harassment by a University employee. Where should the student go?

   A student with a complaint of sexual harassment by a University employee (1) can seek assistance from the campus equal opportunity office (see Administrative Policy: Sexual Harassment) or (2) can bring a student academic complaint under this policy and procedure, where applicable. If the student chooses the latter, the University will provide training for resolving the complaint under this procedure to all administrators and other staff who are authorized to investigate or resolve student complaints of sexual harassment. Colleges can contact the Office of General Counsel (612-624-4100) or the campus's equal opportunity office to arrange the training.

ADDITIONAL CONTACTS

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<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
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</tr>
</tbody>
</table>

DEFINITIONS

Student Academic Complaint

Complaints brought by students regarding the University's provision of academic services and education affecting their role as students.
Sexual Harassment
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 work or academic environment in any University activity of program.

RESPONSIBILITIES

Academic Complaint Officer
Comply with the Conflict Resolution Process for Student Academic Compliants procedures.

Chancellor
Ensure that campus has processes consistent with policy.

College
Schedule a hearing should the Academic Complaint Officer refer the matter to a College Hearing Panel.

Office of the General Counsel
Provide legal advice to the University and provide legal representation to the University respondent when the student is represented by a lawyer.

Executive Vice President and Provost
Ensure that campus has processes consistent with policy.

RELATED INFORMATION

- Board of Regents Policy: Conflict Resolution Process for Student Academic Complaints
- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY

Amended:
August 2014 - Comprehensive Review. Minor Revision. Edits were made to clarify existing procedures and action steps.

Amended:
April 2009 - Added question and answer to FAQ about what to do when Students have a complaint about sexual harrassment by University Employees.

Effective:
November 2008
POLICY STATEMENT

The University establishes minimum admission requirements for master’s and doctoral degrees. Colleges and graduate programs may set additional or more stringent requirements (e.g., an undergraduate GPA standard). Colleges and graduate programs must publish and maintain their admission requirements.

Graduate programs make all admission decisions. Colleges issue the official confirmation of admission decisions to applicants.

I. General Admission Requirements for Degree Seeking Students
   a. Applicants must hold a bachelor’s degree from a regionally accredited U.S. college or university or a comparable degree from a recognized college or university in another country.
      i. Students from any University undergraduate program may be admitted and may matriculate in a graduate program while simultaneously completing their baccalaureate work, with the program’s permission, if they have no more than seven semester credits or two courses remaining to complete their bachelor’s degree (including liberal education and distribution requirements).

      If the student does not complete the work for the baccalaureate degree by the end of the second term of enrollment in the graduate program, a hold is placed on the student's graduate registration until the graduate program determines that the student has completed the baccalaureate degree.

      ii. Current University students in officially approved integrated bachelor's/master’s degree programs may be admitted to the master’s program prior to the award of the bachelor’s degree if allowed under the admission requirements of the integrated program.

   b. International applicants must meet English language proficiency requirements specified by each program and college.

      International applicants who have completed 24 quarter credits/16 semester credits within the past 24 months in residence as a full-time student at an accredited U.S. college or university or University-approved foreign country or institution are exempt from demonstrating language proficiency or meeting proficiency standards.

   c. Applicants must provide unofficial transcripts from all post-secondary institutions attended. If they are admitted, applicants must provide official transcripts before they register and enroll at the University.

II. Conditional Admission

   Applicants may be admitted contingent upon satisfying specific requirements (conditional admission). Graduate programs that choose to admit applicants conditionally must ensure that these requirements are communicated in the notification of admission. A timeframe for satisfying the requirements must be specified. If the specified requirements are not satisfied before the expiration of the timeframe, admission is revoked.

III. Admission for Graduate Professional Development

   Colleges and graduate programs may offer admission for graduate professional development to applicants who wish to enroll in a graduate program but who may not wish to complete a graduate degree. Applicants for graduate professional development must apply and be admitted to the college and program in which they plan to pursue coursework. Applicants for graduate professional development must meet the admission requirements specified in I.a., b. and c.

IV. Concurrent or Sequential Graduate Degrees

   Applicants who wish to pursue degrees concurrently in different graduate programs and/or different colleges must apply and be admitted to each college and program in which they plan to pursue a degree.
Applicants who have already been awarded a University graduate degree or a post-baccalaureate certificate and are seeking to obtain an additional degree must apply and meet the admissions criteria for their new graduate program and/or degree objective.

V. Deferred Admission

Admitted applicants may request, from the graduate program, a deferral of their admission to graduate study for up to one full academic year without re-applying. If the deferral is approved and matriculation does not occur within the one-year period, the applicant must re-apply.

VI. Acceptance of Financial Support

In the event that a college or graduate program offers an applicant financial support, the student may not be compelled by the college or graduate program to accept the financial support offer prior to April 15 of the year of admission. [Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants]

VII. University Employees

In order to protect against potential conflict of interest, University employees holding academic appointments above the rank of instructor or research fellow must obtain permission from their college and supervisor or department chair to accept an offer of admission to pursue a University master’s or doctoral degree in the same field, or a closely related field, in which they are also employed.

VIII. Exceptions

a. Graduate programs may request exceptions to I.a. from their collegiate dean, or the unit’s chief academic officer (or designee).

b. This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

REASON FOR POLICY

The University’s admission standards are highly selective and competitive, and reflect the institution’s identity as a leading public and land grant research university. Decisions on admission should ensure that students admitted to a program have appropriate preparation for graduate work in a particular discipline and at the intended degree level.

PROCEDURES

- Use of the Central Graduate Admissions Application System

FORMS/INSTRUCTIONS

- UM 1770 - Request for Exception: Admitting Students Who Do Not Hold a U.S. Bachelor's or Comparable Degree
- UM 1768 - Request for Exception: Use of the University's Central Graduate Admission Application System for Admission, Readmission and Changes to Master's or Doctoral Degree Objectives
- University of Minnesota Central Graduate Admission Application System

APPENDICES

- Template Form: Request for Academic Employee to Accept Admission to a University Master's or Doctoral Program

FREQUENTLY ASKED QUESTIONS

- Admission for Master’s and Doctoral Degrees FAQ

ADDITIONAL CONTACTS
DEFINITIONS

Recognized college or university
A college or university in another country that is comparable to a regionally accredited U.S. college or university. This information is published and updated by organizations such as NAFSA (National Association for Foreign Student Affairs) and AACRAO (American Association of Collegiate Registrars and Admissions Officers) and is available through the University’s graduate admissions office.

RESPONSIBILITIES

Colleges

- Publish and maintain admission requirements.
- Issue the official confirmation of admission.
- Ensure that all information relevant to enrollment (e.g., legal, terms of financial support, if awarded) is communicated to the student in the collegiate confirmation of admission.
- Review letters generated by the University’s central graduate admission application system and letters sent by graduate programs to ensure conformity with collegiate policy and University policy governing financial support.
- Request exceptions from the Executive Vice President and Provost (or designee) to the requirement to use the University’s central graduate admission application system for reasons such as accreditation requirements or national admissions practices.

Programs

- Publish and maintain admission requirements.
- Provide timely communication with applicants throughout the admissions process.
- Request exceptions from their collegiate dean, or the unit’s chief academic officer (or designee) to the requirement that applicants hold a bachelor’s degree from an accredited U.S. college or university or an equivalent degree from a recognized college or university in another country.

RELATED INFORMATION

- AACRAO (American Association of Collegiate Registrars and Admissions Officers)
- Council of Graduate Schools’ Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants
- List of English-speaking countries and universities exempted from English proficiency testing.
- NAFSA (National Association of International Educators)
- Office of Human Resources Academic Job Codes and Titles

HISTORY

Effective:
May 2012 - New Policy, Comprehensive Review.

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

The proposed revision of this policy has completed its 30-day review and the policy owner is currently considering the feedback received to determine what changes should be made to the proposed version.

This policy governs the application of graduate credit to satisfy the requirements for the following degrees:

- Master’s Plan A degrees
- Master’s Plan B degrees
- Master’s Plan C degrees
- Doctoral degrees

1. Applying credits from a baccalaureate degree

Graduate credits taken before the award of a baccalaureate degree may not be counted toward a graduate degree.

2. Credits-in-common between University graduate degrees

   a. A maximum of eight graduate course credits may be counted in common between two University master’s degrees.
   b. Approved graduate course credits may be counted in common between a University doctoral and master’s degree in the same program.
   c. Plan A thesis (xxxx8777) and doctoral degree thesis (xxxx8888) credits in the same program:
       1. Can be counted toward either the Plan A master’s or the doctoral degree thesis credit requirement, but not both.
       1. may be used to meet the Plan B master’s project credit requirement.
   d. Plan B Project credits may count only toward the Plan B master’s degree requirements.

3. Transferring graduate course credits from outside the University

Graduate course credits earned at other accredited institutions may be transferred to master’s or doctoral degree plans subject to approval by the University graduate program and the limits described below. In the case of a transfer from a non-United States institution, graduate course credits to be transferred must have been earned in a program judged by the University graduate program to be comparable to a graduate degree program of a regionally accredited institution in the United States. Transfer of thesis credits is not allowed.

   - For master’s degrees – A minimum of 60% of total course credits (not including thesis credits) required for a specific master’s degree must be taken at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status. Transfer of thesis credits is not allowed.
   - For doctoral degrees – Individual programs may determine, on a case-by-case basis, how many transfer course credits doctoral students may apply toward their degree requirement. However, doctoral students must take a minimum of 12 course credits at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status. Transfer of thesis credits is not allowed.

4. Applying graduate credits across University graduate programs

   a. Graduate course credits earned while enrolled in one University graduate program may be applied to another University graduate
program.
  o The number of graduate course credits applied is determined by the graduate program to which the student is applying.
  o Earned master’s thesis credits (8777) and doctorate thesis credits (8888) in one University graduate program cannot be applied toward the thesis credit requirement for another University graduate program.

- A maximum of 12 graduate course credits from other University registration categories, such as non-degree seeking or non-admitted students, may be considered for transfer once the student is admitted and enrolled in a graduate program.
- Graduate programs may accept University 4000-level course credits as graduate courses. A maximum of nine 4000-level course credits may be used to satisfy the doctoral or master’s course credit requirement, but graduate programs may impose a lower maximum.

Exceptions
For approved joint or dual degree programs, items 1, 2a, and 2b do not apply. Such programs may formulate more specific requirements to regulate instances of courses-in-common arising as a result of the special nature of joint/dual degree curricula.

REASON FOR POLICY
This policy provides the framework for applying graduate credits toward degree requirements under various scenarios. Graduate programs have the authority to accept or reject any graduate course credits that can be applied to a student's current degree plan.

PROCEDURES
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS
To apply graduate credits from another college or university to a University graduate degree, use the form and follow the procedures specified by your college. For students in programs formerly in the Graduate School, use the Degree Program Form and follow the instructions included on the form.

(Note: The development of automated procedures to replace the Graduate School Degree Program Form is ongoing. Until students, faculty, and staff are notified that any new procedures are in place, students will continue to use the existing form.)

APPENDICES
There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS
- Application of Graduate Credits to Degree Requirements FAQ

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
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<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Karen Starry</td>
<td>612-625-2815</td>
<td><a href="mailto:starry@umn.edu">starry@umn.edu</a></td>
</tr>
<tr>
<td>University of Minnesota - Duluth Questions</td>
<td>Erik Brown</td>
<td>218-726-8891</td>
<td><a href="mailto:etfbrown@umn.edu">etfbrown@umn.edu</a></td>
</tr>
</tbody>
</table>
DEFINITIONS

Master's Plan A
Master's degree programs that require a thesis for degree completion

Master's Plan B
Master's degree programs that substitute additional coursework and special projects for the thesis

Master's Plan C
Master's degree programs that are coursework only which provide an alternative structure for degree completion, such as a culminating experience in the form of a capstone course and/or paper

Plan B Project Credits
Credits taken by the students in relation to their Plan B project as part of the degree requirements

RESPONSIBILITIES

There are no specified responsibilities associated with this policy.

RELATED INFORMATION

There is no related information associated with this policy.

HISTORY

Effective:
September 2011 - New Policy. Comprehensive Review. Addresses the handling of credit transfers and credits-in-common. Specifies that graduate programs may allow up to a maximum of nine 4000-level course credits, unless the specific graduate program imposes a lower maximum. Allows for Plan A thesis credits to count toward the doctoral degree in the same field if the thesis credits were not applied to the master's degree. Continues to limit the number of credits for the master's and doctoral degrees that may be taken as a non-degree or non-admitted student. Stipulates a minimum number of course credits that doctoral students must take at the University.
POLICY STATEMENT

1. Every graduate program must have a Director of Graduate Studies, appointed by the collegiate dean on the Twin Cities campus or chief academic officer (or designee) on a system campus after consultation with program faculty. For All-University programs, a Director of Graduate Studies must be provided on each campus on which a program is offered.

2. A tenured or tenure-track faculty member with an earned doctorate or designated equivalent in an appropriate field from an accredited institution is eligible to serve as Director of Graduate Studies or co-Director of Graduate Studies.
   a. Collegiate deans/chief academic officers or their designated representatives at the collegiate level may, with the approval of the Provost, assign the role of Director of Graduate Studies (or co-Director of Graduate Studies) to an individual who is not otherwise eligible under this standard. The Provost may delegate the approval responsibility to the Vice Provost and Dean of Graduate Education.

3. Collegiate units may develop additional criteria consistent with this policy.

4. Each college must have a set of publicly available written statements regarding the position of Director of Graduate Studies, which will include:
   a. a description of the director’s responsibilities and reporting lines;
   b. the standards for selection and evaluation of the director;
   c. the process for selecting the director and approving his or her appointment, including effective involvement of program faculty; and
   d. the process for removing a director, including consultation with program faculty where appropriate.

5. All programs not housed within a single collegiate unit must specify in the program's Memorandum of Understanding which collegiate dean will appoint the Director of Graduate Studies (or co-Director of Graduate Studies) and what process will be used to nominate program faculty for the position.

Exceptions


REASON FOR POLICY

A faculty Director of Graduate Studies represents the program to faculty governance bodies, takes a leadership role in maintaining program quality and effectiveness, and communicates with collegiate deans and/or the Graduate School about the program's larger concerns.

PROCEDURES

There are no procedures associated with this policy.
APPENDICES

- Director of Graduate Studies Handbook: Suggested Components
- Typical Roles and Responsibilities of the Director of Graduate Studies

FREQUENTLY ASKED QUESTIONS

1. Is a faculty member who earned a Ph.D. degree at a non-U.S. university that is judged to be equivalent to an accredited institution in the U.S. eligible to serve as a DGS?
   Yes.

2. Do minor-only programs require a DGS?
   Yes. The requirements for DGS pertain to both degree-granting programs and free-standing minors.

ADDITIONAL CONTACTS

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DEFINITIONS

All-University Programs
Programs that have been approved by the Board of Regents for joint offering by two or more campuses. Such programs have substantial involvement from all participating campuses in such matters as oversight and administration, recruitment and admission of students, course development and course offering, faculty and student participation, commitment of financial resources, student funding opportunities and related student support, and other aspects of the academic program operation.

RESPONSIBILITIES

Collegiate Units
Provide orientation for new Directors of Graduate Studies, where possible. Develop a set of publicly available written statements regarding the position of the Director of Graduate Studies as outlined in policy item 4. Develop a plan to ensure that the responsibilities of Directors of Graduate Studies are being covered for the entire calendar year.

Collegiate Deans
Appoint Director of Graduate Studies after consultation with program faculty. Appoint an acting DGS, in consultation with program faculty, to cover an absence or temporary vacancy.

Director of Graduate Studies (DGS)
Serves as the coordinator of graduate studies within a program. Together with the graduate program faculty and department and collegiate leadership, the DGS shares responsibility for guiding and improving graduate education within the program(s) under his or her jurisdiction. The DGS is the liaison among the graduate students, program faculty, and the college and Graduate School administrations. DGS is also responsible for understanding and complying with University and collegiate policies that govern or have an impact on the graduate program and its students.

RELATED INFORMATION

There is no related information associated with this policy.
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

This policy governs appointments to the following graduate examination committees:

- Master's Final Examination Committees
- Doctoral Preliminary Oral Examination Committees
- Doctoral Final Oral Examination Committees

Collegiate deans or their designated representatives at the collegiate level must review the final graduate examination committee list for approval and record all graduate examination committee assignments.

I. Eligibility to Serve on Master's Final Examination Committees

a. Any University of Minnesota (University) tenured or tenure-track faculty member who holds an earned doctorate or designated equivalent in an appropriate field from an accredited institution may serve in any role on master’s final examination committees, including advisor.

b. i. Other University faculty (including adjunct faculty) or staff who hold an earned doctorate or designated equivalent in an appropriate field from an accredited institution but who do not hold a tenured or tenure-track appointment may serve on master’s final examination committees, including serving as advisor.
   ii. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.

(c. Emeritus faculty and tenured or non-tenured faculty who have left the University may continue with master’s final examination committee assignments that were active at the time of their departure, including serving as advisor, if the faculty member and the student both agree to the continuation in writing.

d. Experts outside of the University, whether or not they hold faculty appointments elsewhere, may serve on master’s final examination committees in any role except as advisor. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.

(e. Individuals having a nonacademic relationship with the candidate may not serve on that candidate’s master’s final examination committee, as it would create a conflict of interest.

f. Individuals working toward a graduate degree at the University (including faculty working toward an additional degree) may not serve on a master’s final examination committee unless an exception has been granted by the Vice Provost and Dean of Graduate Education.

g. Collegiate deans or their designated representatives must review for approval all assignments as advisor.

II. Eligibility to Serve on Doctoral Preliminary Oral Examination Committees

a. Any University tenured or tenure-track faculty member who holds an earned doctorate or designated equivalent in an appropriate field from an accredited institution may serve in any role on doctoral preliminary oral examination committees, including advisor.

b. Other University faculty (including adjunct faculty) or staff who hold an earned doctorate or designated equivalent in an appropriate field from an accredited institution may serve on doctoral preliminary oral examination committees. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.

c. Only University faculty members (including adjunct faculty) may serve as advisors. Collegiate deans or their designated representatives must review for approval all assignments as advisor.
d. Emeritus faculty and tenured or non-tenured faculty who have left the University may continue with doctoral preliminary oral examination committee assignments that were active at the time of their departure, including serving as advisor, if the faculty member and the student both agree to the continuation in writing.

e. Experts outside of the University, with or without faculty appointments elsewhere, may serve on doctoral preliminary oral examination committees. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.

f. Individuals having a nonacademic relationship with the candidate may not serve on that candidate’s doctoral preliminary oral examination committee, as it creates a conflict of interest.

g. Individuals working toward a graduate degree at the University (including faculty working toward an additional degree) may not serve on a doctoral preliminary oral examination committee unless an exception has been granted by the Vice Provost and Dean of Graduate Education.

III. Eligibility to Serve on Doctoral Final Oral Examination Committees

a. Any University tenured or tenure-track faculty member who holds an earned doctorate or designated equivalent in an appropriate field from an accredited institution may serve in any role on doctoral final oral examination committees, including advisor.

b. The chair of the doctoral final oral examination committee may not be the candidate’s advisor or co-advisor. Collegiate deans or their designated representatives must review for approval all assignments as chair of the doctoral final oral examination committee.

c. Every doctoral final oral examination committee must include at least two tenure-track or tenured University faculty members who hold earned doctorates or designated equivalents in appropriate fields from an accredited institution. At least one of the faculty members must be tenured. There are no exceptions to this requirement.

d. Other University faculty (including adjunct faculty) or staff who hold an earned doctorate or designated equivalent in an appropriate field from an accredited institution may serve on doctoral final oral examination committees. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.

e. Only University faculty members (including adjunct faculty) may serve as advisors. Collegiate deans or their designated representatives must review for approval all assignments as advisor.

f. Emeritus faculty and tenured or non-tenured faculty who have left the University may continue with doctoral final oral examination committee assignments that were active at the time of their departure, including serving as advisor, if the faculty member and the student both agree to the continuation in writing.

g. Experts outside of the University, with or without faculty appointments elsewhere, may serve on doctoral final oral examination committees in any role except as advisor or chair. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.

h. Individuals having a nonacademic relationship with the candidate may not serve on that candidate’s doctoral final oral examination committee, as it creates a conflict of interest.

i. Individuals working toward a graduate degree at the University (including faculty working toward an additional degree) may not serve on a doctoral final oral examination committee unless an exception has been granted by the Vice Provost and Dean of Graduate Education.

IV. Exceptions

Collegiate deans or their designated representatives at the collegiate level may authorize assignments to master’s and doctoral committees that do not fully conform to policy statements Ia, Ibi, Ic, IIa, IIb, IIc, IId, IIIa, IIIId, IIIe, and IIIf. An exception request, as well as the decision to grant it or deny it, must be in writing.

V. Documentation

Each college must have a set of publicly available standards, processes, and forms for appointments to all roles on graduate examining committees, with special attention to requirements for advisors and for chairs of the doctoral final oral examination committee.

VI. Local Policies

Collegiate units may develop more specific local policies so long as they conform to the policy statements listed above.

REASON FOR POLICY

To ensure quality, consistency, and fairness in standards and practices for final examinations of master’s candidates and preliminary and final examinations of doctoral candidates.
PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

- Appointments to Graduate Examination Committees FAQ

ADDITIONAL CONTACTS

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<td>612-625-2815</td>
<td><a href="mailto:starry@umn.edu">starry@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Designated equivalent
A terminal post-baccalaureate degree qualifying the recipient to teach at the university level in his or her field. Example: MFA.

Nonacademic relationship
A personal relationship OR a financial relationship not connected with the student's academic program.

RESPONSIBILITIES

There are no specified responsibilities associated with this policy.

RELATED INFORMATION

There is no related information associated with this policy.

HISTORY

Effective:
February 2011
The University may grant undergraduate, graduate and professional degrees posthumously. If a college determines that a deceased student has completed sufficient coursework to be awarded a degree, the college (Twin Cities only) or chief academic officer (or designee) on each system campus has the authority to grant the degree posthumously. Graduate students must have completed enough work toward the thesis or dissertation, if required for the degree.

To recognize the academic achievement of students who have died, and to empower colleges and Vice Chancellors to award degrees posthumously where the student has completed enough of the planned degree program.

There are no procedures associated with this policy.

There are no forms associated with this policy.

There are no appendices associated with this policy.

There are no FAQs associated with this policy.

Subject | Contact | Phone | Fax/Email
---|---|---|---
Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu
Policy Information | Susan Van Voorhis | 612-625-8098 | 612-626-1754 (fax)
DEFINITIONS

Posthumous:
Following or occurring after one's death.

RESPONSIBILITIES

Registrar
- Notify departments and colleges of this policy.
- Establish individual campus procedures for recording the posthumous degree.
- Post the degree to the student's record.
- Work with the department or college to facilitate appropriate presentation of the degree at the next commencement ceremony or presentation to the student's family in an appropriate setting.

College (Twin Cities)
- In consultation with the academic department of the degree, determine if posthumous degree should be awarded.
- Notify the Office of the Registrar of posthumous degree granting for diploma. Send a copy of the request and approval to the Registrar, and place a copy in the student's file.
- Contact the Office of the Registrar to determine the correct information for posting the degree and issuing the diploma.
- Facilitate appropriate presentation of the degree
- As a courtesy, notify the Executive Vice President and Provost of the awarding of the posthumous degree.

Collegiate Office, (Crookston, Duluth, Morris & Rochester)
- In consultation with the academic department of the degree, make a request of the campus Chief Academic Officer that the degree be awarded.

Chief Academic Officer (Crookston, Duluth, Morris & Rochester)
- In consultation with the college requesting the posthumous degree, determine if posthumous degree should be awarded.
- Notify the Office of the Registrar of posthumous degree granting for diploma. Send a copy of the request and approval to the Registrar, and place a copy in the student's file.
- Contact the Office of the Registrar to determine the correct information for posting the degree and issuing the diploma.

<table>
<thead>
<tr>
<th>Degree Information</th>
<th>Registrar</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twin Cities</td>
<td>Crookston - Registrar</td>
<td>218-281-8548, <a href="mailto:lolson@mail.crk.umn.edu">lolson@mail.crk.umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Duluth - Registrar</td>
<td>218-726-8000, 1-800-232-1339, <a href="mailto:umdhelp@d.umn.edu">umdhelp@d.umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Morris - Registrar</td>
<td>320-589-6011, <a href="mailto:kornjr@morris.umn.edu">kornjr@morris.umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Rochester - Registrar</td>
<td>507-258-8008, <a href="mailto:ljwalker@r.umn.edu">ljwalker@r.umn.edu</a></td>
</tr>
</tbody>
</table>

RELATED INFORMATION

There is no related information associated with this policy.
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

Each campus is responsible for establishing a standard class schedule and class period in order to maximize classroom utilization and student access to courses. These standards apply to courses that are scheduled during an academic term. Academic terms are defined by the academic calendars set for each campus.

A. Standards for Class Schedules

1. Each campus of the University must adopt a standard class schedule with an appropriate change period between classes. Although the practice is discouraged, start times and/or class periods that vary from the standard schedule are permitted, subject to campus procedures for approval of such variances.

2. Departments are encouraged to schedule classes so that classroom space is used to the maximum extent practicable while ensuring that students have reasonable access to courses.

3. Classes may not be held on official University holidays except with the approval of the appropriate dean.

4. Class schedules, and information on non-conforming classes, will be reported annually to the Senate Committee on Educational Policy by the office on the campus responsible for class scheduling.

B. Twin Cities Campus Standard Schedule and Class Periods

1. Monday - Friday Standard Class Periods

   There are three standard class periods, described below and set out in the table following:

   a. The standard "A" class is 50 minutes, with a 15-minute change period between classes. The first class of the day starts at 08:00 on the Minneapolis campus and at 08:30 on the St. Paul campus. Classes meeting for two or more periods (such as labs), must start and end according to this schedule.

   b. The standard "B" class is 75 minutes, with a 15-minute change period between classes. The first class of the day starts at 08:15 on the Minneapolis campus and at 08:45 on the St. Paul campus. Such classes will be scheduled only on Tuesdays and Thursdays.

   c. The standard "C" class is 75 minutes, with a 15-minute change period between classes. The first class of the day starts at 08:15 on the Minneapolis campus and at 08:45 on the St. Paul campus. Such classes will only be scheduled Monday/Wednesday, Wednesday/Friday, or Monday/Friday.

2. Classes designed exclusively for graduate and/or post-baccalaureate professional students on the Twin Cities campus are exempt from the scheduling requirements in this policy, if held in a room under the control of the department. Clinically based Academic Health Center (AHC) courses in AHC rooms may be scheduled at non-standard times on the Twin Cities campus. Departments should schedule classes so that students have reasonable access to courses inside and outside the department.

3. Distribution of meeting times

   Colleges must distribute classes evenly throughout the day. Non-compliant colleges must change class meeting times to meet distribution requirements.

4. Distribution of meeting patterns

   Colleges are permitted to schedule a maximum of 50% of their classes using a Tuesday/Thursday meeting pattern, with the remaining classes using a combination of Monday/Wednesday/Friday meeting patterns. Non-compliant colleges must change class meeting times to meet distribution requirements.
5. Distribution of enrollments

Colleges must distribute enrollments throughout the day (i.e., across class hours) and throughout the week (i.e., day patterns).

6. Distribution calculations

Distributions are calculated by summing the number of minutes for each meeting pattern occurring in a standard "A" class meeting time on each weekday, Monday through Friday.

Colleges are permitted to schedule up to 3% of departmental classes during any individual time period (e.g., period VII on Thursday or period II on Monday) on any given weekday. Meeting patterns for combined sections are calculated once and are attributed to the parent section's department.

7. Standard Class Meeting Times

<table>
<thead>
<tr>
<th>Minneapolis Campus</th>
<th>St. Paul Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td><strong>A Times (M T W Th F)</strong></td>
</tr>
<tr>
<td>I</td>
<td>08:00 - 08:50</td>
</tr>
<tr>
<td>II</td>
<td>09:05 - 09:55</td>
</tr>
<tr>
<td>III</td>
<td>10:10 - 11:00</td>
</tr>
<tr>
<td>IV</td>
<td>11:15 - 12:05</td>
</tr>
<tr>
<td>VI</td>
<td>13:25 - 14:15</td>
</tr>
<tr>
<td>VII</td>
<td>14:30 - 15:20</td>
</tr>
<tr>
<td>VIII</td>
<td>15:35 - 16:25</td>
</tr>
<tr>
<td>IX</td>
<td>16:40 - 17:30</td>
</tr>
</tbody>
</table>

8. Colleges are permitted to request classes during non-standard times. These requests must be approved by the college associate dean and the Office of Classroom Management; in case of a disagreement, final authority to grant a variance rests with the Executive Vice President and Provost's office.

9. Standard Scheduling Rules for Classes Carrying 1-5 Credits.

The following rules do not apply to the length of labs, film classes, performing arts classes, or specialized class components, but such classes must begin according to the schedule in Section 1.

Neither these rules nor those in Section 1 apply to courses administered online or directed study, directed readings, or directed research courses, but these courses must comply with Administrative Policy: Expected Student Academic Work per Credit.

**One Credit Classes**
- Meet for one standard hour per week, begin at a standard "A" class meeting time, and meet for one class period.
- Meet twice per week, and follow the rules for two-credit classes; or
- Meet three times per week, and follow the rules for three-credit classes.
Two Credit Classes

- Meet twice per week, begin at a standard "A" class meeting time, and meet for one class period, or
- Meet once per week, begin at a standard "A" class meeting time, and last two class periods.

Three Credit Classes

- Meet three times per week on MWF, begin at a standard "A" class meeting time, and meet for one class period; or
- Meet twice per week, use the standard "B" class meeting times, and meet on Tuesdays and Thursdays only; or
- Meet twice per week, use the "C" class meeting times, and meet on MW, WF, MF only; or
- Meet once per week, use the standard "A" start time, and meet on F.

Four Credit Classes

- Meet four times per week, begin at a standard "A" class meeting time, or
- Meet twice per week for two hours, begin at a standard "A" time, and last two class periods; or
- For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses and the discussion component follows the schedule for one-credit classes.

Five Credit Classes

- Meet five times per week, begin at a standard "A" class meeting time, meet for one class period, and meet MTWThF.
- For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses. For lecture/laboratory or lecture/discussion courses with four hours of lecture time, the lecture component follows the schedule for four-credit courses and the discussion component follows the corresponding one- or two-credit schedule.

Summer Term (May session plus first and second summer session).

Classes may meet during the May session, first or second summer session, or may extend across two or all three sessions. Class period duration in the May and summer sessions is at the discretion of the department offering the class, in consultation with the Office of Classroom Management. The first class hour will begin at 08:00 on the Minneapolis campus and at 08:30 on the St. Paul campus.

**REASON FOR POLICY**

Standard class scheduling allows for maximum access to class offerings for students and facilitates the most efficient use of classrooms.

**PROCEDURES**

There are no procedures related to this policy.

**FORMS/INSTRUCTIONS**

There are no forms associated with this policy.

**APPENDICES**

There are no appendices related to this policy.

**FREQUENTLY ASKED QUESTIONS**

1. Are campuses allowed to set their own class schedule and passing times?
   
   Yes, each campus of the University (e.g. University of Minnesota, Crookston; University of Minnesota, Morris; University of Minnesota, Rochester; University of Minnesota, Twin Cities) is permitted to set the appropriate class schedule and passing times for its institution.
2. What is a centrally-scheduled classroom versus a departmentally-controlled classroom (Twin Cities)?

Centrally-scheduled classrooms at the University of Minnesota, Twin Cities are operated, maintained and scheduled through the Office of Classroom Management. Departmentally-scheduled classrooms are operated, maintained and scheduled through the individual departments that control them.

### ADDITIONAL CONTACTS

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### DEFINITIONS

**First and Second Summer Session**
The University of Minnesota academic calendar includes Fall Semester, Spring Semester, May Session and Summer Session. Summer Session is typically divided into two time periods, although some classes may span both summer sessions. Classes are offered each of these terms although the duration of the term can vary. See the Academic Calendar of the appropriate campus for exact dates of the terms in a particular calendar year.

**May Session**
The University of Minnesota academic calendar includes Fall Semester, Spring Semester, May Session and Summer Session. May session classes occur between the end of spring semester and the beginning of summer session.

### RESPONSIBILITIES

**Departments (Twin Cities)**
- Follow the established campus standard schedule and class periods.
- Distribute meeting times and patterns, and enrollment.

**Office of Classroom Management (Twin Cities)**
- Establish campus standard schedule and class period times.
- Monitor and report use of time distributions and variations from standard schedule.

**Office of the Executive Vice President and Provost**
Considers a request for variance from the standard class schedule when it is necessary, and if agreement about scheduling has not been reached at a lower level.

### RELATED INFORMATION

- Educational Policy: [Instructional Time per Course Credit](#)
- Educational Policy: [Expected Student Academic Work per Credit: Twin Cities, Morris, Rochester](#)
- Educational Policy: [Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Morris, Rochester](#)
- University of Minnesota, Twin Cities Academic Calendar

### HISTORY
Amended
May 2011 - Comprehensive Review: Requires colleges to distribute classes evenly throughout the day; Requires colleges to distribute enrollment, as well as classes, throughout the day and throughout the week; Eliminates the 60/40 guidelines of not scheduling more than 60% of the classes during peak hours. Adds two new meeting patterns to the standard class times.

Amended
April 2010 - Added an additional approval step if a faculty member wants to schedule a class on an official University Holiday.

Amended:
December 2009 - This policy now applies to Crookston.

Effective:
April 2009
Course Enrollment Limits and Cancellation: Twin Cities, Crookston, Morris, Rochester

**Responsible University Officer:** Executive Vice President and Provost

**Policy Owner:** Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

**Policy Contact:** Stacey Tidball, Karen Starry

**Printed on:** 12/08/2016. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

**POLICY STATEMENT**

1. **Enrollment limits for course sections**
   Departments or programs may set minimum and maximum enrollment limits for any course or any section of a course. Enrollment limits are subject to review by the dean.

2. **Cancellation of low-enrollment courses**
   a. Each campus and college must maintain a policy regarding the cancellation of low-enrollment courses or sections. These policies may differ across colleges and may allow variations by department. Any such policy must, at a minimum, take into account (1) the effect of cancellation of a course or courses on student academic progress and graduation, (2) the need for a course to contribute to appropriate program breadth and curriculum, and (3) commitments made to instructors that a course would be offered.
   b. Courses may not be cancelled after the fifth day of classes for that term.

**Exclusions**

This policy is not applicable to the Duluth campus.

**REASON FOR POLICY**

Maximum efficiency and optimal learning occurs within an enrollment range: it is not feasible or educationally sound to teach certain courses if enrollments are either too small or too large. Departments must be able to cancel a course if it is too under-prescribed to warrant offering it, as well as to limit the enrollment to maximize learning. Students need adequate time to select a replacement course if a course is cancelled.

**PROCEDURES**

There are no procedures related to this policy.

**FORMS/INSTRUCTIONS**

There are no forms associated with this policy.

**APPENDICES**

There are no appendices related to this policy.
FREQUENTLY ASKED QUESTIONS

Where can college guidelines on canceling low enrollment courses be found?
Each college of the University of Minnesota, Twin Cities should have its guidelines for canceling low enrollment courses on its website. Policies for the University of Minnesota, Morris and the University of Minnesota, Rochester can be obtained in the Office of the Vice Chancellor for Academic Affairs.

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DEFINITIONS

Enrollment limits (maximum or minimum)
The minimum or maximum number of students allowed in a course; the minimum informs when a course may be cancelled and the maximum informs when a course is considered closed to additional enrollments.

RESPONSIBILITIES

Departments (Twin Cities)
- Establish minimum and maximum course limits.
- Proactively monitor course enrollments so as to cancel courses as early as possible so students can still register for additional course(s) without needed permission to do so.

RELATED INFORMATION

There is no related information for this policy.

HISTORY

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

The primary purpose of the course numbering system is to help students select and sequence courses. Consistent use of the course numbering system also helps those who view a student’s transcript identify the level of courses that appear on the transcript.

1. Departments and colleges must use 4-digit course numbers using the system in the Appendix to this policy.

2. Students should use the course numbering system to assist in selecting courses to advance them toward their degree.

3. **Use of 4xxx Courses in Graduate Programs:** Graduate programs may accept University 4xxx-level course credits as graduate courses. A maximum of nine credits of 4xxx-level course work may be used to satisfy the doctoral or master’s course credit requirement, but individual graduate programs may impose a lower maximum. A graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that only certain 4xxx courses may be counted). A graduate program has the authority to establish its curricula and the requirements for its academic programs.

4. **6xxx and 7xxx Courses:** 6xxx and 7xxx courses are to be used primarily for post-baccalaureate professional programs (e.g., D.D.S., J.D.). It is at the discretion of a graduate program whether it will accept University 6xxx- and 7xxx-level course credits as satisfying degree requirements. Similarly, it is at the discretion of a professional program whether it will accept University 5xxx- and 8xxx-level course credits as satisfying degree requirements. Those departments or programs offering courses for degrees that span graduate and professional education may determine how to best number courses in their curriculum.

5. **Alphabetic Suffixes:** No alphabetic suffixes other than those already in place at the time this policy is adopted (April 2009) may be used (see the FAQ).

6. Graduate programs must use the standard numbering conventions for all thesis credit courses (see Appendix).

7. Graduate programs will use the all-University numbering conventions for other kinds of courses (see Appendix for xx91 – xx98 courses).

8. Thesis credit courses (see Appendix) and xx91 – xx98 are examples of courses that students may repeat for credit (e.g., “topics” courses).

**Exclusions**

This policy is not applicable to the Duluth campus.

**REASON FOR POLICY**

Minnesota law requires the University to have a course numbering convention to distinguish remedial, lower division, upper division, and graduate level coursework. Consistent use of the course numbering system helps students select and sequence their courses and helps those who view a student’s transcript to identify the level of courses that appear on the transcript.

**PROCEDURES**

There are no procedures related to this policy.
FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

- Course Numbering System

FREQUENTLY ASKED QUESTIONS

What are suffixes and how can they be used?
Suffixes help identify certain characteristics of courses. Currently three suffixes are used: W (for writing intensive courses); H (for honors courses); and V (for courses that are both honors and writing intensive).

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DEFINITIONS

Directed Research
An opportunity in which a student designs and carries out a research project under the direction of a faculty member. Directed research may be taken for variable credit and special permission is needed for enrollment.

Directed Study
A course in which a student designs and carries out an independent project under the direction of a faculty member. Directed study courses may be taken for variable credit and special permission is needed for enrollment.

Independent Study
A course in which a student enrolls in an established course but studies independently under an instructor’s guidance rather than attending class. Independent study courses may be taken for variable credit and special permission is needed for enrollment.

Remedial
Remedial courses are intended to correct or improve deficient skills and knowledge in a specific subject. 0xxx courses are remedial courses that do not carry credit.

RESPONSIBILITIES

There are no responsibilities related to this policy.

RELATED INFORMATION

- Administrative Policy: [Academic Unit Authority over the Curriculum and Major](#)
- Administrative Policy: [Application of Graduate Credits to Degree Requirements](#)
Amended:
May 2016 - Comprehensive Review. Minor Revision. Language now aligns with Administrative Policy: Application of Graduate Credits to Degree Requirements. Removes language that pertained to the old Graduate School structure.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009

University Policy Program
350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: 612-624-8081, policy@umn.edu

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
Credit Requirements for Master's and Doctoral Degrees

Responsible University Officer: Executive Vice President and Provost
Policy Owner: Vice Provost and Dean of Graduate Education
Policy Contact: Karen Starry

POLICY STATEMENT

This policy governs the credit requirements for the following degrees:

- Master's Plan A degrees
- Master's Plan B degrees
- Master's Plan C degrees
- Doctoral degrees

Credit requirements for master's degrees

1. Master's degrees must consist of the following minimum credits:
   a. Plan A degrees: 10 master's thesis credits (xxxx8777) and a minimum of 20 graduate-level course credits.
   b. Plan B degrees: a minimum of 30 graduate-level course credits, including Plan B Project credits as defined by each program and approved by the college.
   c. Plan C degrees: a minimum of 30 graduate-level course credits.
2. No collegiate unit or program may require more than:
   a. 36 credits with a combination of course and thesis for a master’s Plan A
   b. 36 credits with a combination of course and Plan B project credits for a master’s Plan B, and
   c. 48 course credits for a master’s Plan C.
3. Master's thesis credits (xxxx8777) may be taken for the master’s Plan A at any time during a student’s degree program.
4. A minimum of 6 graduate-level course credits is required for a master’s level minor.

Credit requirements for doctoral degrees

1. Doctoral degrees must consist of a minimum of 48 credits: a minimum of 24 graduate-level course credits and a minimum of 24 doctoral thesis credits (xxxx888).
2. No collegiate unit or program may require more than 72 credits with a combination of course and doctoral thesis credits (xxxx8888) for the completion of the doctoral degree.
3. Programs have the discretion, with college approval, to determine when it is academically appropriate for students to take doctoral thesis credits (xxxx8888).
4. A minimum of 12 graduate-level course credits is required for a doctoral level minor.

Exceptions

Collegiate deans or the appropriate campus Vice Chancellor may request exceptions from the Executive Vice President and Provost to items 1b and 2b based on accreditation requirements, national standards of the field, interdisciplinary nature of the program or similar arguments. Collegiate deans or the appropriate campus Vice Chancellor may petition the Provost for an exception to the 24 doctoral thesis-credit (xxxx8888) minimum in item 2a on behalf of doctoral programs that do not require dissertations. The petition should show that the exception conforms to national standards in the field and that appropriate additional credits (course credits, internships, project credits, etc.) will replace the 24 doctoral thesis credits (xxxx8888).
REASON FOR POLICY

This policy establishes the minimum and maximum credit requirements for Master’s Plan A, B, and C degrees and for Doctoral degrees. It provides a framework for curriculum development that balances coursework, research training, and independent scholarly work.

PROCEDURES

- Early Doctoral Thesis Credit Registration Option

FORMS/INSTRUCTIONS

- UM 1760 - Request for Exception to the Maximum Requirements for Master's and Doctoral Degrees

APPENDICES

- Implementation of Doctoral Thesis Credit Policy

FREQUENTLY ASKED QUESTIONS

- Credit Requirements for Master's and Doctoral Degrees FAQ

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</table>

DEFINITIONS

Graduate-level Course Credits
Graduate-level course credits That are primarily numbered as 5xxx or above, excluding thesis credits. Graduate programs may choose to allow 4xxx-level course credits to be applied toward a graduate degree, up to the limit specified in Administrative Policy: Application of Graduate Credits to Degree Requirements.

Plan B Project Credits
Credits taken by the students in relation to their Plan B project as part of the degree requirements

Thesis Credits
Credits taken by students in relation to their research work as part of the degree requirements. These include: xxxx-8777 (master’s thesis credits) and xxxx-888 (doctoral thesis credits).

RESPONSIBILITIES

Colleges and Programs
Restructure program requirements to conform to this policy by the effective date. Request exceptions from the Executive Vice President and Provost to items 1b and 2b based on accreditation requirements, national standards of the field, interdisciplinary nature of the program or similar arguments.
Directed Study, Directed Readings, and Directed Research Courses: Twin Cities, Crookston, Morris, Rochester

**POLICY STATEMENT**

Directed study, directed readings, and directed research courses are opportunities for students to work individually with a faculty member and to earn credit for individually designed content.

1. Departments, colleges and campuses who wish to offer these types of courses must specify:
   a. the levels for these directed courses within their curricula;
   b. the criteria for registration for these courses; and
   c. the criteria that are used to determine who is eligible to teach these courses.

2. Colleges and campuses must establish and publish procedures for registration in directed study, directed research, and directed readings courses.

3. The instructor of a course and the student must have a written contract in place that specifies the student's responsibilities for the courses and the name of the instructor who is responsible for turning in the student's grade for the course, as part of the enrollment in the course. Instructors must provide a copy of the contract to the academic department in which the registration for the course occurs.

4. These courses do not require a syllabus.

5. The instructor must set the number of credits for these courses in accordance with the provisions of Administrative Policy: Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester so that the academic workload requirements are in conformance (generally 3 hours of work per week per credit for undergraduate students and more than that for graduate and professional students).

6. Programs may limit the number of directed study, directed readings, and directed studies courses a student may take per term.

**Exclusions**

This policy is not applicable to the Duluth campus.

**REASON FOR POLICY**

Uniformity of expectations across directed study, readings and research opportunities is in the best interest of students, faculty and staff.

**PROCEDURES**

There are no procedures related to this policy.

**FORMS/INSTRUCTIONS**
There are no forms associated with this policy.

APPENDICES

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

There is no FAQ related to this policy.

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| Morris Campus            | Judy Korn                | 320-589-6011           | kornjr@morris.umn.edu   |
| Rochester Campus         | Laura Walker             | 507-258-8008           | ljwalker@r.umn.edu      |

DEFINITIONS

**Directed Research**
An opportunity in which a student designs and carries out a research project under the direction of a faculty member. Directed research may be taken for variable credit and special permission is needed for enrollment.

**Directed Study**
A course in which a student designs and carries out an independent project under the direction of a faculty member. Directed study courses may be taken for variable credit and special permission is needed for enrollment.

**Directed Readings**
A course in which a student designs an area of study under the direction of a faculty member. Directed readings may be taken for variable credit and special permission is needed for enrollment.

RESPONSIBILITIES

**Instructor**
- Review and approve the contract a student has created for a course/subject. Work with the student to revise the contract, as needed, before approval.
- Supervise the student's work in such a course.
- Submit final grade at the end of the course.

**Student**
- Obtain permission to enroll in the course and register for the course.
- Complete the responsibilities of the course, as specified in the contract.
- Maintain regular contact with the instructor.

**Academic Unit**
- Maintain records of such courses, including the individual contracts for each occurrence.
• Maintain oversight of curriculum and instructor workload.

RELATED INFORMATION

• Administrative Policy: Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester
• Administrative Policy: Academic Unit Authority Over the Curriculum and the Major: Twin Cities, Crookston, Morris, Rochester

HISTORY

Amended:
October 2015 - Comprehensive Review, Major Revision. 1. Requires instructors to file a copy of the contract associated with these courses, to be on file in the academic department offering the course. 2. Requires departments, colleges, and campuses to specify the criteria for both eligibility and registration into these courses. 3. Allows departments to establish limits to the number of these types of courses that a student may take. 4. Specifies the responsibilities for the instructor, student, and academic unit.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

Students are responsible for meeting all requirements for completing the doctoral degree, including dissertation defense and submission.

I. The Doctoral Final Oral Examination
   a. The doctoral final oral committee must consist of at least four members, including the advisor(s). All members of the committee and the candidate must participate in the final oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.
      i. At least three members (including the advisor) must be from the student's major field.
      ii. At least one member must represent a field outside the major. (If the student has declared a minor, the outside member, or one of the outside members, must represent the minor field.)
      iii. Members cannot satisfy the requirement with respect to more than one field.
   b. Thesis Reviewers for final oral examination:
      i. A minimum of 2 major field reviewers and 1 minor/outside reviewer are required. In the case of multiple minors, there must be a reviewer for each minor.
      ii. Advisor(s) must serve as reviewers.
      iii. Students must provide reviewers with a copy of the dissertation at least 14 days before the scheduled date of the doctoral final oral examination.
      iv. Every designated reviewer on the doctoral dissertation reviewer’s report must certify that the dissertation is ready for defense before the doctoral final oral examination may take place.
   c. The doctoral final oral examination must include:
      i. A public presentation of the candidate's dissertation to the doctoral final oral examination committee and the invited scholarly community.
      ii. A closed session (open only to the doctoral final oral examination committee and the candidate) immediately following the public presentation.
   d. To be recommended for the award of the doctoral degree, all committee members, or all committee members save one, must certify that the student has passed the doctoral final oral examination.
   e. Students are not allowed to retake the final oral examination.

II. Submission of final copy of the doctoral dissertation
   All students who complete a doctoral dissertation must file a digital copy of the dissertation with the University in accordance with University standards. Students may request that the University embargo publication of the dissertation for a limited period of time.

III. Reactivation in order to graduate
   A student who is currently inactive may be reactivated for the purpose of awarding the degree if the student has completed all requirements for the degree, including submission of the approved copy of the doctoral dissertation.

Exceptions

Doctoral programs with approved completion requirements that do not include a final oral examination are exempt from I.

Doctoral programs with approved completion requirements that do not include a doctoral dissertation are exempt from II.

Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.
This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

REASON FOR POLICY

This policy establishes uniform standards for the doctoral final oral examination; defines timely submission of copies of the dissertation for University archives, and supports Board of Regents Policy: Openness in Research which covers public dissemination of University-sponsored research.

PROCEDURES

- Canceling or Recessing the Doctoral Preliminary and/or Master's or Doctoral Final Oral Examination
- Degree Completion Procedures

FORMS/INSTRUCTIONS

- Doctoral Graduation Packet Request
- Thesis or Dissertation Hold Request

APPENDICES

- Degree Completion Steps: Doctor of Audiology
- Degree Completion Steps: Doctor of Musical Arts
- Degree Completion Steps: Doctor of Philosophy, Doctor of Education
- Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines
- Required Conditions and Best Practices for Remote Participation in Graduate Examinations
- Thesis Formatting and Submission Guidelines

FREQUENTLY ASKED QUESTIONS

- Doctoral Degree: Completion FAQ

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DEFINITIONS

There are no definitions associated with this policy.
RESPONSIBILITIES

Graduate School
- Provide guidelines for formatting and submitting the dissertation, to include not only current instructions for electronic formatting and filing but also guidelines governing the use of already published material in the dissertation. Guidelines should take account of possible copyright issues.

Collegiate Units
- Approve and archive in the system of record committee membership (including any subsequent changes to an approved committee). Changes in committee membership must also be approved by the program DGS.
- Approve and record the specific procedures used by programs for administering and grading the doctoral preliminary and final examinations.
- Maintain and publish any additional collegiate-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).

Programs
- Provide program-specific information in the graduate handbook
- Maintain and publish any additional program-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).
- Review and approve any changes in committee membership; route program-approved requests to the collegiate unit for approval and archiving.

RELATED INFORMATION
- Administrative Policy: Appointments to Graduate Examination Committees
- Administrative Policy: Doctoral Degree: Performance Standards and Progress
- Administrative Policy: Admission for Master’s and Doctoral Degrees
- Administrative Policy: Readmission or Changes to Master’s or Doctoral Degree Objectives

HISTORY

Effective:
July 2012 - New Policy, Comprehensive Review. 1. Establishes guidelines for remote participation in graduate milestone examination. 2. Specifies the University as the digital archive of record for deposit of dissertations. 3. Facilitates reactivation of students who have completed all other degree requirements so that their degree may be conferred. 4. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.
POLICY STATEMENT

Students are responsible for knowing all program requirements of their doctoral program when they matriculate. If program requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.

The advisor and the Director of Graduate Studies (DGS) for the program are jointly responsible for helping each student plan and appropriately complete the requirements in a timely fashion. The DGS is also responsible for ensuring that each student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship.

Programs and collegiate units may have additional and/or more stringent requirements.

I. Pre-Matriculation Requirements for Programs

Programs must, before students begin their first term of study:

- Provide each student a current graduate program handbook, specifying the program’s requirements and policies governing successful degree completion
- Assign each student a temporary advisor.

II. Progress Review

a. Annual Review Programs must review the progress of each doctoral student at least once a year and must provide the results to the student in writing.

b. Degree Plan Doctoral students must have an approved degree plan on file with their collegiate unit prior to taking the preliminary oral exam.

   i. If a student intends to complete a minor, the minor must be declared on the degree plan prior to taking this exam. The degree plan must be centrally archived in the system of record.

   ii. It is recommended that the degree plan be filed, at minimum, three months prior to the exam date.

III. Performance Standards

a. Continuous Enrollment Students are required to enroll every semester (fall and spring) from the time of matriculation until degree conferral.

b. Time Limit for Earning the Doctoral Degree All requirements for the doctoral degree must be completed and the degree awarded within the shorter of eight calendar years after initial enrollment to the graduate program or the more restrictive time frame specified by the program.

Students who are unable to complete the degree within the time limits described above may petition the program and collegiate unit for one extension of up to 24 months. Students must obtain the approval of their advisor/s and program DGS and submit the petition for an extension at least six months prior to the end of the time limit.

   o If a petition is approved, the student is notified in writing of the expectations for progress and of the month/year of degree conferral.

   o If the petition is denied, the student is notified in writing that he or she will be terminated from doctoral candidacy and from the graduate program upon expiration of the time limit.

   c. Under extraordinary circumstances, students may file a second petition for an additional 24 month extension after the first 24
months have expired; however such petitions after the initial extension must be reviewed and approved by the advisor/s, program DGS, and Vice Provost and Dean of Graduate Education.

d. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed.

e. Minimum Grade Requirements To remain in good academic standing students should meet the minimum GPA requirement specified by the graduate program or 3.000 (on a 4.000 scale), whichever is higher. Students who have filed a doctoral degree plan should maintain a 3.000 GPA for courses included on the degree plan. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree. Students who have not yet filed a degree plan should maintain an overall GPA of 3.000. Students who fall below the program's minimum GPA requirement may be terminated from the program.

f. S/N grades for courses A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.

IV. Doctoral Preliminary Written and Oral Examinations

a. Each doctoral candidate must pass a written examination in the major field.
   i. The doctoral preliminary written examination will be graded either pass, pass with reservations, or fail in accordance with program standards.
   ii. For students who pass with reservations, conditions to be met must be given in writing to the student within ten working days, including a timeline for completion.

b. Every doctoral student must pass a preliminary oral examination in the major field in programs where such an examination is a degree requirement. The preliminary oral examination is conducted as a closed examination, attended by only the student and the examining committee.
   i. The oral examination may not take place before examiners have certified that the candidate received a passing grade on the preliminary written examination and that any reservations have been removed.
   ii. The doctoral preliminary oral examination will be graded either pass, pass with reservations, or fail.
   iii. If a student fails the exam, he or she may retake the examination once. All committee members, or all committee members save one must approve this option.
   iv. The second attempt to pass the preliminary oral examination must use the same committee members unless an emergency situation necessitates a substitution.
   v. If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program.

c. The doctoral preliminary oral committee must consist of at least four members, including the advisor/s. All members of the committee and the candidate must participate in the preliminary oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.
   i. At least three members (including the advisor) must be from the student's major field.
   ii. At least one member must represent a field outside the major. (If the student has declared a minor, the outside member, or one of the outside members, must represent the minor field.)
   iii. Members cannot satisfy the requirement with respect to more than one field.

Exceptions

Programs with a distinctive student population or approved joint-degree programs may request a program-wide exception to the eight-year time limit for earning the doctoral degree.

Doctoral programs with approved degree performance standards and progress requirements that do not require preliminary written and oral examinations are exempt from IV.

Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

REASON FOR POLICY

This policy creates the framework for communications to students about degree requirements and the student's progress; sets minimum standards for satisfactory progress in doctoral programs; establishes clear standards and procedures for administering and grading doctoral written and oral preliminary examinations. This policy establishes uniform and procedures for doctoral preliminary examinations.

The policy also assists the student and advisor in planning for timely completion of program requirements, provides timely evaluations to students as they proceed through program; alerts student and advisors to problems, and provides opportunity to develop best approach for
addressing those problems; and creates a clear record in cases where program decides to terminate student.

PROCEDURES

- Canceling or Recessing the Doctoral Preliminary and/or Master's or Doctoral Final Oral Examination

FORMS/INSTRUCTIONS

- UM 1776 - Doctoral Degree: Program-Wide Exception to the Maximum Time Limit
- UM 1777 - Doctoral Degree: Request for Extension to the Maximum Time Limit
- OTR 198 - Graduate Degree Plan

APPENDICES

- Academic Freedom and Responsibility
- Annual Graduate Student Reviews: Guidelines
- Graduate Program Student Handbook: Guidelines
- Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines
- Required Conditions and Best Practices for Remote Participation in Graduate Examinations
- Responsible Conduct of Research and Ethical Teaching and Scholarship
- Voting Requirements: Doctoral Preliminary Oral Examination

FREQUENTLY ASKED QUESTIONS

- Doctoral Degree: Performance Standards and Progress FAQ

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DEFINITIONS

Good standing/good academic standing
Students remain in good standing if they: (a) make timely progress towards degree completion as required by the program and by this policy; (b) maintain a GPA at or above the minimum set by the program and by this policy; and (c) pass all appropriate examinations within the time frame specified by the program.

RESPONSIBILITIES

Collegiate Units
- Ensure appropriate review of coursework on the degree plan (including any subsequent changes to an approved degree plan); archive the degree plan in the system of record.
- Approve and archive in the system of record committee membership (including any subsequent changes to an approved committee). Changes in committee membership must also be approved by the program DGS.
- Approve and record the specific procedures used by programs for administering and grading the doctoral preliminary and final examinations.
- Review and approve program-wide requests for exceptions to the time limit for completing the doctoral degree, archive requests in the system of record.
- Review and approve requests for extensions to the time limit for completing the doctoral degree; archive petitions in the system of record.

**Departments/Programs**

- Clearly state the program requirements for maintaining good standing in the Graduate Program Handbook, even if they are identical to the requirements in this policy.
- Review and approve the degree plan (including any subsequent changes to an approved degree plan).
- Review and approve any changes in committee membership; route program-approved requests to the collegiate unit for approval and archiving.
- Review and approve requests for extensions to the time limit for completing the doctoral degree; notify students in writing of the decision and subsequent actions (i.e., expectations for progress and for the month/year of degree conferral or termination from the program upon expiration of the limit).

**Students**

- Must obtain the required approvals and file the degree plan with the collegiate unit.
- Must initiate the request for an extension to the maximum time limit for completing the doctoral degree, obtain the approval of their advisor/s and program DGS, and submit their request by the deadline.

**RELATED INFORMATION**

- Administrative Policy: [Admission for Master's and Doctoral Degrees](#)
- Administrative Policy: [Appointments to Graduate Examination Committees](#)
- Administrative Policy: [Doctoral Degree: Completion](#)
- Administrative Policy: [Leave of Absence and Reinstatement from a Leave: Graduate Students](#)
- Administrative Policy: [Readmission or Changes to Master's or Doctoral Degree Objectives](#)

**HISTORY**

**Effective:**
July 2012 - New Policy, Comprehensive Review. 1. Changes the beginning and ending points for calculating time to degree. Time is currently measured from the conclusion of the oral prelims, to defense of the thesis. This policy measures time to degree from enrollment in the doctoral program to the point at which the degree is awarded. 2. Establishes a minimum GPA for students to remain in good standing (3.0 for doctoral students.) 3. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.
POLICY STATEMENT

General Provisions

The principal criterion for the choice of any required materials for a course or program should be that the materials are the most appropriate for the purpose. The instructor who has been assigned responsibility for the course or program, in most cases, identifies what materials are required for the course. The process for selecting course materials must avoid conflict of interest or the appearance of conflict of interest.

Generally, no member of the instructional staff of the University may personally profit from the assignment of materials, or assignment of the venue of purchase of materials, to students in classes or any other instructional setting at the University. If the faculty member responsible for a course or program judges that the best materials available for use with the course are materials whose sale will provide them personal income, the faculty member must receive approval from the head of the academic unit.

Review and Approval

The instructional staff member must justify the requirement to use the materials in the course in their request for approval to the head of the academic unit.

The head of the academic unit should judge the request solely on the academic merit of the materials. The decision to approve the request should typically include a consultative step with faculty peers knowledgeable about the use of the materials. If the head of the academic unit is also involved in the use of these materials, the dean of the college must give the written approval.

The approval, if given, will apply to all offerings of the course for which the affected individual is responsible during the twelve-month period following the approval date.

If the individual wishes to assign the same materials, or other materials created by that individual for courses occurring after the twelve-month period lapses, a new request for approval must be submitted to the head of the academic unit.

Documentation

The unit must retain the request and the subsequent decision, as well as file a copy of the record of the approval with the dean of the college.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

To manage conflict of interest concerns, the person teaching a course may not by himself/herself make the decision to assign course materials for which he/she could personally earn a profit. Requiring approval from a higher level provides appropriate internal controls.
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. What is meant by ‘materials’?
   Materials refers to anything that may have been developed by or be the intellectual property of an instructor, including but not limited to textbooks, reading packets or materials, models, computer programs, artwork, etc.

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DEFINITIONS

Instructional Staff
Faculty, including adjunct faculty; graduate teaching assistants; and all other individuals assigned to provide instruction in a course.

RESPONSIBILITIES

Instructional staff
Identify materials required for the course.
Submit a formal request to the department head, requesting permission use any materials in the course from which the individual will personally profit. Provide justification for the selection of those materials as part of the request.

Academic Unit Head
- Review the academic merit of the materials, and consult with faculty peers.
- Provide a formal response to the request.
- Retain a copy of the record of the decision in the academic unit files.
- File a copy of the decision with the collegiate dean’s office.
- Monitor compliance and provide information about this policy to instructional staff.

Academic Dean
Review and render decisions on requests, if the individual providing the instruction in the course is an academic department head.

RELATED INFORMATION
REPORT TO TOP

HISTORY

Amended
February 2016 - Comprehensive Review. Minor Revision. Changes clarifies the documentation expectations when approval is given to use materials in a course that were created by that instructor, and specifies that a one-up approval is required when the head of the administrative unit is involved in the use of the materials.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009

University Policy Program
350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: 612-624-8081, policy@umn.edu

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
Enrolling in Overlapping or Back-to-back Classes: Twin Cities, Crookston, Morris, Rochester

**POLICY STATEMENT**

Enrolling in overlapping classes is prohibited so students can actually attend the classes in which they enroll. For Twin Cities campus students, back-to-back classes with insufficient travel time may lead them to consistently arrive late or to depart early, which can disrupt a class and cause the student to miss instruction. Students are responsible for planning a schedule that allows enough time for travel between classes. Instructors may accommodate student-scheduling problems but are not required to do so.

1. **Overlapping class times**
   a. Classes that have any common meeting time are considered to be overlapping.
   b. Students are not permitted to register for classes that overlap unless they successfully petition for permission to do so.
   c. Petitions for overrides for such conflicts require the approval of all instructors involved. The decision to approve or disapprove such a petition for override is discretionary with each instructor involved, but petitions should be granted only under extenuating circumstances.

2. **Enrollment in back-to-back classes** [Twin Cities only]
   a. Students should not enroll in back-to-back classes when (1) the amount of time available for travel is less than 15 minutes (when both are on either the Minneapolis or St. Paul campus), or (2) the amount of time available to travel between two classes (when one is on the Minneapolis campus and the other on the St. Paul campus) is less than 30 minutes.
   b. Petitions for protection from penalties for such conflicts require the approval of all instructors involved and will be approved only under extenuating circumstances. The decision to approve or disapprove such a petition for override is discretionary with each instructor involved.
   c. If the student's petition has not been approved, instructors have the authority to penalize students who consistently arrive late or depart early from a class.

**Exclusions**

This policy is not applicable to the Duluth campus.

**REASON FOR POLICY**

Students consistently arriving late for a class or departing early can disrupt the teaching and learning process. Instructors must understand that they may accommodate student-scheduling problems but are not required to do so.

**PROCEDURES**

There are no procedures associated with this policy.
FORMS/INSTRUCTIONS

- OTR024 - Class Time Conflict Approval
- Online Class Time Approval

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. How do students obtain permission to enroll in back-to-back courses?
   Students who wish to enroll in back-to-back courses (or those with overlapping times) must complete the “Course Time Conflict Approval” form. Completing the form requires the signature of both instructors involved in a course time conflict. Without written permission, students will not be allowed to register for courses that are separated by less than one minute or overlap in the time they are offered. Verbal permission will not allow the student to register.

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</tr>
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DEFINITIONS

There are no definitions related to this policy.

RESPONSIBILITIES

There are no specific responsibilities related to this policy.

RELATED INFORMATION

There is no related information for this policy.

HISTORY

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
Establishing, Enforcing, and Waiving Prerequisites: Twin Cities, Crookston, Morris, Rochester

**Policy Statement**

1. Departments and colleges should be selective in determining prerequisites for courses. Prerequisites should not be set for a course except in progressive, sequence courses or where departments can clearly demonstrate that a student will not be able to complete the course successfully without first completing the prerequisite course work.

2. Where prerequisites have been set, catalogues and course materials must list them and advise students to take only those courses for which the prerequisites have been met.

3. Where prerequisites have been set, instructors may require that any student who has not taken the specified prerequisites for the course must withdraw. Instructors may, however, grant permission, on an individual basis, for a student to take a course without having taken the prerequisite(s).

4. When a student successfully completes a prerequisite course after successfully completing a subsequent course that required the prerequisite, credit for the prerequisite course will be granted. Colleges and departments, at their discretion, may also allow students to receive credit by examination for the prerequisite course.

**Exclusions**

This policy is not applicable to the Duluth campuses.

**Reason for Policy**

Prerequisites inform students that, in order to be successful in a particular course, they must enter the course already having attained specific knowledge as a necessary background. Prerequisites provide a process for directing students to courses for which the students are adequately prepared. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

**Procedures**

There are no procedures related to this policy.

**Forms/Instructions**

There are no forms associated with this policy.

**Appendices**
FREQUENTLY ASKED QUESTIONS

There is no FAQ related to this policy.

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DEFINITIONS

Prerequisite
A course that is a necessary requirement before subsequent advanced courses.

RESPONSIBILITIES

There are no specified responsibilities related to this policy.

RELATED INFORMATION

- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY

Amended:
September 2014 - Clarifications related to Higher Learning Commission accreditation requirements

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

Evaluation of teaching provides information (1) to help improve teaching, (2) to be used for faculty tenure decisions and salary and promotion decisions based on merit, and (3) to assist students in course selection. The methods used are:

- Student ratings of teaching
- Peer evaluations

A. General Provisions for Evaluation of Teaching

1. All instructors, regardless of their academic rank or tenure status, will have their teaching performance evaluated.
2. The process for evaluating teaching used in tenure and promotion decisions must follow Board of Regents Policy: Faculty Tenure.
3. Student rating data, including the response rates for the data, may be used in personnel decisions for faculty and instructional staff whose salary is fully or partially based on teaching, (e.g., merit and salary reviews, promotion, tenure for tenure-track faculty).
   - The results must be shared with the instructor being reviewed.
   - Only those individuals who are responsible for decisions on reappointment, promotion, tenure, and salary adjustments may have access to information about a specific instructor.
   - Instructors are allowed to respond to student rating results by adding written comments to their files that are communicated to individuals responsible for personnel decisions.
4. When used for salary, promotion, and tenure decisions, information from student ratings should be used in conjunction with other relevant metrics to assess instructional effectiveness.
5. The academic unit must maintain a record of the instructor's contributions to teaching, including cumulative summaries of student ratings of the instructor's courses. Units must protect the materials as private data.
6. To assist students in course selection, students may view Student Rating of Teaching responses that pertain to a course and not to a specific individual. (This provision does not apply to the Crookston campus)
7. Student rating data should be used with other types of information to identify instructors who deserve rewards as well as instructors who may need assistance in improving their classroom effectiveness. When used for salary, promotion, and tenure decisions, these data should be used in conjunction with other relevant metrics.
8. Custom Items

   Colleges and departments may, after consultation with, and approval from, the vice provost for faculty and academic affairs, add custom items to the Student Rating of Teaching form. If custom items are added by a department or college, that unit will make available to instructors a written policy that defines which data from the custom items will be used (1) for improvement of teaching, (2) for personnel decisions, and (3) for improving courses or programs.
   - Data used solely for teaching improvement will be provided only to the instructor.
   - Data to be used for personnel decisions will be available to individuals charged with reviewing instructor performance.
   - Data to be used for course and program improvement will be available to curriculum committees and similar bodies only in aggregated form and will not be identified with individual instructors. In all instances, the data will be provided to the instructor.

B. Student Rating of Teaching Form and Requirements

1. Every course with a University course number will be rated by the use of student rating forms every time it is offered, except that
thesis-only credits, directed or independent study, and internships will not be rated using such forms. For courses with one instructor but multiple components (e.g., lab, lecture, recitation, etc.), departments have the discretion to evaluate the components separately. For courses with multiple components, each taught by a different instructor, each component should be evaluated separately.

2. The standard student rating form (see Appendix X) will be used except that:
   - In courses with more than two instructors, departments and/or colleges that wish to use alternative evaluation procedures must seek written approval from the Senate Committee on Educational Policy (SCEP).
   - Academic units in which student evaluation procedures must meet national accreditation standards may use alternative evaluation procedures with written approval from SCEP.
   - A department that wishes to use an alternative form for a course must receive written approval from SCEP.

3. All students present when the evaluation is conducted, or all students enrolled in online courses, must be provided the student rating form. Completed forms will be submitted anonymously. Students, regardless of the rating protocol or method used, have the option to:
   - opt-out of responding to one or more questions on the form; or
   - opt-out of completing the entire student rating form.

4. Instructors may not be present when the evaluations are completed and collected. Instructors may only see the completed forms after his or her grades have been turned in.

5. Students who have withdrawn from the course may not participate in the rating of that course.

6. The dean or chancellor of each college or campus, in consultation with the faculty, will determine whether and how written comments on student evaluation forms may be used in personnel decisions. In units where all written comments on students' ratings of teaching are sent to the chair and/or to reviewing-bodies and are included in the file, unfairly prejudicial comments will be withheld from the file upon request of the instructor concerned and accordingly will not be part of annual or other reviews. The decision whether particular comments are unfairly prejudicial will be made by the chair, a senior faculty member designated through a process determined by the department, or a standing or ad-hoc committee. This provision is intended to cover offensive, racist, sexist, homophobic, and other personal comments, and is not intended to exclude from the file negative comments directly related to the course.

7. The original completed student-rating forms will be returned to the instructor with any student demographic information removed. Information from electronic forms will be made available to the instructor.

C. Peer Evaluation of Teaching

Peer review should include assessment of the instructor's knowledge of the subject matter, general contributions to departmental teaching efforts, and any other teaching contributions. (see Appendix for best practice guidelines.)

1. Peer review process.
   a. Every academic unit should have a documented process for peer review of every instructor's teaching efforts and contributions to teaching, both for purposes of promotion decisions and for teaching-based salary increases. The academic unit should evaluate instructors in ways appropriate to the discipline, and include consideration of activities outside the classroom such as facilitating student research, advising students, and other activities related to students' educational programs.
   b. The peer-review process must include consideration of any additional materials identified by the instructor as relevant to the evaluation. Instructors are encouraged to prepare and regularly update a teaching portfolio that contains materials that will be considered during his/her evaluation.

2. Faculty peer review.
   a. Faculty peers are responsible for evaluating teaching conducted by tenured and tenure-track faculty as outlined in Board of Regents Policy: Faculty Tenure, Administrative Policy: Faculty Compensation, and Administrative Procedure: Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty.
   b. Both faculty and instructional staff may participate in the evaluation of instructors who are not tenure-track or tenured faculty.

Exclusions

This policy is not applicable to the Duluth campus.

Course-related SRT results from the Crookston campus will not be released to students.

REASON FOR POLICY

This policy establishes standards and processes for evaluating of teaching: peer review and student rating of teaching for the campuses of Morris, Rochester, and the Twin Cities.

It is essential to ensuring quality of instruction and providing feedback to instructors and supervisors.
PROCEDURES

- Using Paper and Online Forms to Conduct Student Ratings

FORMS/INSTRUCTIONS

- UM 1811 - Student Rating of Teaching

APPENDICES

- Peer Review of Teaching: Best Practices

FREQUENTLY ASKED QUESTIONS

1. Are there costs associated with administering custom items on a form?
   Units should consult the Office of Measurement Services to inquire about costs associated with administering a custom form or adding custom items on the Student Rating of Teaching form.

2. Can instructors administer additional evaluation items?
   Instructors are encouraged to conduct early- and mid-semester course assessments for the purpose of receiving feedback about student learning during the term. Instructors may ask students to answer supplemental questions in the open-ended section of the standard rating form, on a separate sheet, or online. See http://z.umn.edu/earlyterm for more information about early- and mid-semester course assessments.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Ole Gram</td>
<td>612-624-5082</td>
<td><a href="mailto:gram@umn.edu">gram@umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities Campus</td>
<td>Ole Gram</td>
<td>612-624-5082</td>
<td><a href="mailto:gram@umn.edu">gram@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Barbara Keinath</td>
<td>218-281-8341</td>
<td><a href="mailto:bkeinath@umn.edu">bkeinath@umn.edu</a></td>
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<tr>
<td>Morris Campus</td>
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<tr>
<td>Rochester Campus</td>
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<td>507-258-8006</td>
<td><a href="mailto:lcarrell@r.umn.edu">lcarrell@r.umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

There are no definitions associated with this policy.

RESPONSIBILITIES

Executive Vice President and Provost

- Convey to colleges the importance of teaching in decisions regarding promotion, tenure, and merit-pay increases.
- Consult with colleges regarding custom items and exceptions to the policy.

Deans

- Convey the importance of teaching in decisions regarding promotion, tenure, and merit-pay increases.
- Consult with college governing bodies regarding the use of written comments in personnel decisions.
Department Heads

- Convey to instructors the importance of teaching in decisions regarding promotion, tenure, and merit-pay increases.
- Ensure that evaluation of teaching takes place in the unit.
- Decide whether particular written comments are unfairly prejudicial.

RELATED INFORMATION

- Board of Regents Policy: Faculty Tenure
- Administrative Policy: Faculty Compensation
- Administrative Procedure: Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty
- Peer Review of Teaching material

HISTORY

Amended:
November 2015 - Policy now applies to Crookston - with minor exception: Course-related SRT results from the Crookston campus will not be released to students.

Amended:
January 2015 - Comprehensive Review. Minor Revision. Key policy changes: 1. Meets the student requests for information that may aid in course selection by releasing course related information from the Student Rating Tool that does not violate Minnesota State Data Privacy law. 2. Eliminates unnecessary language related to policy compliance. 3. Revises the language regarding the authority to decide whether written comments may be used for personnel decisions.

Amended:
December 2014 - 1. Meets the student requests for information that may aid in course selection by releasing course related information from the Student Rating Tool that does not violate Minnesota State Data Privacy law. 2. Eliminates unnecessary language related to policy compliance. 3. Revises the language regarding the authority to decide whether written comments may be used for personnel decisions.

Effective:
April 2009

University Policy Program
350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P:612-624-8081, policy@umn.edu

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

Workload expectations in this policy are an estimate of the amount of work needed for an average student to earn an average grade. Course grades are based on the quality of the work submitted, not on hours of effort (as provided in Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester). Workload expectations per credit do not vary with the method of delivery of the course or the length of the academic term.

A. Undergraduate Courses

1. Student workload expectations per undergraduate credit. For fall or spring semester, one credit represents, for the average University undergraduate student, three hours of academic work per week (including lectures, laboratories, recitations, discussion groups, field work, study, and so on), averaged over the semester, in order to complete the work of the course to achieve an average grade. One credit equals 42 to 45 hours of work over the course of the semester (1 credit x 3 hours of work per week x 14 or 15 weeks in a semester equals 42 to 45 hours of academic work). Thus, enrollment for 15 credits in a semester represents approximately 45 hours of work per week, on average, over the course of the semester.

2. Exceptions to undergraduate workload standard. Professional norms and the nature of the academic work may necessitate spending more than three hours of work per week on average. For example, clinical experiences, some laboratory work, and some studio activities may require more than an average three hours per week. Demands on the student in excess of the average of three hours per credit per week are permissible with college approval and with appropriate notification to the student of the amount of work expected for the course or educational experience (e.g., in class schedules, bulletins, or syllabi).

3. Student workload statement required for undergraduate courses. All proposals for undergraduate courses must include a student workload statement demonstrating how the course conforms to the student workload expectations in sections (a) and (b). College and campus curriculum committees and other approving bodies (e.g., the Council on Liberal Education) must consider the student workload statement in reaching a decision on whether to approve a proposed course.

B. Graduate School and Professional School Courses

It is expected that the academic work required of Graduate School and professional school students will exceed three hours per credit per week.

C. All Courses

1. For courses using one course number that enroll both undergraduate and graduate/professional students, workload expectations may be different for the two.

2. When a course is offered at two levels (e.g., 1xxx/3xxx or 3xxx/5xxx), workload expectations will differ for the students enrolled at different levels.

3. Instructional units should periodically review course syllabi to determine whether the number of course credits is appropriate for the expected student workload.

Exclusions

This policy is not applicable to the Duluth campus.
REASON FOR POLICY

Information on workload expectations assists students in understanding the necessary time to allocate for their courses. Outlining workload expectations also allows for greater consistency across the curriculum, as well as identifies areas where the expectations are not necessarily applicable due to the nature of the course being taught. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

1. Do the student workload expectations per undergraduate credit apply to courses that are scheduled in academic terms other than the standard semester?
   Yes. The expectation of academic work per credit established for semesters applies to all academic terms. Courses scheduled during the May session, summer session, and any other special terms have the same expectations for student workload per credit as for courses held during the typical semester. For example, a one-credit course represents approximately 42 to 45 hours of academic work, regardless of the length of the academic term.

2. Do the student workload expectations per undergraduate credit apply to all courses, including on-line and distance education courses?
   Yes. The workload expectations per credit are the same, regardless of the method of delivery of the course (for example, online, interactive video, correspondence, classroom, or a combination of delivery methods).

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>Primary Contact(s)</td>
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<td><a href="mailto:reckn001@umn.edu">reckn001@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>(undergraduate)</td>
<td>612-625-2815</td>
<td></td>
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<tr>
<td></td>
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<td>(graduate)</td>
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<td><a href="mailto:lcarrell@r.umn.edu">lcarrell@r.umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Average grade
According to the policy on Grading and Transcripts, an average grade (C) represents achievement that meets the course requirements in every aspect.
RESPONSIBILITIES

There are no specific responsibilities related to this policy.

RELATED INFORMATION

- Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester
- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY

Amended:
September 2014 - Clarifications related to Higher Learning Commission accreditation requirements

Amended:
September 2011 - Comprehensive Review. Minor clarifications made to Policy Statement including that workload expectations per credit do not vary with the method of delivery of the course or the length of the academic term and added Frequently Asked Questions section.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009

The University of Minnesota expectations for workload per credit were first adopted by the Faculty Senate on February 16, 1922.

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

By the start of the term, every department must identify, for each course offering, the instructor responsible for the course.

1. Instructor responsibility
   a. The instructor who is in overall charge of a course offering is accountable for all grades given to students. Responsibility for grading or evaluating student work in a course may be assigned to a teaching assistant or grader but ultimate responsibility remains with the instructor for the course. All individuals who grade or evaluate student work in a course must have a formal affiliation with the course (e.g., as instructor of record, teaching assistant, paid grader).
   b. Instructors in charge of a course with multiple sections or laboratories must take reasonable steps to ensure that grading across sections or laboratories is consistent.
   c. In courses where the instructor in charge of a course is an adjunct faculty member who may be affiliated with the University for only a short period of time, the department or academic unit may assign a regular faculty member to be accountable for grades after the course has ended.
   d. Students in every course must be clearly informed about who is ultimately responsible for assigning grades in the course.

2. Student questions about grades
   a. Students have the right to request and receive an explanation for a grade during and after the course but have no right to challenge the academic merits of any grade.
   b. Students may seek an explanation for a grade until the end of the following semester (not including summer session). The instructor is obligated to provide an explanation for a grade within a reasonable time if a request is made by the end of the following semester. The instructor is not obligated to reconsider the grade.
   c. If a student does not receive an explanation for a grade from the instructor within a reasonable time of making a request, he or she may consult the director of undergraduate studies or department chair for assistance in obtaining an explanation. Students also may seek assistance from the campus student conflict resolution office.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

This policy clarifies both the accountability and responsibility for assigning grades; and for responding to requests for explanations about the grades.

PROCEDURES

There are no procedures associated with this policy.
FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

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<th>Subject</th>
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<tbody>
<tr>
<td>Primary Contact(s)</td>
<td><strong>Stacey Tidball</strong></td>
<td>612-626-0075</td>
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<td>Rochester Campus</td>
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<td>507-258-8008</td>
<td><a href="mailto:ljwalker@r.umn.edu">ljwalker@r.umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Explanation of a grade
The criteria used to formulate a grade, not an automatic change of grade.

RESPONSIBILITIES

Department
Identify an instructor for each course offering by the first week of class.

Instructor
- Inform students in class who is ultimately responsible for assigning a grade.
- Respond to grade inquiries and provide explanations upon request.

RELATED INFORMATION

There is no related information associated with this policy.

HISTORY

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

A. Establishment and Use of University Grading Systems

1. There are two distinct grading systems on each campus of the University, A-B-C-D-F (with pluses and minuses as permitted by this policy) and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course. This policy does not require any instructor to use pluses and minuses.

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

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

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

5. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).

6. Except as provided in this policy in Sections A (7) and F (12), no college may use any grading systems other than the ones established by this policy.

7. The Law School and the Medical School are exempt from the provisions of this policy, but will report their grading systems, and any changes therein, to the Faculty Senate. Any other units that believe that the national norms of their profession require a different grading system may make application to the Senate Committee on Educational Policy for an exemption from this policy. The Faculty Senate must approve all such exemptions.

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

B. Permanent Grades for Academic Work for Credit

1. The list below identifies the possible permanent grades that can be given for any course for which credit is to be awarded. These grades will be entered on a student's official transcript and, for an A, B, C, or D with permitted pluses and minuses, carry the indicated grade points. (Except for the Law School, the University does not award A+ grades, nor are D- grades permitted). The S grade will not carry grade points but the credits will count toward the student's degree program if allowed by the college, campus, or program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000 - Represents achievement that is outstanding relative to the level necessary to meet course requirements</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000 - Represents achievement that is significantly above the level necessary to meet course requirements</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000 - Represents achievement that meets the course requirements in every respect</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>1.000 - Represents achievement that is worthy of credit even though it fails to meet fully the course requirements</td>
</tr>
<tr>
<td>S</td>
<td>Represents achievement that is satisfactory, which is equivalent to a C- or better.</td>
</tr>
</tbody>
</table>
2. These definitions apply to grades awarded to students who are not enrolled in graduate, post-baccalaureate, and professional programs, but the grade points are the same no matter the level or course of enrollment.

3. Instructors are permitted to hold graduate and undergraduate students who are in the same class to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class.

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

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

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

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

2. **a. Scholastic dishonesty.** Scholastic dishonesty in any portion of the academic work for a course will be grounds for awarding a grade of F or N for the entire course, at the discretion of the instructor. This provision allows instructors to award an F or an N to a student when scholastic dishonesty is discovered; it does not require an instructor to do so. Students who enroll for a course on the A-F grading system will receive an F if such grade is warranted; students who enroll for a course on the S-N system will receive an N if such grade is warranted. (See Board of Regents Policy: [Student Conduct Code](#) for a definition of scholastic dishonesty.)

   b. If the instructor determines that a grade of F or N for the course should be awarded to a student because of scholastic dishonesty, the student cannot withdraw to avoid the F or N. If the student withdrew from the course before the scholastic dishonesty was discovered or before the instructor concluded that there was scholastic dishonesty, and the instructor (or the appropriate hearing body if the student requests a hearing) determines that the student should receive the F or the N, the student will be re-registered for the course and the F and N grade will be entered on the transcripts.

**D. Incompletes**

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

2. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements (except as provided in section D (8)).

3. Work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given for all students except graduate and professional students. If not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course. If an I changes automatically to an F or an N, the instructor has the discretion to reinstate the I for one additional year only.

4. For graduate and professional students, an I remains on the transcript until changed by the instructor or department.

5. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.

6. A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student. (Depending on the timing of when the work is turned in and the ability of the instructor to award a grade, an F or an N may appear temporarily on the transcript.) Students who have received an I in a course are not allowed to sit in on the class again (that is, without registering for it) to complete the grade.

7. If a student graduates with an I on the transcript, the I will remain permanently an I. A student may petition his or her college, within a year of graduation, to complete the work in the course and receive a grade. The degree GPA is frozen upon graduation but the cumulative GPA will reflect the change in GPA if a student chooses to complete the work and change the I to a grade within a year of graduation.

8. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s).
9. Receipt of an I in a course does not create an entitlement for a student to take the course a second time.

E. Other Transcript Symbols

1. Auditing a course.
   a. There will be a symbol V, visitor, indicating registration as an auditor or visitor, which will carry no credit and no grade.
   b. Students auditing a course are required to pay full tuition but do not take exams and are not required to do homework. An auditor is entered on the class roster (grade report), is counted as filling a seat in a controlled entry course, and is counted in an instructor's student contact hours.
   c. Students may not sit in on a course without registering for it.
   d. A student will be allowed to take a previously audited class for a grade.

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

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

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

5. No grade reported. There will be a symbol NR, administratively assigned to indicate that a grade was not reported for the course. The NR does not carry any GPA points.

F. Other Provisions

1. Zero-credit courses. Courses that carry zero credits do not count in either term or cumulative grade point averages. Such courses carry normal tuition and fee charges.

2. All grades for academic work are based on the quality of the work submitted, not on hours of effort. Instructors have the responsibility and authority to determine how final grades are assigned, including, in classes where they use numeric scores, the method that will be used to translate numeric scores into letter grades. (Examples: the instructor may decide that 90% equals an A, 80% a B, and so on, or the instructor may decide that the top 10% of the scores will receive an A, the next 20% a B, and so on.)

3. Counting credits toward a University degree.
   a. A course that carries University credit toward a degree in one department or college must carry University credit in all other departments and colleges.
   b. A department or college has discretion to decide whether a course completed in another unit will count towards the specific college or department/program/major requirements.

4. When a student graduates, no further changes to his or her transcript will be made (to that portion of the transcript related to the program from which the student graduated) except as expressly allowed under the provisions of this policy.

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

6. Repeating courses.
   a. An undergraduate student may repeat a course only once (except as noted in section 6(c)). The college offering the course may grant an exception to this provision. [Morris only] Students who receive a grade of S or C or higher may repeat a course only if space permits.
   b. When a student repeats a course before receiving his/her degree, (a) both grades for the course will appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course will count in the student's grade point average.
   c. Provisions 6 (a) and (b) of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."
d. If an undergraduate student repeats a course after his/her degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.

e. Bracketing is the practice of not including a course in the calculation of a student's GPA and not counting the course as satisfying any degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts (except as provided in 6 (c)). No department or college may bracket the courses of another department or college for any reason other than course repetition. An F may not be bracketed with an N. A University course may not be bracketed with a course taken at another institution. The Graduate School does not bracket courses.

f. When a student enrolled in the Graduate School repeats a course, provisions 6(a) and (b) apply, but all grades for the course will be counted in the student's grade point average.

7. Grade point average. Every student will have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which will be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the term and cumulative grade point average will appear on each student's record.

8. Final grade due date. Final grades will be submitted to the Registrar no later than three business days after the last day of the final examination period.

9. This policy may be modified from time to time but existing transcripts will not be modified when there are changes in policy. Changes to the grading and transcript policy will be reflected on the legend on the back of the official transcript.

10. Compiling and reporting grading data.

a. Data on the mean grade point average by designator and course level, on the percentage of As awarded by course level, and on overall collegiate grade point averages will be prepared for grades awarded each Fall Semester. Data should be reported for all undergraduate students. Cells in the tables with fewer than 10 grades should be suppressed, in order to protect the privacy of students, but the numbers should be included in the totals.

b. The Office of Institutional Research will produce the required tables and provide them to the chair of the Senate Committee on Educational Policy and to the Office of the Executive Vice President and Provost.

c. The data tables and graphs required in 10 (a) and (b) will be reported annually to the Faculty Senate. These data should also be provided to all deans and department heads and made available to faculty and students.

11. All colleges and campuses will publish each term a dean's list, consisting of students who achieved a 3.666 GPA or higher and who completed a minimum of 12 credits on the A-F grading system. There will be a transcript notation for each term that a student achieves the dean's list. Students who have chosen to suppress all their public information (which includes academic awards and honors) will not be included on the published dean's list.

12. Alternative grading systems.

a. Only the Senate Committee on Educational Policy will have the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible system-wide adoption. Such permission may be granted if the proposal does not interfere significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems will be reported for information to the University Senate as soon as permitted and, after the specified period, will be re-evaluated, either to be discontinued, or with University Senate approval on recommendation from the Senate Committee on Educational policy, made part of the system-wide policy. Except for the provisions of this section 6, no college or program may use any grading system except for the one contained in this policy.

b. Because alternative grading systems, once used, must be maintained by the University forever afterward (to preserve the integrity of the transcripts), the Senate Committee on Educational Policy will rarely grant permission for alternative grading systems. It will consider doing so only when (1) those who propose it can make a persuasive case that the alternative is a more accurate and effective way to measure and record student academic performance, and (2) there is strong reason to believe that the proposal will be useful to all colleges and campuses of the University (except the Law School and Medical School).

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

- Scholastic Committee Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time
- Student Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time

FREQUENTLY ASKED QUESTIONS

- Grading and Transcripts FAQ

ADDITIONAL CONTACTS

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</tbody>
</table>

DEFINITIONS

Major/program requirements
Program requirements include those determined as the requirements to complete a major or minor in a department. Program requirements must be completed in addition to the other requirements for a degree (e.g. liberal education requirements).

Scholastic Dishonesty
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 dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

RESPONSIBILITIES

Office of the Registrar
Maintain the transcript

Instructor
Submit final grades within three working days of the last day of final exams.

RELATED INFORMATION
HISTORY

Amended:
May 2014 - Major Revision. Moves the drop course date from the eighth week of the class to the tenth week of the class for Morris, Rochester, and the Twin Cities, which allows the student to make a more informed decision about the drop.

Amended:
April 2013 - Minor revision: 2 appendices added - Scholastic Committee Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time and Student Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time

Amended:
April 2010 - Scholastic Dishonesty: Aligns practices across campuses and eliminates a way for students to avoid consequences for cheating by withdrawing from course; Final Grade due date - makes language consistent with related policy and with current practice.

Amended:
December 2009 - Policy now applies to Crookston.

Amended:
September 2009 - Added question 2 to FAQ.

Amended:
April 2009

Effective:
April 2009
POLICY STATEMENT

This policy guides academic units in scheduling the instructional time for a specified number of course credits. Instructional time expectations per credit do not vary with the method(s) of delivery of the course or with the length of the academic term.

1. For all enrollment periods and for all courses, the hours of instructional time for a course must equal at least the number of credits for the course times the number of weeks the course is offered during the full academic term.

2. Instructional time is defined for these purposes as instruction by the instructor(s) assigned to the class as scheduled by the academic department. Instructional time does not include office hours or casual or informal time spent with students.

3. Course proposals must include information regarding instructional time. Proposals must provide significant evidence to justify a schedule that includes fewer total instructional hours than the standard defined in paragraph (1.). Instructional hours of all types equal to or in excess of the standard defined in paragraph (1.) need not be justified.

4. When reviewing a course proposal, college and campus curriculum committees and other approving bodies (e.g., the Council on Liberal Education) must consider the instructional hours in reaching a decision on whether to approve a proposed course; such bodies should normally reject course proposals that have fewer instructional hours than the standard defined in paragraph (1.), barring significant evidence that reduced instructional contact hours are appropriate. In their review, these bodies will also take into consideration the method(s) of delivery of the course (e.g., traditional classroom setting, various distance education delivery methods).

5. Courses for individualized instruction such as directed study, directed readings, and directed research, which require a written contract outlining the responsibilities of the student for the course, are explicitly exempted from this standard, and may have fewer instructional hours per week than the standard.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Instructional time per course credit is defined to provide a consistent minimum expectation for students and faculty. Students and faculty should know in general what time commitment is involved for a specified number of course credits. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission and compliance with the federal definition of a “credit hour” for financial aid eligibility.

PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.
APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

- Instructional Time per Course Credit FAQ

ADDITIONAL CONTACTS

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<tbody>
<tr>
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</tr>
</tbody>
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DEFINITIONS

Instructional time
Scheduled instruction/teaching by an individual appointed for that purpose.

RESPONSIBILITIES

Collegiate and campus curriculum committees
Review proposed courses in light of conformance with policy; assess the appropriateness of proposed instructional hours. When proposed instructional hours vary from the standard, assess the type of course, and the proposed delivery method.

Academic Departments
Follow the established policy for instructional time per course credit when scheduling courses.

RELATED INFORMATION

- Administrative Policy: Academic Unit Authority over the Curriculum and Major: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Class Scheduling: Twin Cities, Crookston, Morris, Rochester
- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY

Amended:
April 2016 - Comprehensive Review. Major Revision. Simplifies language for clarity and removes repetitive language. Adds language in paragraph three to include the need for significant evident to justify proposals with fewer than normal instructional hours. Clarifies the section
on individualized instruction to address policy questions regarding these courses.

Amended:
July 2014 - Minor Revision. Primary Contact updated, Statement clarified. Added FAQ, and clarified that instructional time does not vary with the method(s) of delivery or the length of the academic term. Added the following sentence to Reason: "This policy also implements criteria and requirements for accreditation established by the Higher Learning Commission."

Amended:
April 2013 - Minor Revision. In Policy Statement, 4 and 5 updated to policy address distance education course delivery. Added definitions, responsibilities, FAQ and Related Information.

Amended:
December 2009 - Policy now applies to Crookston.

Amended:
April 2009 - Clarified policy and put in standard format.

Effective:
April 2009
POLICY STATEMENT

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues.

1. Students who experience circumstances that prevent them from maintaining active student status will ordinarily be granted college approval for a leave of absence upon request. Students must complete a leave of absence form that specifies the term(s) and year(s) of the leave.
2. An approved leave of absence may not exceed two academic years.
3. Students who do not obtain a college-approved leave of absence prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program or held to new requirements if they are subsequently readmitted.
4. Students granted a leave of absence may not use University facilities or services available only to registered students.
5. The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree.
6. Students who obtain a college-approved leave of absence in accordance with this policy are eligible for reinstatement provided they enroll no later than the term immediately following the expiration of the leave (excluding summer). Colleges may specify reasonable conditions for reinstatement to active status, whether the student returns early or at the expiration of the leave. Colleges may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled (see Board of Regents Policy: Student Conduct Code).
7. Students whose leave of absence has expired and who have not yet registered for the following term (excluding summer) will be placed on inactive status. Students who are placed on inactive status must apply for readmission.
8. Collegiate units may develop additional rules governing leaves of absence, as long as they are consistent with this policy.

Documentation

Each college must establish and publicize its process for implementing this policy and must inform all entering students about it.
FORMS/INSTRUCTIONS

- UM 1759 - Leave of Absence Reinstatement Request: Graduate Students (Twin Cities, Duluth, Rochester)
- UM 1758 - Leave of Absence Request - Graduate Students: Twin Cities, Duluth, Rochester

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

- Leave of Absence Reinstatement FAQ

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<tr>
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<td>218-726-8891</td>
<td><a href="mailto:etbrown@umn.edu">etbrown@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Continuous registration
Registration for every fall and spring semester. Required to maintain active status.

Graduate students
Students enrolled in post baccalaureate degree programs with the exception of "first professional" degrees. (The first professional degrees are: the J.D., M.D., Pharm.D., D.V.M., D.D.S., and L.L.M. degrees.)

Active status
Graduate students who register every fall and every spring (i.e., continuously registered) are considered active.

Inactive status
Graduate students who do not register every fall and spring and who have not been granted a formal leave of absence by their college will be placed on inactive status.

Leave of absence
Refers to a process by which students obtain college approval to leave the University for a specified period of time (i.e., not register for fall/spring term[s]), but for no longer than two academic years.

Matriculate
Individuals matriculate upon their first registration as an admitted graduate student at the University.

Reinstatement
The process required for returning to the University after an approved leave of absence. Students with a college-approved leave of absence are eligible for reinstatement if they notify their college via the appropriate reinstatement form prior to the term in which they intend to enroll, they enroll no later than the term immediately following the expired leave (excluding summer), and they return to the same major and degree objective.

Readmission
The process of reapplication to the University for admission. Readmission is required following a break in enrollment without an approved leave of absence, as well as after failure to return by the term immediately following an approved leave of absence (excluding summer).
RESPONSIBILITIES

College
- Establish and publicize leave of absence policy and ensure that students are informed throughout their academic careers of the policy and consequences of inactive status.
- Inform students of potential conditions that may be imposed upon reinstatement at the end of an approved leave of absence.
- Help students who are pursuing degrees in multiple colleges to connect with each college to ensure coordinated leave of absence requests.
- Help reinstate students at the end of an approved leave of absence.
- Enter the necessary information into PeopleSoft related to effect start - and return - leave of absence dates for each degree being pursued by the student.
- Discontinue students from the degree(s) they are pursuing in the event that students do not request reinstatement prior to the approved term/year, or if upon reinstatement, fail to register for the approved term/year.

Graduate student
- Talk with their advisor and Director of Graduate Studies for each degree they are pursuing, and other relevant offices (e.g., International Student and Scholar Services, Office of Student Finance, Graduate Assistant Employment).
- Submit the Leave of Absence Form for Graduate Students when planning a leave of absence. Submit the Application for Reinstatement for Graduate Students prior to intended term of return. Students pursuing degrees in more than one college must submit the Leave of Absence and Reinstatement forms with each college.

RELATED INFORMATION
- Board of Regents Policy: Student Conduct Code
- Administrative Policy: Family and Medical – FMLA Leave
- Administrative Policy: Grading and Transcripts
- Administrative Policy: Military, Court Appearance, or Civic Duty Leaves
- Administrative Policy: Parental Leave for Academic Employees
- Boynton Health Service
- Disability Resource Center
- Graduate Assistant Employment
- International Student and Scholar Services
- Office of Student Health Benefits

HISTORY
Effective:
August 2011 - New Policy, Comprehensive Review: Establishes a formal leave of absence for graduate students who need to interrupt their enrollment for reasons they cannot control such as illness, family emergencies, etc. This policy parallels a similar policy already in effect for undergraduate students. Allows students to return to the University under the rules and policies in effect when they left. Aligns with best practice at peer institutions.

University Policy Program
350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P:612-624-8081, policy@umn.edu
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

1. Instructors and academic units should retain submitted student work for 30 days after grades for the course are posted to the student’s transcript in order to permit students the opportunity to retrieve or review their work, as appropriate. After 30 days, such student work may be discarded securely (following applicable University document-destruction procedures).

2. A student may request that his or her work be retained until 30 days into the next semester (not including summer, so a request in the spring would require a unit to hold the work until 30 days into the following fall semester). A student must make this request to the instructor no later than the last day of instruction for the course.

3. Instructors must follow state and federal privacy laws in retaining and returning student work. (For example, student work may not be left in hallways or other public places where anyone may see it.)

4. Academic units must retain grade books or their equivalents for a minimum of one year or, if a grade is appealed, until the end of the appeal. Instructors leaving the University must give all grading records to the department.

5. Academic units must also be aware of and follow Administrative Policy: Managing University Records Retention.

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

To establish a reasonable time period after the end of a term during which students are able to retrieve or view their work and that recognizes the physical storage space limitations in units.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS
What is student work?
Any work submitted by a student to meet meeting course requirements is considered student work. This includes but is not limited to exams, quizzes, papers, projects, problem sets, designs, artwork, and architectural models.

### ADDITIONAL CONTACTS

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<tr>
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</table>

### DEFINITIONS

**Student Work**
Materials a student has submitted for a course, including but not limited to, papers, projects, exams, problem sets, artwork, and architectural models.

**Maintain**
The process of keeping the student work where it can be safely stored and accessed.

### RESPONSIBILITIES

There are no specific responsibilities related to this policy.

### RELATED INFORMATION

- Administrative Policy: [Managing University Records Retention](#)

### HISTORY

**Amended:**
December 2009 - Policy now applies to Crookston.

**Effective:**
April 2009
Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester

Policy Contact: Jennifer Reckner, Karen Starry

Printed on: 12/08/2016. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

University policy recognizes that there are a variety of legitimate circumstances under which students will miss coursework, and that accommodations for makeup work will be made.

This policy applies to all course requirements, including any final examination.

1. Students are responsible for planning their schedules to avoid excessive conflict with course requirements.
2. Voting in a regional, state, or national election is not an unavoidable or legitimate absence.
3. Instructors may not penalize students for absence during the academic term due to unavoidable or legitimate circumstances. Such circumstances include:
   - illness, physical or mental, of the student or his or her dependent;
   - medical conditions related to pregnancy;
   - participation in intercollegiate athletic events;
   - subpoenas;
   - jury duty;
   - military service;
   - bereavement, including travel related to bereavement;
   - religious observances; and
   - activities sponsored by the University if identified by the senior academic officer for the campus or his or her designee as the basis for excused absences.
4. Instructors are expected to accommodate students who wish to participate in party caucuses, pursuant to Board of Regents resolution (see December 2005 board of Regents Minutes, p 147.)
5. For circumstances not listed in (3), the instructor has primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances. Instructors have the discretion to grant a request for makeup work in such circumstances.

Notification, Verification of Absences, and Make-up Work

6. Students must notify their instructors of circumstances identified in (3) or other circumstances leading to a request for makeup work as soon as possible and provide information to explain the absence. Some situations will be sufficiently urgent that arrangements for makeup work cannot be made prior to the date of an absence. In such cases, arrangements should be made as soon as possible following the student’s return.
7. The instructor has the right to request verification for absences.
8. Students must provide verification of the absence if requested by the instructor.
9. The instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up missed work, including exams or other course requirements that have an impact on the course grade if the student:
   - Was absent due to circumstances identified in (3);
   - Has complied with the notification requirements; and
Instructors should take all factors into consideration when determining whether to grant an excused absence and how to make arrangements for makeup work that has an impact on the course grade. If a student has missed a component of the course that cannot be made up in exactly the same manner, the instructor may substitute another activity or assignment in order to assess the missed components. If no substitution can be devised, the missing component(s) cannot be factored into determining that student's final grade for the course.

Appeals

If a student believes he or she has been wrongly denied the opportunity to make up work due to disagreement with the instructor about the legitimacy or unavoidability of an absence, the student should pursue his or her complaint using the usual process for appeals of student grievances. Chairs and deans who have questions about what constitutes an excusable bereavement absence, religious observance, or eligible dependent illness should consult with the senior academic officer for the campus for resolution of the disagreement.

In accordance with the Administrative Policy: *Addressing Student Academic Complaints*, final authority rests with the senior academic officer for the campus.

Special Situations

In the event that the University declares a pandemic emergency (e.g., a flu epidemic), the senior academic officer for the campus or his or her designee may waive the requirement that students, if requested by the instructor, provide verification from a health care provider for illness.

Exclusions

This policy does not apply to the Duluth campus.

**REASON FOR POLICY**

It is in both the University's and the student's interest to outline some academic protections for students when they miss class for legitimate reasons. This policy places parameters around what is a legitimate absence, and reinforces the responsibilities of the instructor and the student.

**PROCEDURES**

There are no procedures associated with this policy.

**FORMS/INSTRUCTIONS**

There are no forms associated with this policy.

**APPENDICES**

There are no appendices associated with this policy.

**FREQUENTLY ASKED QUESTIONS**

- *Makeup Work for Legitimate Absences FAQ*

**ADDITIONAL CONTACTS**
### Definitions

**Dependent**
A person, typically a qualifying child or other relative, other than the taxpayer or spouse, who entitles the taxpayer to claim a dependency exemption for tax purposes.

**Intercollegiate athletics**
Sports teams organized and funded by the institution through the athletics department. Intercollegiate does not refer to or include recreational sports, intramural sports, club sports, or other special interest sport clubs or organizations.

### Responsibilities

**Instructor**
- Provide timely and clear responses to requests for makeup work for absences.
- Provide reasonable and timely accommodation for makeup work for legitimate absences.
- Maintain consistency in how this policy is applied to all students enrolled in the course.

**Student**
- Plan schedules to avoid excessive conflict with course requirements.
- Notify instructors of circumstances related to absences as soon as possible.
- Provide verification of absence, if requested by the instructor.

### Related Information

**Related Administrative Policies**
- Administrative Policy: [Intercollegiate Athletic Events during Study Day and Finals Weeks: Twin Cities](#), which prohibits intercollegiate athletic competition during study day and finals week except under certain circumstances.
- Administrative Policy: [Teaching and Learning: Student Responsibilities](#)
- Administrative Policy: [Teaching and Learning: Instructor and Unit Responsibilities](#)
- Administrative Policy: [Mandatory Attendance at First Class Session and Consequences for Absence](#)

**Other Related Information**
- [Board of Regents resolution](#), December 9, 2005, "Approval of a resolution related to Events and Classes on Precinct Caucus Night", [See pp.147-8].

### History

Amended:
December 2015 - Comprehensive Review, Minor Revisions. 1. Organizes the information more logically and includes key subheadings. 2. Expands on the FAQ to incorporate numerous questions and answers received or given over the past years, including information related to family vacations and attendance at weddings. 3. Added new language addressing travel related to bereavement.
Amended:
June 2014 - Comprehensive Review. Clarifies the instructor responsibility for accommodating student absences due to medical conditions related to pregnancy, supporting a request from Kim Hewitt. Moves the sentence re: instructors having the right to request verification to a separate bullet. Adds instructor and student to the Responsibilities section.

Amended:
January 2011 - Comprehensive Review. Expands allowable absences to include caring for student's dependent. Documentation required only when requested by instructor. Responsibility for determining whether absence is legitimate rests with instructor.

Amended:
May 2010 - Expands the application of this policy to final exams, in addition to all course requirements, since legitimate absences can occur anytime during the academic year.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

The University protects the rights of students with respect to their education records. Education records generally include any personally identifiable records maintained about a student by the institution, including academic, disciplinary, and administrative records. Each campus must:

- provide students with an annual notice of their rights,
- regulate access to education records in accordance with law and policy,
- maintain records as required by law and policy,
- provide students with the right to request amendment to their education records and the right to a hearing concerning their education records, and
- provide complete records, from all units at the University, in response to a student's request that records be provided.

Access to student records. University officials may have access to student information, if their responsibilities reasonably require access to that information for educational, administrative, or research purposes in the performance of their job duties. University employees who have access to student education records are obligated to carefully protect them and will be held accountable for safeguarding them. Policy or procedure violations may result in disciplinary action, including possible termination of employment, and applicable civil and criminal sanctions.

Distributing grades. The posting of grades or examination results with personally-identifiable information (i.e., student ID number, Social Security Number, student name) is prohibited. Examinations, papers, blue books, or any other graded materials that contain personally-identifiable student information (i.e., name, student ID number) should be distributed directly to students or made available for pick up in departmental offices in a manner that ensures the privacy of each student's grade.

Student right to review. Students are entitled by law to review portions of their records at the University and to request amendments of such records if the student believes they are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

Disclosure of student records, including disciplinary background checks. Personally-identifiable student information may only be released under the conditions outlined in the procedures or with the written permission of the student. When a student provides a valid authorization to release student records to a third party, all records that are legally covered by the authorization must be released as requested by the student. Units responding to external requests for information must ensure that the response includes all requested information that exists at the University.

REASON FOR POLICY

This policy implements Board of Regents Policy: Student Education Records, and establishes procedures to ensure compliance with state and federal law governing student education records.

PROCEDURES

- Assuring Student Rights Regarding Education Records
- Accessing and Using Student Education Records
- Releasing Student Information
- Responding to Authorizations to Disclose Student Records
- Students Managing Their Education Records
FORMS/INSTRUCTIONS

- UM 1801 - Reference Request and Employee Authorization
- UM 1711 - Reference Request and Student Authorization
- FA 857 - Student Information Release Authorization
- Access Request Form (ARF) on the OIT Data Security page

APPENDICES

- Persons And Institutions That May Receive Information Without Student Permission

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Stacey Tidball</td>
<td>612-626-0075</td>
<td><a href="mailto:tidball@umn.edu">tidball@umn.edu</a></td>
</tr>
<tr>
<td>MGDPA</td>
<td>Susan McKinney</td>
<td>612-625-3497</td>
<td>612-626-4434</td>
</tr>
<tr>
<td>FERPA</td>
<td>Tina Falkner, Susan McKinney</td>
<td>612-625-1064, 612-625-3497</td>
<td>612-626-1754, 612-626-9624</td>
</tr>
</tbody>
</table>

DEFINITIONS

Directory Information
Student's name, address, etc.

Legitimate Education Interest
An interest in student records for the purpose of performing stated job duties.

Student Applicant
A person who has applied for admission to a University college. It includes students who are enrolled in a University college and are applying for admission to another University college.

Student Education Records
Any student record maintained by the institution that contains personally identifiable information.

University Official
University officials are those members of the University whose responsibilities reasonably require access to student records for educational, administrative, or research functions and may include faculty, administration, clerical and professional employees, and other persons who manage student record information.

RESPONSIBILITIES

Custodian of Education Records
Bring Board of Regents Policy: Student Education Records and other pertinent federal and state laws to the attention of all people who have access to student records. Respond to requests by student to amend an educational record.

Vice Provost & Chancellors
Appoint the custodians of student education records.

**Departments with Academic Records**
Adopt these administrative procedures or prepare its own departmental procedures that are set forth in the Regents and this policy.

**Hearing Officers**
Comply with the hearing procedures.

**Registered Student**
Complete a request to prevent disclosure to prohibit the disclosure of directory information during the term of enrollment.

**Office of the Registrar**
Publish an annual public notice designating directory information and informing students of their option to prohibit release of directory information.

**University Officials**
Respond to inquiries about students without their consent if the requested information is a matter of public record or directory information and not suppressed.

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**RELATED INFORMATION**

**Statutes:**

**Related Policies:**
- Board of Regents Policy: [Student Education Records](#)
- Administrative Policy: [Reporting and Notifying Individuals of Information Security Breaches](#)

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**HISTORY**

**Amended:**
October 2009 - Added new procedure: *Responding to Authorizations to Disclose Student Records*. Title changed from Protecting the Privacy of Student Education Records to Managing Student Records. Clarifying changes made throughout policy.

**Effective:**
June 2005
Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester

1. Students are required to attend the first class session in order to receive important information about the course from the instructor. Students must attend the first class meeting of every part of a course in which they are registered (including, labs, discussion sections, lectures, and other types of class meetings), unless they have obtained prior approval from the instructor (or department, if appropriate) 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.

2. If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the student must contact the instructor as soon as possible. In this circumstance, instructors have the right to deny access to the class if other students have been added and the course is full. However, instructors should consider extenuating circumstances that may have prevented a student from attending the first class session and from notifying the instructor in advance.

3. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the student must notify the instructor in advance regarding the absence and the reason for the absence. In this instance, the place for the student will be retained. (See Administrative Policy: Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester for further information regarding absences).

4. Students are responsible for officially cancelling their enrollment in any course in which they have enrolled and subsequently been denied enrollment. If any such student does not officially cancel enrollment from the course, the instructor has the choice to either (a) assign a failing grade to the student for that course, or (b) request that the student be disenrolled.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Students are required to attend the first class session to receive important information about the course from the instructor. In addition, because students can enroll and disenroll for courses on-line, the list of registered students fluctuates. A student’s presence at the first class session is required to clearly indicate the number of students who are committed to taking the course. Instructors can then determine whether any students who were not able to register for a course because all seats were taken may take the place of students who registered but did not attend the first class session.

PROCEDURES

There are no procedures associated with this policy.
There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. **Is it mandatory that a student be removed from a class if he/she misses the first class session?**
   Instructors are not required to request that the student be removed from the class, but it is their prerogative to make such a request.

2. **What is the necessary process for instructors to disenroll students from a course?**
   Instructors can contact their college’s student services department or One Stop Student Services to request students be disenrolled for not attending the first class session.

3. **How does this policy apply to on-line courses?**
   The policy extends to on-line courses as well as traditional in-person courses. Students must attend the first class meeting or obtain permission from the faculty member to be absent. In the traditional classroom courses, attendance means the student is physically present in the course. For courses that are delivered partially or completely online, instructors have discretion to indicate on the syllabus the specific action(s) a student would need to take within a specified time period (e.g., post an online discussion group on academic matters, initiating contact with a faculty member to ask a question about an academic course topic, submitting an assignment, taking a quiz) in order to be considered as having attended the online course.

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<tr>
<td></td>
<td><strong>Karen Starry</strong></td>
<td>612-625-2815</td>
<td><a href="mailto:starry@umn.edu">starry@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
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<tr>
<td>Rochester Campus</td>
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<td>507-258-8006</td>
<td><a href="mailto:lcarrell@r.umn.edu">lcarrell@r.umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

**Officially cancel**
Students must cancel (drop) a class if they have been denied enrollment in that course. Students are responsible for dropping a course to officially remove it from their record and may do so online in the course registration system.

RESPONSIBILITIES

**Students**
Attend the first sessions of courses for which they have registered, or seek prior approval from the instructor if they are unable to attend. Use the course registration system to drop a course they have registered for but will not be attending.

**Instructors**
Monitor official course registration lists. Take attendance at first class meeting(s). Respond promptly to students who have contacted the instructor regarding not attending the first class session. Notify students if they have been denied enrollment in a course. Report a failing grade if a student who was denied enrollment in a course does not drop the course, or request that the student be disenrolled.
HISTORY

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
POLICY STATEMENT

Students are responsible for meeting all requirements for completing the master’s degree, including thesis or project defense and submission, where applicable.

I. Final Examination Committee: Plan A and B Master’s Degrees
   a. The final examination committee must consist of at least three members, including the advisor/s. All members of the committee and the student must participate in the final examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in examination are met.
      i. At least one member must represent a field outside the student’s major field.
      ii. If the student has a declared minor(s), the outside member(s) must be from the minor field(s).
      iii. Members cannot satisfy the requirement with respect to more than one field.
   b. Changes in committee membership may be made after filing the degree plan if approved by the program Director of Graduate Studies and the collegiate unit. Changes must also be archived centrally in the system of record.

II. Final Examination:
   a. For students submitting a Plan A thesis, the final examination must contain an oral component. The final oral examination is a closed examination open only to the final oral examination committee and the student. Programs may also require a written examination.
   b. For students submitting a Plan B project, the final examination may be oral, written, or both. The final oral examination is a closed examination open only to the final oral examination committee and the student.
   c. Students must provide the reviewers with a copy of the Plan A thesis or project submitted in lieu of a thesis at least 14 days before the scheduled date of the final examination.
   d. Every member of the final examination committee must certify on the master’s thesis reviewer’s report that the thesis or project submitted in lieu of a thesis is ready for defense before the final examination may take place.
   e. A majority vote of an examining committee is required to pass the master’s final examination.
   f. If revisions are required as a condition of passing, the advisor/s must certify that the revisions have been completed before the degree is awarded.
   g. If the student fails the final examination, he or she may retake the examination only if all committee members, or all committee members save one, approve this option.
   h. The second attempt to pass the master’s final examination must use the same committee members as the first examination unless an emergency situation necessitates a substitution.
   i. If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program.

III. Thesis Submission: Master’s Thesis/Professional Engineering Design Project
   All students who complete a Plan A Thesis or Professional Engineering Design Project must file a digital copy of the thesis with the University in accordance with University standards. Students may request that the University embargo publication of the thesis for a limited period of time.

IV. Plan C Master’s Degrees
   Plan C master’s degrees typically do not include standard final examination formats like those for Plan A and Plan B master’s degrees. However, students must satisfy all of the course and other requirements specified by the program in order to complete the degree.
V. Minimum GPA required for graduation
Students must have a 2.800 minimum GPA for courses included on the degree plan at the time of degree clearance.

Effective Date
This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.
This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

REASON FOR POLICY
This policy establishes uniform standards for the master’s final examination; defines timely submission of copies of the thesis for University archives, and supports Board of Regents Policy: Openness in Research which covers public dissemination of University-sponsored research.

PROCEDURES

- Canceling or Recessing the Doctoral Preliminary and/or Master’s or Doctoral Final Oral Examination
- Degree Completion Procedures

FORMS/INSTRUCTIONS

- Master’s Graduation Packet Request
- Thesis or Dissertation Hold Request

APPENDICES

- Degree Completion Steps: Master's Plan A
- Degree Completion Steps: Master’s Plan B, Master’s Plan C
- Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines
- Required Conditions and Best Practices for Remote Participation in Graduate Examinations
- Thesis Formatting and Submission Guidelines

FREQUENTLY ASKED QUESTIONS

- Master’s Degree: Completion FAQ

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</tr>
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DEFINITIONS
Project in lieu of a thesis
Some programs permit students to submit a project instead of a written thesis. Such projects may consist of performances, displays, working models, etc.

RESPONSIBILITIES

Graduate School
- Provide guidelines for formatting and submitting the thesis, to include not only current instructions for electronic formatting and filing, but also guidelines governing the use of already published material in the thesis. Guidelines should take account of possible copyright issues.

Collegiate Units
- Approve and archive in the system of record committee membership (including any subsequent changes to an approved committee). Changes in committee membership must also be approved by the program DGS.
- Approve and record the specific procedures used by programs for administering and grading the master’s final examination.
- Maintain and publish any additional collegiate-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).

Departments/Programs
- Publish the specific procedures used for administering and grading the master’s final examination, and identify whether candidates for each degree and track offered must take written examinations, oral examinations, or both.
- Provide program-specific information in the graduate handbook.
- Maintain and publish any additional program-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).
- Review and approve any changes in committee membership; route program-approved requests to the collegiate unit for approval and archiving.

RELATED INFORMATION

- Administrative Policy: Appointments to Graduate Examination Committees
- Administrative Policy: Master’s Degree: Performance Standards and Progress
- Administrative Policy: Admission for Master’s and Doctoral Degrees
- Administrative Policy: Readmission or Changes to Master’s or Doctoral Degree Objectives

HISTORY

Effective:
July 2012 - New Policy, Comprehensive Review: 1. Establishes guidelines for remote participation in graduate milestone examination. 2. Establishes the University as the digital archive of record for deposit of dissertations. 3. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.
POLICY STATEMENT

Students are responsible for knowing all program requirements of their master’s program when they matriculate. If program requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.

The advisor and the Director of Graduate Studies (DGS) for the program are jointly responsible for helping each student plan and appropriately complete the requirements in a timely fashion. The DGS is also responsible for ensuring that each student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship.

Programs and collegiate units may have additional and/or more stringent requirements.

I. Pre-Matriculation Requirements for Programs

Programs must, before students begin their first term of study:

- Provide each student a current graduate program handbook, specifying the program's requirements and policies governing successful degree completion
- Assign each student a temporary advisor

II. Progress Review

a. Annual Review Programs must review the progress of each master’s student annually. Students deemed not to be in good standing must be informed of the results of the review in writing, with a copy to the student’s advisor.

b. Degree Plan Master’s degree students must have an approved degree plan on file in the collegiate unit in order to defend and/or apply for degree clearance. It is recommended that the degree plan be filed at least one term (fall or spring semester) before the intended term of the defense and/or application for degree clearance. The degree plan must be archived in the system of record.

For students intending to pursue a minor:

i. In master’s programs that include a final examination/defense, students must declare the minor prior to the examination/defense.

ii. In master’s programs that do not include a final examination/defense, students must declare the minor prior to filing for degree conferral.

III. Performance Standards

a. Continuous Enrollment Students are required to enroll every semester (fall and spring) from the time of matriculation until degree conferral.

b. Time Limit for Earning the Master’s Degree All requirements for the master’s degree must be completed and the degree awarded within the shorter of five calendar years after initial enrollment in the graduate program or the more restrictive time frame specified by the program.

Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the program and collegiate unit for an extension of up to 12 months. Students must obtain the approval of their advisor/s and program DGS and submit the petition by the deadline.

- If a petition is approved, the student is notified in writing of the expectations for progress and for the month/year of degree conferral.
- If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program upon
c. **Minimum Grade Requirements** To remain in good academic standing students should meet the minimum GPA requirement specified by the graduate program or 2.800 (on a 4.000 scale), whichever is higher. Students who have filed a master's degree plan should maintain a 2.800 GPA for courses included on the degree plan. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree. Students who have not yet filed a degree plan should maintain an overall GPA of 2.800. Students who fall below the program's minimum GPA requirement may be terminated from the program.

Note: Students must have at least a 2.800 GPA for courses included on the degree plan at the time of degree clearance.

d. **S/N grades for courses** A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.

### Exception

Programs with a distinctive student population or approved joint-degree programs may request a program-wide exception to the five-year time limit for earning the master's degree.

### Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

### REASON FOR POLICY

Assists student and advisor in planning for timely completion of program requirements; provides timely evaluations to students as they proceed through program; alerts student and advisors to problems, and provides opportunity to develop best approach for addressing those problems; creates clear record in cases where program decides to terminate student.

### PROCEDURES

There are no procedures associated with this policy.

### FORMS/INSTRUCTIONS

- OTR 198 - Graduate Degree Plan
- UM 1778 - Master's Degree: Program-Wide Exception to the Maximum Time Limit
- UM 1779 - Master's Degree: Request for Extension to the Maximum Time Limit

### APPENDICES

- Academic Freedom and Responsibility
- Annual Graduate Student Reviews: Guidelines
- Graduate Program Student Handbook: Guidelines
- Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines
- Responsible Conduct of Research and Ethical Teaching and Scholarship

### FREQUENTLY ASKED QUESTIONS
DEFINITIONS

Good standing/good academic standing
Students remain in good standing if they: (a) make timely progress towards degree completion as required by the program and by this policy; (b) maintain a GPA at or above the minimum set by the program and by this policy; and (c) pass all appropriate examinations within the time frame specified by the program.

RESPONSIBILITIES

Collegiate Units
- Ensure appropriate review of coursework on the degree plan (including any subsequent changes to an approved degree plan); archive the degree plan in the system of record
- Set college deadline for students who are requesting an extension to the time limit for completing master's degrees
- Review and approve program-wide requests for exceptions to the time limit for completing the master's degree, archive requests in the system of record
- Review and approve requests for extensions to the time limit for completing the master's degree; archive petitions in the system of record

Departments/Programs
- Clearly state the program requirements for maintaining good standing in the Graduate Program Handbook, even if they are identical to the requirements in this policy
- Review and approve the degree plan (including any subsequent changes to an approved degree plan)
- Review and approve requests for extensions to the time limit for completing the master’s degree; notify students in writing of the decision and subsequent actions (i.e., expectations for progress and for the month/year of degree conferral or termination from the program upon expiration of the limit)

Students
- Must obtain the required approvals and file the degree plan with the collegiate unit
- Must initiate the request for an extension to the maximum time limit for completing the master’s degree, obtain the approval of their advisor/s and program DGS, and submit their request for an extension by the deadline

RELATED INFORMATION

- Administrative Policy: Admission for Master’s and Doctoral Degrees
- Administrative Policy: Appointments to Graduate Examination Committees
- Administrative Policy: Leave of Absence and Reinstatement from a Leave: Graduate Students
- Administrative Policy: Master’s Degree: Completion
- Administrative Policy: Readmission or Changes to Master’s or Doctoral Degree Objectives
HISTORY

Effective:
July 2012 - New Policy, Comprehensive Review. 1. Continues the five year time limit for master's degrees, but provides a process for requesting a program wide exception for distinction student populations. 2. Requires an annual progress review for all master's students. 3. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.

University Policy Program
350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: 612-624-8081, policy@umn.edu

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

This policy governs post-baccalaureate certificates approved by the Board of Regents. Such certificates may be offered by collegiate units to individuals who wish to enhance their knowledge, skills, and professional training.

I. Admission

Minimum admission requirements for post-baccalaureate certificates are the same as for master’s and doctoral degrees. Admission is governed by the Administrative policy: Admission for Master’s and Doctoral Degrees.

II. Program Requirements

Programs offering post-baccalaureate certificate plans must assure students receive graduate-level training. The minimal criteria are:

a. Plans must consist of at least 12 semester course credits.

b. All courses must be at the 4000 level or above. At least 50% of the certificate course credits must be at the 5000 level or above.

c. Students must maintain at least a 2.800 GPA (on a 4.000 scale) for satisfactory progress.

d. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree.

Colleges and programs may specify additional or more stringent requirements. Colleges and graduate programs must publish these requirements and provide them to students upon matriculation.

Note: Students must have at least a 2.800 GPA for courses included on the degree plan at the time of degree clearance.

III. Transfer of Credits

a. Graduate course credits earned at other institutions may be transferred to University post-baccalaureate certificate plans subject to approval by the University graduate program. Such credits must have been earned at an accredited institution in the United States or at a non-U.S. institution judged by the graduate program to be comparable to a regionally accredited graduate program in the United States.

b. At least 60% of the graduate course credits required for the certificate must be taken at the University.

IV. Credits in Common

A maximum of three graduate course credits may be counted in common between two University post-baccalaureate certificate plans.

V. Certificate Completion Timeline

All requirements for the certificate must be completed and the certificate awarded within five calendar years after initial enrollment. Colleges and programs may set more stringent time requirements and may allow students to petition for exceptions to the time limit.

REASON FOR POLICY

This policy provides a framework for offering post-baccalaureate education that is oriented primarily toward professional and skills development and that culminates in the award of a certificate.
PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

- Degree Completion Steps: Specialist Certificate in Education (SC), Post-Baccalaureate Certificate (PBC)

FREQUENTLY ASKED QUESTIONS

- Post-Baccalaureate Certificate Plans Approved by the Board of Regents FAQ

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<td>Primary Contact(s)</td>
<td>Emily Ronning</td>
<td>612-626-8031</td>
<td><a href="mailto:ronn0044@umn.edu">ronn0044@umn.edu</a></td>
</tr>
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</table>

DEFINITIONS

Post-baccalaureate
Following the completion of undergraduate studies and the award of the undergraduate degree.

RESPONSIBILITIES

Colleges and Programs
Publish the requirements for post-baccalaureate certificate plans and provide them to students upon matriculation.

RELATED INFORMATION

- Administrative Policy: Adding, Changing, or Discontinuing Academic Plans

HISTORY

Effective:
May 2012 - New Policy. Comprehensive Review. Expands the current admission, program and credit requirements across all Board of Regents approved post-baccalaureate certificate plans. Specifies a minimum GPA of 2.8 to remain in good standing.
ADMINISTRATIVE POLICY

Readmission and Changes to Master's or Doctoral Degree Objectives

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Graduate Education

Policy Contact: Dean Tsantir

Printed on: 12/08/2016. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

Graduate programs make all decisions about readmission, change of degree objective, or addition of degree objective. Programs have the discretion to require a full admissions application from a student requesting a new or additional degree objective.

I. Readmission
   Students whose active student status has lapsed and who wish to resume graduate work must seek readmission to their graduate program or to another graduate program. Readmission is not guaranteed, and colleges and programs may add conditions to the readmission (e.g., course grades older than a specified number of years may not be included in the degree plan).

II. Change or Addition of Degree Objective within the Same Program
   Currently enrolled graduate students who wish to change or add a degree objective (e.g., add the doctoral degree in the same program in which they are completing a master's degree) must request the change or addition of degree objective. The student's graduate program must either approve or deny the request.

   o If the change is to a lesser degree (e.g., to a master's degree from a doctoral degree) in the same program to which the student was admitted, the student must still request a change of degree objective (see Procedures for Readmission/Change or Addition of Degree Objective and Associated Requirements).

III. Change or Addition of Degree Objective within the Same College
   Currently enrolled graduate students who wish to change to a different program, or add another degree objective in a different program, in the same college in which they are already enrolled must request a change of degree objective. The graduate program offering the new degree must either approve or deny the request (see Procedures for Readmission/Change or Addition of Degree Objective and Associated Requirements).

IV. Change or Addition of Degree Objective in a Different College or Campus
   Currently enrolled graduate students who wish to change to a different program in a different college, add a degree objective in a different college, or change their campus of enrollment must complete and submit an application for admission. The graduate program offering the new degree must either approve or deny the application.

V. Exceptions
   This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

REASON FOR POLICY

Decisions on readmission, and the addition or change of a degree objective, should ensure that students admitted to a program have appropriate preparation for graduate work in a particular discipline and at the intended degree level.

PROCEDURES

- Use of the Central Graduate Admissions Application System
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
ADMINISTRATIVE POLICY

Resolving Alleged Student Conduct Code Violations

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Executive Vice President and Provost

Policy Contact: Sharon Dzik

Printed on: 12/08/2016. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

Each campus will develop and maintain fair processes for resolving complaints against students and student organizations under Board of Regents Policy: Student Conduct Code. These processes will emphasize student development through understanding and accepting responsibility for personal behavior, while protecting community interests and due process. Each campus's disciplinary process will:

- provide fair notice to students of alleged violations of Board of Regents Policy: Student Conduct Code;
- encourage informal resolution of alleged violations without the need for a hearing;
- permit students the opportunity for a fair hearing upon request, and the opportunity for one campus-wide appeal of a finding of violation of the Code; and
- provide for a preponderance of the evidence (i.e. more likely than not) standard of proof.

For cases involving violations of sexual assault, sexual harassment, stalking, or relationship violence, each campus's disciplinary process will also:

- be conducted by officials who receive annual training on the issues related to sexual assault, sexual harassment, stalking, and relationship violence and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
- provide equitable access to an appeal by both the accused student and the reporting party;
- allow equitable access to a support person of their choice for both the accused student and the reporting party at any related meeting or proceeding;
- allow equitable access to an advocate, if permitted for either, for both the accused student and the reporting party at any related meeting or proceeding; and
- provide simultaneous written notice to both the accused student and the reporting party:
  - of the results of any disciplinary proceeding;
  - of the procedure for the accused student and the reporting party to appeal the results of the disciplinary proceeding;
  - of any change to the results prior to the time the results become final; and
  - when the results become final.

The campus will provide a hearing body to conduct hearings requested by students. The hearing body may differ depending on the college or program in which the student is enrolled and the nature of the alleged violation. Each campus will maintain a student behavior committee that may be the hearing body for any case under Board of Regents Policy: Student Conduct Code. Colleges may, however, establish their own hearing bodies to decide intracollege scholastic honesty cases under the Code (that is, cases that involve the college's student within the college's own course). Likewise, certain administrative programs, such as housing and residential life, student activities offices, and learning abroad offices, may establish and apply their own codes of conduct and hearing procedures. Any student found to have violated Board of Regents Policy: Student Conduct Code under any of these processes is entitled to one campus-wide appeal.

REASON FOR POLICY

This administrative policy implements Board of Regents Policy: Student Conduct Code. It provides a framework for each campus to fairly resolve complaints about violations of Board of Regents Policy: Student Conduct Code.
PROCEDURES

- Student Conduct Code Procedure: Twin Cities
- Resolving Student Conduct Code Violations - Crookston
- Student Academic Integrity Misconduct Procedures - Morris
- Student Conduct Code Procedure - Morris
- Student Behavior Committee Hearing Procedures - Morris
- Student Conduct Code Procedure: Duluth
- Student Conduct Code Procedures: Rochester

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

- Academic Integrity Violation Files: Morris
- Committee on Academic Integrity Order of Proceedings: Morris
- Committee on Academic Integrity Pre-Hearing Conference: Morris
- Student Proctors and Graders: Morris
- Campus Committee on Student Behavior Hearing Procedures: Twin Cities
- Disciplinary Processes of Professional or Graduate Programs and Administrative Units: Twin Cities
- Guidelines for Colleges: Student Conduct Code Conflict Resolution Procedures: Twin Cities

FREQUENTLY ASKED QUESTIONS

There are no FAQs associated with this policy.

ADDITIONAL CONTACTS

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
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</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Sharon Dzik</td>
<td>612-624-6073</td>
<td><a href="mailto:sdzik@umn.edu">sdzik@umn.edu</a></td>
</tr>
<tr>
<td>General Questions</td>
<td>Office for Student Conduct and</td>
<td>612-624-6073</td>
<td><a href="mailto:sdzik@umn.edu">sdzik@umn.edu</a></td>
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<tr>
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<tr>
<td>Conflict Resolution</td>
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Campus Contacts

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<tr>
<td>Crookston</td>
<td>Peter Phaiah</td>
<td>218-281-8585</td>
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<td>Twin Cities</td>
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DEFINITIONS

Advocate:
Non-attorney chosen by the party who represents the party through the disciplinary process.

Attorney:
An individual who has a law degree.

Support Person:
For sexual assault, sexual harassment, stalking, or relationship violence case, a person chosen by the party who accompanies the party through the disciplinary process but does not speak or participate in the process.

Student organizations:
Student-led organizations that are registered pursuant to campus policies.

RESPONSIBILITIES

Chancellors:
Ensure the establishment and maintenance of appropriate disciplinary procedures on their system campus.

Provost:
Ensure the establishment and maintenance of appropriate disciplinary procedures on the Twin Cities Campus.

RELATED INFORMATION

- Board of Regents Policy: Conflict Resolution Process for Student Academic Complaints
- Board of Regents Policy: Student Conduct Code
- Administrative Policy: Sexual Assault, Stalking, and Relationship Violence

HISTORY

Amended:
March 2014 - Comprehensive Review, Major Revision: 1. This policy version includes a new section that outlines required elements of a campus disciplinary process related to allegations of sexual assault, sexual harassment, stalking, or relationship violence. 2. Provides for one campus-wide appeal for the reporting party to align with recent law changes in the Violence Against Women Reauthorization Act of 2013.

Effective:
March 2008 - Administrative Policy to implement Board of Regents Policy: Student Conduct Code.
Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester

POLICY STATEMENT

A. Examinations During the Term

1. Examinations during the term (e.g., mid-terms) will normally be given only during the regular class sessions, except that make-up exams may be given at other times arranged to accommodate student class schedules. Exams may be held at times other than the regularly scheduled class period only under unusual circumstances, and only if approved by the dean of the college in consultation with the Vice Provost and Dean of Undergraduate Education or the appropriate decision-making office on the system campuses. Any regularly scheduled examination to be held outside of regular class time must be listed in the published class schedule.

2. Accommodation must be provided by the examining department(s) 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 between two exams scheduled to be held simultaneously outside of regular class time.

3. Comprehensive examinations, which require reflection, study, and application of the work of the entire semester, are strongly encouraged, but must be given during the final examination period. The only examinations allowed during the last week of classes are those equivalent in scale, scope, length, and percent of grade to other examinations given in that class during the term. Although late-semester examinations may rely on cumulative knowledge of the work of the course during the semester, such examinations must not be comprehensive in nature if they are given prior to the final examination period. In a course where only one examination is given during the term, that examination must be given during the final examination period.

4. Take-home examinations are specifically exempted from this section of the policy.

B. Final Examinations

1. All classes that normally permit undergraduates to enroll will follow the standard examination schedule. Final examinations on the Twin Cities campus will extend over a six-day period. It is not a violation of this policy for a faculty member to use secure online test-taking, authorized by the academic unit, that permits students to take an exam at a time of their choosing rather than at a scheduled final examination time. System campuses will each determine the length of their final examination period.

2. Final examinations normally will be two clock hours (120 minutes) long.

3. Instructors may schedule longer examinations with the approval of their department, which will arrange longer use of the examination room with the appropriate campus scheduling office. Instructors and departments must decide in advance of scheduling a course if the examination is to exceed two hours, and must work with the campus office that schedules central classrooms on scheduling the location of the exam. Any examinations that exceed two hours must be noted in the class schedule, in order that students are informed and can try to fit the longer examination in their schedule of final examinations.

4. Instructors may offer take-home final examinations (but see 7(c) below).

5. For courses that do not run for a full semester, the final examination will be administered (or due, in the case of take-home or other out-of-class examinations) on the last day of the course, except that short courses that end with the semester may use the final exam time scheduled for that course.

6. The requirement that the final examination period on the Twin Cities campus be six days will not apply to units that have been
granted an exemption from the University calendar by the Senate Committee on Education Policy.

7. Final examinations at times other than regularly scheduled:
   a. **Examinations outside the final examination period.** Instructors are permitted to schedule their final examinations outside of the scheduled examination days only under extraordinary circumstances and with the approval of their dean and the campus academic officer. (For the Twin Cities, this is the Vice Provost and Dean of Undergraduate Education.)
   b. **Moving an examination within the final examination period.** When an instructor and students conclude they wish to move the final examination for the course to a different time and/or day during the final examination period, the change must be (1) proposed by the instructor, (2) have the concurrence of the department chair, and (3) must be approved unanimously by written secret ballot by students in class when the vote is taken.
   c. **Laboratory practicums may be given during the final week of classes during the normal lab period, and take-home or other out-of-class finals may be distributed prior to the final exam period but may not be due before the scheduled final exam for that course.**
   d. **Students with final examination conflicts, or with three (or more) final examinations in one calendar day, will be expected to notify and provide documentation to instructors as soon as possible during the term. Instructors are expected to make appropriate accommodation to eliminate the conflict.** The student should contact his or her advisor. If a student has three or more examinations in one day because one exam date was changed, the instructor who changed the exam must make the accommodation. Note: this section does not cover cases where a student has three (or more) examinations within a 24-hour period, only cases where he or she has three (or more) examinations from morning to evening the same day.
   e. **Summer term final examinations.** Final examinations for summer terms will be scheduled during the regular meeting time of the course on the last day.

C. Study Days

Each campus will decide whether or not to have a Study Day; when the calendar permits, a Study Day should be added to the schedule. For campuses that choose to have one, the final examination period will begin on the second day after classes end, with the day after classes designated as a Study Day. In the event classes end on a Friday, final examinations will not start until the following Monday and Saturday and Sunday will be designated Study Days.

D. Classes and Events During the Study Day/Finals Period

1. No classes will be permitted after the last scheduled day of instruction for that term/semester for any course that normally includes undergraduate students. Instructors may not schedule classes on a Study Day.
2. Instructors may not hold a regular class during the final examination period (which can interfere with students' other exams) and may not hold a class during the first hour of the examination period and then conduct the final examination during the remaining hour(s).
3. No University-sponsored extra-curricular events, which require the participation of students, may be scheduled from the beginning of Study Day to the end of Final Examinations. Exceptions to this policy may be granted ONLY by the Senate Committee on Educational Policy. Instructors must provide an alternative and timely opportunity for students to complete course requirements they were unable to complete because of an absence permitted by this policy.

Exclusions

This policy is not applicable to the Duluth campus.

Special Situations

The Senate Committee on Educational Policy has the authority to grant waivers to the provisions of this policy, and will report such waivers to the Faculty Senate at its next meeting.

**REASON FOR POLICY**

This policy defines exams and outlines common scheduling practices and guidelines to allow students and faculty to plan for Study Day and examinations with a minimum of scheduling conflicts.

**PROCEDURES**

There are no procedures associated with this policy.
FORMS/INSTRUCTIONS
There are no forms associated with this policy.

APPENDICES
There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS
There are no FAQs associated with this policy.

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<tr>
<td>Primary Contact(s)</td>
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</tr>
</tbody>
</table>

DEFINITIONS

Study Day
A day designated in the Academic Calendar reserved for study, which occurs immediately before finals period or during finals period; no required classes or exams may be scheduled on a Study Day.

RESPONSIBILITIES

There are no specific responsibilities associated with this policy.

RELATED INFORMATION

- Administrative Policy: *Makeup Work for Legitimate Absences*

HISTORY

Amended:
May 2016 - Comprehensive Review, Minor Revision. 1. Clarifies that a course with a single exam must have the exam during the finals week. 2. Replaces “coordinate campuses” label with “system campuses”. 3. Provides clarity around the final exam period. May not necessarily be a final exam week.

Amended:
December 2009 - Policy now applies to Crookston.
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
ADMINISTRATIVE POLICY

Student Travel and Education Abroad: Health and Safety

Responsible University Officer: Associate Vice President GPS Global Programs and Strategy
Policy Owner: Program Director, Global Programs and Strategy
Policy Contact: Kevin Dostal Dauer

POLICY STATEMENT

Introduction
The University supports and promotes international travel and education abroad by students for University purposes, while encouraging sound health, safety and security measures that minimize risks to the traveler and institution. This policy includes the minimum pre-departure requirements and minimum requirements while abroad. The education abroad office on each campus may have additional requirements.

Units Pre-Travel and Program Planning Requirements
All University units (including campuses, colleges, departments, centers, offices, or other operational units) and education abroad offices organizing or promoting student travel abroad must:

- complete a due diligence review of all programs before promoting them to University students;
- ensure appropriate contracting of partners;
- develop a 24-7 contact protocol and emergency plan;
- obtain International Travel Risk Assessment and Advisory Committee (ITRAAC) approval before promoting any program in a United States Department of State (USDOS) Travel Warning Country;
- ensure completion of the student requirements; and
- ensure completion of faculty/staff leader requirements, where relevant.

Undergraduate travel: All University units must work through one of the University's education abroad offices prior to organizing or promoting undergraduate student travel abroad for University purposes.

All University units supporting student travel (e.g. scholarship, credit, degree requirement etc.) that they are not organizing or promoting, must:

- notify students of the student requirements listed below; and
- provide students with a 24-7 University contact information.

Education Abroad Offices
In addition to the requirements above, each education abroad office in the system must also:

- register students for USDOS Smart Traveler Enrollment Program (STEP) or advise them on self registry;
- implement the student health disclosure form and process;
- implement consistent processes for any participant under the age of 18;
- implement the student behavior review and code of conduct policy/process; and
- for any program with a program leader:
  - require the program leader acknowledgement form from the leader;
  - implement the program leader health process;
  - implement the program leader companion process; and
  - ensure staff/faculty led programs have two program leaders.

Student Pre-Travel Requirements
All students must complete the following requirements in advance of this travel:

- register their travel officially with the University;
- sign a Student Release and Waiver detailing their academic, financial, behavioral, travel risk and health-related responsibilities while abroad;
- obtain University-approved international travel, health and security insurance;
- create an emergency communications plan;
- complete the mandatory online health and safety orientation; and
- address any health and safety concerns prior to departure (e.g., check-ups, immunizations).

In addition, students must discuss self-identified travel plans (international activities not promoted by the University) with an appropriate education abroad office, University faculty and/or staff member prior to confirming travel plans.

All travelers are strongly encouraged to register with the USDOS Smart Traveler Enrollment Program (STEP) and review the USDOS, Centers for Disease Control (CDC) and World Health Organization (WHO) resources for their planned destination.

**Travel Approval**

The University does not encourage travel to a country subject to a current travel warning issued by the U.S. Department of State (USDOS Travel Warning Country).

**Pre-Approval of Student Travel**

Any student planning to travel for University purposes, as well as any faculty member or staff planning to lead or travel with any University students, to a USDOS Travel Warning Country must obtain approval from the International Travel Risk Assessment and Advisory Committee (ITRAAC). Units who wish to promote an education abroad opportunity in a USDOS Travel Warning Country must receive ITRAAC approval prior to promotion. The University, in its sole discretion, may deny approval for international travel. In addition, travelers may be required to submit a request for permission to travel to locations or participate in programs that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities.

**Suspension of Travel**

ITRAAC will review student travel currently in process when a significant health or safety concern arises regarding that travel including new and renewed USDOS travel warnings or advisories, travel warnings from the CDC or WHO, natural disasters, wars or other political disturbances, or other indicators of potential health or safety threats. The University, in its sole discretion, may withdraw approval for international travel at any time.

**While Abroad**

Students, and faculty/staff/units traveling with students and/or organizing, promoting or supporting student programs abroad, must keep their University contact apprised of any changes to their address and contact information while abroad. Changes should be submitted as soon as possible and at a minimum within 24 hours of the change taking effect.

Students are held to Board of Regents Policy: Student Conduct Code while abroad for University purposes in addition to any additional codes of conduct or behavior codes from the University unit organizing, promoting or supporting travel, education abroad office, affiliate or host.

Students are not permitted to drive motor vehicles (including but not limited to scooters, motorbikes, motorcycles and cars) while participating in an education abroad opportunity.

Faculty and staff may not drive vehicles in which students are passengers abroad without an approved exception from the Office of Risk Management in advance of departure from the U.S. Faculty and staff who need transportation for students must either use public transportation or hire a local driver/vehicle.

**Travel in Violation of this Policy**

Students who choose to travel in violation of this policy are acting outside the control and responsibility of the University. If the travel is occurring during a required term, the student must take a leave of absence from the University, where possible. Students on leave of absence from the University are not eligible for financial aid, scholarship, travel stipends and other University supports including credit. If a leave of absence is not an option, students who travel in violation of this policy risk losing their student status.

**Exclusions**

This policy does not apply to personal, non-University travel by students. For information on reimbursement for travel and faculty and staff travel requirements, see Administrative Policy: Traveling on University Business.
This policy endeavors to support education abroad by balancing the educational value of participation in international activities with the potential risks to the welfare and safety of students.

**PROCEDURES**

- Travel Approval (ITRAAC)
- Preparing for Travel and Education Abroad (Students)
- Preparing for Student Travel and Education Abroad (Units)

**FORMS/INSTRUCTIONS**

- Emergency Plan Template
- ITRAAC Application Process
- International Travel, Medical and Security Insurance (CISI)
- Program Leader Acknowledgement Form
- Release and Waiver for Education Abroad:
  - For activities through an education abroad office: OGC-SC245
  - For activities NOT through an education abroad office: OGC-SC246

**APPENDICES**

- International Health Insurance Eligibility Requirements
- University Policy Process Flowchart: Student International Travel and Education Abroad

**FREQUENTLY ASKED QUESTIONS**

- Student Travel and Education Abroad FAQ

**ADDITIONAL CONTACTS**

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<tr>
<td>Primary Contact(s)</td>
<td>Kevin Dostal Dauer</td>
<td>612-625-5107</td>
<td><a href="mailto:dauer001@umn.edu">dauer001@umn.edu</a></td>
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<tr>
<td>International Insurance and Non-education</td>
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<td>612-626-8832</td>
<td><a href="mailto:nunnx016@umn.edu">nunnx016@umn.edu</a></td>
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<td>Abroad Office travel registration</td>
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<tr>
<td>Education Abroad Programs Offices</td>
<td>Crookston: Learning Abroad Office</td>
<td>218-281-8442</td>
<td>218-281-8588 <a href="mailto:umclabrd@umn.edu">umclabrd@umn.edu</a></td>
</tr>
<tr>
<td>Duluth: International Education Office</td>
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<td>218-726-8764</td>
<td>218-726-7352 <a href="mailto:ieo@d.umn.edu">ieo@d.umn.edu</a></td>
</tr>
<tr>
<td>Morris: Academic Center for Enrichment (ACE)</td>
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<td>320-589-7014</td>
<td><a href="mailto:ummace@morris.umn.edu">ummace@morris.umn.edu</a></td>
</tr>
<tr>
<td>Twin Cities: Learning Abroad Center</td>
<td></td>
<td>612-626-9000</td>
<td>612-626-8009 (fax) <a href="mailto:UMabroad@umn.edu">UMabroad@umn.edu</a></td>
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<td>Twin Cities: Carlson Institute for Global</td>
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<td><a href="mailto:cgi@umn.edu">cgi@umn.edu</a></td>
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DEFINITIONS

Education abroad/University purpose travel
Travel by students (both for credit and not for credit) that is affiliated with the University in any way. This includes, but is not limited to:
- travel through one of the University's education abroad offices sponsored or affiliated programs;
- travel through unit organized or promoted education abroad programs or activities.
- travel to a University or unit exchange partner;
- travel as part of, or in support of, a University research activity;
- travel for University credit;
- travel that fulfills a degree requirement (including internships, field studies, service learning, research);
- travel that fulfills University contractual agreements;
- professional development opportunities promoted by or supported by any University unit (including conference attendance);
- travel for which you are acting as a representative of the University;
- travel for University athletics;
- travel supported by University funding including grant awards, scholarships, informal financial awards and financial aid;
- travel with, or organized by, a University faculty or staff member; and
- travel with a University Campus Life Program.

Students traveling abroad for University purposes, including education abroad, are held to this policy within the dates of their activity. Thus, they must follow this policy for any weekend or overnight travel taken during the activity. See definition of non-University travel below for more information on when this policy does not apply.

Campus Life Program
A University program similar to a student organization in purpose and composition but whose activities, operations, and decision-making processes are directly governed by University academic or administrative departments, and for which the University is ultimately responsible. A CLP is considered part of the University and is required to have a designated University faculty or staff advisor. University Recognized Organizations (URO) at Morris and Recognized Student Groups (RSG) at Rochester are treated like CLPs for the purpose of this policy.

Faculty and staff
Full and part-time faculty, including adjunct faculty and staff employees at the University. Graduate assistantship appointments and other appointments that require student status are not considered employees for the purpose of this policy. Where faculty and staff are also taking classes, they are faculty/staff when traveling for work and a student when traveling for education/coursework.

International travel
Travel to any country (including Mexico and Canada) or territory outside the continental U.S. (CONUS), Alaska and Hawaii. Travel to the non-contiguous US locations of American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island are considered international travel for purposes of this policy and CISI insurance purposes.

International Travel Risk Assessment and Advisory Committee (ITRAAC)
Committee responsible for reviewing all proposed student travel to USDOS Travel Warning Countries and other locations that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities. Committee has University-wide jurisdiction and its decisions apply uniformly to all campuses. Composed of the
RETURN TO TOP

RESPONSIBILITIES

Associate Vice President and Dean for International Programs
Promotes the global dimensions of teaching, research, and engagement across all colleges and campuses of the University. Chair the International Travel Risk Assessment and Advisory Committee (ITRAAC).

Director of International Health, Safety and Compliance, GPS Alliance
Provide background information on specific health and safety risks and participate in the decision whether to cancel or suspend education abroad opportunities. Call a meeting of the International Travel Risk Assessment and Advisory Committee (ITRAAC). Notify unit and/or program directors when an educational opportunity has been suspended or canceled by the committee and when ITRAAC approves applications to travel to a USDOS Travel Warning Country or other locations that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities. A member of his/her staff will provide assistance to ITRAAC applicants and facilitate ITRAAC reviews of applications.

Education abroad offices
Ensure compliance with University policy for all programs and activities they support. Serve as a resource to units, faculty and staff planning international activities.

The following are the education abroad offices:

- Carlson School of Management Global Institute
- Crookston Learning Abroad Office
- Duluth International Education Office
- Morris Academic Center for Enrichment
- Twin Cities’ Learning Abroad Center

Export Controls Officer and Designated Cuba Representative
Reviews and approves proposed student travel to embargoed countries and works with travelers to apply for any licenses needed for U.S. citizens to travel to Cuba. Advises on any restrictions that may apply during travel to embargoed countries.

Faculty, staff and unit organizing or promoting travel and/or leading student travel abroad
Ensure compliance with University policy before and during organizing or promoting travel or leading student travel abroad.

International Travel Risk Assessment and Advisory Committee (ITRAAC)
Determine when to cancel or suspend education abroad opportunities because of significant health or safety risks to students at any time. In the members’ absence, appoint alternates to serve on the ITRAAC. Make exceptions to suspension of education abroad opportunities and approve applications for travel to USDOS Travel Warning Countries or other locations that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities on a case-by-case basis.

Office of General Counsel (OGC)
Create and approve the student release and waiver. Serve on the International Travel Risk Assessment and Advisory Committee (ITRAAC). Work with the International Health, Safety and Compliance Director to review mandatory health and safety orientation, assist faculty and staff with related questions and resources while abroad.

Office of Risk Management (ORM)
Regularly review and approve the University's mandatory international travel, health and security insurance. Work with the International Health, Safety and Compliance Director to review mandatory health and safety orientation, assist faculty and staff with related questions and resources while abroad.

Purchasing/Travel Services
Advises University faculty and staff on appropriate contracting procedures for activities involving travel or purchasing. Assists those traveling for University purposes on a variety of travel items. Ensures the integrity, accountability, and efficiency of purchasing processes.

Students
Complete the requirements detailed in this policy and procedures before departure on international travel. Take independent measures to promote one's own safety, the safety of fellow travelers and the safety of the broader University community including consulting with experts on the region of travel, as appropriate. Abide by the University Student Code of Conduct while abroad.

RELATED INFORMATION

Board of Regents Policies
- International Engagement and Education
- Student Conduct Code

Administrative Policies
- Export Controls
- Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester
- Leave of Absence and Reinstatement from a Leave: Graduate Students
- Purchasing a Professional Service
- Traveling on University Business

Other Policies
- Student Conduct Code for Education Abroad

Related Websites
HISTORY

Amended:
October 2014 - 1. Adds the involvement of the collegiate dean(s) in any situation where ITRAAC is considering a rejection (or request to delay travel) of an application submitted by a graduate student. 2. Explicitly notes the role of the Vice President for Academic Affairs when consensus cannot be reached. 3. Standardizes processes carried out the education abroad offices across the University system. 4. Clarifies the pre-travel and program planning requirements for units and students. 5. Adds a new requirement that units may not promote or organize an education abroad opportunity for undergraduates unless they work through an education abroad office. Title changed from Education Abroad Opportunities: Addressing Health and Safety Risks to Student Travel and Education Abroad: Health and Safety

Amended:
January 2009 - Statement and Responsibilities clarified, Updated Contacts section, Updated procedures, and added Appendix: International Insurance Eligibility Requirements.

Amended:
January 2007 - Statement, definitions and responsibilities and procedures rewritten.

Effective:
February 2004

Policy published publicly
April 2005
POLICY STATEMENT

Instructors are required to develop a course syllabus for each offering of a course and communicate the syllabus to students unless the course is offered to an individual student (e.g. directed study, readings or research courses that require contracts between the student and instructor). For the purposes of this policy, a syllabus is a written or electronic document that contains information students need to know in order successfully to complete the work of the course.

Each syllabus includes two types of information. First is information specific to the course such as its title, goals, readings, assignments and instructor. Second is information informing students of University policies that may have an impact on their participation in the course. This information includes, for example, the University grading system, a disabilities statement, and how to resolve problems between students and instructor.

A. Syllabus Requirements: Information Specific to the Course

The elements listed in this section of the policy are required. This information may also be distributed or provided by the department or college if done so routinely and explicitly. (For additional recommendations for good practice in teaching, see Administrative Policy: Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester).

1. Catalog information such as the course name, department, number, meeting time, meeting place, and credits.
2. Instructor’s name and contact information.
3. Course pre-requisites if any exist.
4. Course goals and objectives. (For undergraduate courses on the Twin Cities campus, instructors are encouraged to identify learning and development outcomes addressed by the course. See the Administrative Policy: Undergraduate Student Learning and Development Outcomes: Twin Cities, Crookston, Morris, Rochester).
5. Required and recommended materials and, if necessary, the location of materials. After the second week of the term, minor, but not major, changes in the assigned readings may be made (see Administrative Policy: Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester).
6. General description of assignments, papers, projects, exams and other student work with a schedule of approximate due dates and relative weight in the grade. Minor but not major changes may be made to assignments after the second week of the term.
7. Description of any course meetings that occur outside of the regularly scheduled class time (see Administrative Policy: Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester).
8. Attendance requirements and penalties if any (see the Administrative Policy: Enrolling in Overlapping or Back-to-back Classes: Twin Cities, Crookston, Morris, Rochester).
9. Statement on extra credit. If an instructor wishes to offer what is commonly known as extra credit opportunities for students in a class to allow them to improve their grade, those opportunities must be announced and made available to all students. (This provision does not address the option of increasing the number of credits a student may earn for the course.)
10. Policy for making up missed exams and grading late work.
11. The date, time and place of the final examination if one is scheduled. Instructors who schedule final exams that are longer than two hours must provide alternative testing times for students who have other final exams scheduled during that time (see the Administrative Policy: Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester).

B. Syllabus Requirements – Policy Statements
Instructors must have as part of the syllabus copies of, references to, or statements on the following and are encouraged to discuss elements of the policies particularly applicable to their course (see Appendix - Recommended Policy Statements for Syllabi):

5. Board of Regents Policy: Sexual Harassment
7. Board of Regents Policy: Disability Services
8. Statement about the availability of mental health and stress management services.

The Office of the Executive Vice President and Provost will prepare electronic copies of these policy statements for instructors to incorporate into syllabi. Instructors are encouraged to provide paper copies of these policies to classes with first-year students.

Exclusions
This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Students need a consistent level of basic information about the content and expectations for each course in which they are enrolled. This policy outlines the minimum components of a syllabus and notes recommended policy statements for inclusion, to ensure that instructors communicate course requirements to students in writing and in a timely manner. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

- Recommended Policy Statements for Syllabi

FREQUENTLY ASKED QUESTIONS

There is no FAQ related to this policy.

ADDITIONAL CONTACTS

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<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Stacey Tidball (undergraduate)</td>
<td>612-626-0075</td>
<td><a href="mailto:tidball@umn.edu">tidball@umn.edu</a></td>
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<td></td>
<td>Karen Starry (graduate)</td>
<td>612-625-2815</td>
<td><a href="mailto:starry@umn.edu">starry@umn.edu</a></td>
</tr>
</tbody>
</table>
DEFINITIONS

There are no definitions related to this policy.

RESPONSIBILITIES

There are no specific responsibilities related to this policy.

RELATED INFORMATION

- Board of Regents Policy: Equity, Diversity, Equal Opportunity, and Affirmative Action
- Board of Regents Policy: Sexual Harassment
- Board of Regents Policy: Student Conduct Code
- Administrative Policy: Enrolling in Overlapping or Back-to-back Classes: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Teaching and Learning: Student Responsibilities (Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Undergraduate Student Learning and Development Outcomes: Twin Cities, Crookston, Morris, Rochester
- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY

Amended:
October 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

Amended:
December 2009 - Policy now applies to Crookston.

Effective:
April 2009
ADMINISTRATIVE POLICY

Tailgating on Stadium Event Days: Twin Cities

Responsible University Officer: Athletics Director
Vice President for University Services (Interim)

Policy Owner: Athletics Director
Vice President for University Services (Interim)

Policy Contact: Scott Ellison, Ross Allanson

Printed on: 12/08/2016. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

POLICY STATEMENT

The University promotes community-building activities for its faculty, staff, students, and visitors, and recognizes that tailgating has the potential to enhance the Stadium event experience within a safe, responsible, and controlled environment.

Tailgating is permitted on football game days and other approved large Stadium event days in designated areas, during specified hours, and under the conditions specified in the Tailgating Rules. The vice president for University Services and the director of Intercollegiate Athletics must approve all tailgating at specific stadium events.

Violations

Individuals who violate this policy, the Tailgating Rules, or applicable policies, rules, or law may be assessed fines; lose their season tickets, parking, or tailgating privileges; be removed from campus; and, for students, be subjected to disciplinary action under Board of Regents Policy: Student Conduct Code.

Exceptions

In rare instances, the vice president for University Services and the director of Intercollegiate Athletics may grant exceptions to the Tailgating Rules within the scope of the law.

This policy applies to the Twin Cities campus only, and only to those events held in the Stadium.

REASON FOR POLICY

To provide the framework for responsible tailgating on football game days or large Stadium event days that enhances the event experience, promotes a safe campus environment, and preserves the beauty of the campus.

PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES
FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

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<tbody>
<tr>
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<td>612-625-9543</td>
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</tr>
</tbody>
</table>

DEFINITIONS

Tailgating
Eating food and drinking beverages (alcoholic or nonalcoholic) outdoors as part of pre-and post-game festivities in designated tailgating locations.

RESPONSIBILITIES

University of Minnesota Parking and Transportation
Open and close designated tailgating areas on football game days.

University of Minnesota Police Department
Enforce applicable laws and Tailgating Rules on football game days.

Vice President for University Services and Director, Intercollegiate Athletics
Administer the policy, including maintaining Tailgating Rules and communicating policy and rules for responsible tailgating to participants. Determine, in consultation with appropriate University administrators, the University-authorized locations and hours for tailgating on football game days.

RELATED INFORMATION

- Board of Regents Policy: Alcoholic Beverages on Campus
- Board of Regents Policy: Code of Conduct
- Board of Regents Policy: Student Conduct Code
- Administrative Policy: Distributing Publications and Installing Banners at the University
- Administrative Policy: Drug Free University
- Administrative Policy: Use and Lease of Real Estate
- Administrative Policy: Using and Leasing University Outdoor Space: Twin Cities

HISTORY

Amended:
January 2014 - Comprehensive Review, Major Revision. 1. Expands the applicability of the policy to other major stadium events on the Twin Cities campus, such as concerts. 2. Revises the list of lots in which tailgating is allowed, and addresses hours for tailgating on weekdays and for the RV tailgating lot. 3. Prohibits pets on tailgating lots and includes a new reference to the Board of Regents policy on weapons.
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

Instructors have a responsibility to establish and maintain a civil, productive, inclusive, and stimulating learning environment. Both instructors and students have a fundamental obligation to respect the instructional setting as a place for civil, courteous discourse. Instructors have a responsibility to accommodate students with documented disabilities and are encouraged to invite students to talk or communicate with them about such circumstances.

Instructors have a responsibility to accommodate legitimate student absences and student exam conflicts in accordance with the policies (1) Intercollegiate Athletic Events During Study Day and Finals Week, (2) Makeup Work for Legitimate Absences, and (3) Scheduling Examinations, Final Examinations, and Study Days.

Instructor Responsibilities

A. Provide Course Information

Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and relevant members of the University community.

1. Instructors must provide academic units and students with accurate course descriptions in a timely fashion. Instructors should use official information tools, to provide information about courses to students.

2. The course descriptions available in University catalogs and/or in the Course Guide must be generally consistent with the content of the actual course taught, though the content may vary somewhat with the individual instructor and across sections.

3. At the beginning of each course, instructors must communicate the course objectives. Class activities should be directed toward the fulfillment of these objectives and student performance should be evaluated in relationship to these objectives.

4. If an instructor changes the course requirements or materials, students should be given timely notice consistent with the magnitude of the change (e.g., a few days of notice for an additional article to read or a few weeks of notice if a paper is added). No major change (e.g., adding a research paper or major examination) should be imposed after the second week of the semester.

5. In accordance with Administrative Policy: Grading and Transcripts, instructors must inform students in their classes of the methods to be used in determining course grades, i.e., evaluation criteria and the contribution to the final grade of each graded component.

6. At the beginning of the course, instructors must inform students of any requirements related to regular course attendance and participation.

7. At the beginning of the course, instructors must inform students of any special attendance requirements. This includes, insofar as possible, specific dates, times, and places of additional outside-of-class work such as field trips, study sessions, or extra class meetings, and whether or not attendance at these additional activities will be reflected in the grade. If an instructor schedules mandatory activities that occur outside the regularly scheduled class time, information about these activities must be included on the syllabus and, when possible, in the class schedule.

8. Instructors should discuss scholastic dishonesty and what it means in the context of their class (e.g., whether collaboration is permitted and limits on it, requirements about and methods for citing sources, whether direct quotes are allowed and to what extent, receiving or giving aid on tests, and using electronic aids or communications during exams when prohibited).

B. Provide Students with Access to and Feedback on Their Work

1. Instructors must evaluate examinations and other student work with sufficient promptness to enhance the learning experience.
Instructors must promptly return examinations or permit students to review their exams to request clarification of grades.

2. Instructors should specify the process and schedule for returning student work during the semester. Term papers and comparable projects are the property of students who prepare them (see Board of Regents Policy: Copyright). Instructors who desire to retain a copy for their own files should state their intention to do so.

3. Instructors are strongly encouraged to provide sufficient graded feedback early in the term and before the deadline for withdrawing from classes to enable students to assess their progress in the course.

4. Instructors must turn in grades within three business days after the last day of final examinations.

5. Instructors must provide mid-term alerts to students in 1-xxx courses who are at risk of failing a class, in accordance with the provision of the policy on Mid-term Alerts.

C. Secure Handling of Examinations

Instructors must maintain the security of student examinations both before and after exams are given. For those using a University office, such as the Office of Measurement Services (OMS), for scoring answer sheets, instructors or their designate (departmental office employee or teaching assistant) must submit examination answer sheets in the manner prescribed by that office.

D. Observe Scheduled Class Times

1. Instructors are expected to meet their classes at the scheduled times, to be prepared for all class sessions, and to start and end classes at the scheduled times.

2. When instructors know in advance that they will be unable to attend particular class sessions, they are responsible for working with their academic unit to make appropriate alternate arrangements.

E. Observe Office Hours or Appointment Times

Instructors must schedule and keep a reasonable number of office hours or appointment times for student conferences. The minimum number of office hours or appointment times may be defined by the academic unit.

F. Report Scholastic Dishonesty

Instructors are obligated to report suspected scholastic dishonesty to their departments and to the appropriate office on campus (on the Twin Cities campus, the Office for Student Conduct and Academic Integrity; at Morris, the Office of the Vice Chancellor for Student Affairs; at Rochester, the Office of Student Affairs; and at Crookston, the Vice Chancellor of Academic Affairs and Student Life).

G. Maintain an Appropriate Learning Environment

Instructors should take appropriate steps to have removed from class students who disrupt the educational process because of discourteous, threatening, harassing, or other aggressive behavior. "Appropriate steps" may include calling the University Police.

H. Maintain the Classroom Environment

Instructors are expected to leave the classroom and its equipment in good order (e.g., white/blackboards clean, chairs arranged, electronic equipment shut off).

Academic Unit Responsibilities

A. Maintain an Appropriate Schedule

1. Courses must be offered on a schedule, and frequently enough, to permit students to graduate in a timely fashion. All undergraduate departments must have a four-year graduation plan in place and must have course offerings that support it.

2. Classes must be offered at standard times. Failure to observe standard class periods leads to inefficient use of classrooms and is disrespectful of students and faculty: students are forced to be late to other classes, and faculty access to classrooms they need is reduced.

3. Academic units are responsible for retaining course records in accordance with Administrative Policy: Maintaining Course Records.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

This policy clarifies and outlines responsibilities, to provide clear expectations for the instructor and the instructor's department and college. Faculty and students need a common understanding of their responsibilities for the learning process. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. How do these instructor responsibilities apply to courses in which instruction is provided by more than one individual, for example, a course in which a faculty member and teaching assistants share responsibilities?

The person in charge of the course (e.g., the lead instructor, course coordinator, faculty member supervising teaching assistants who work with the faculty member within a course) is responsible for ensuring that standards and policies are applied consistently to all students enrolled in the course. The lead instructor is responsible for communicating this information to teaching assistants, responding to questions, and ensuring a common understanding among everyone who is part of the instructional team for the course.

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<tbody>
<tr>
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<td>Morris Campus Procedures</td>
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</tr>
</tbody>
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DEFINITIONS

Scholastic Dishonesty
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 dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

RESPONSIBILITIES

There are no specified responsibilities associated with this policy.

RELATED INFORMATION

- Board of Regents Policy: Copyright
Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
POLICY STATEMENT

1. **Satisfying prerequisites.** Students should not register for courses in which they lack the prerequisites unless they have permission from the instructor.

2. **Responsibility for class work.** Students are responsible for knowing all information contained in the syllabus. Students are responsible for meeting all course requirements, observing all deadlines, examination times, and other course procedures.

3. **Attending class.**
   a. Students are expected to attend all meetings of their courses. They may not be penalized for absence from class, however, to participate in religious observances, for approved University activities, and for other reasons in accordance with the policy on Makeup Work for Legitimate Absences. Students should notify instructors as soon as possible about such absences. (See Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*).
   b. Students must attend the first class meeting of every course in which they are registered unless (1) they obtain approval from the instructor before the first meeting or (2) they provide notice to the instructor they must miss class because of a recognized religious holiday (see the policy on Mandatory Attendance at First Class Session and Consequences for Absence). Otherwise, they may lose their places in class to other students. (See Administrative Policy: *Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester*).
   c. Students are responsible for being on time and prepared for all class sessions.

4. **Maintaining academic integrity.** Students are expected to maintain academic integrity, including doing their own assigned work for courses. If it is determined that a student has engaged in scholastic dishonesty, the instructor may impose an academic consequence (e.g., giving the student a grade of "F" or an "N" for the course), and the student may face additional sanctions from the University. (See Board of Regents Policy: *Student Conduct Code*, Section VI, Subd 1, Scholastic Dishonesty, and Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*).

5. **Seeking help and accommodation.**
   a. Students are responsible for seeking academic help in a timely fashion.
   b. Students who need special accommodations are responsible for working first with the relevant University offices and then with the instructor at the beginning of the course.

6. **Respecting intellectual property.** Students may not distribute instructor-provided notes or other course materials, except to other members of the same class or with the express (written) consent of the instructor. Instructors have the right to impose additional restrictions on course materials in accordance with copyright and intellectual property law and policy. Students may not engage in the widespread distribution or sale of transcript-like notes or notes that are close to verbatim records of a lecture or presentation.

7. **Keeping classroom in good order.** Students may be responsible for helping straighten up a classroom at the end of a class period, if requested to do so by the instructor. Keeping a classroom in good order includes taking away or disposing of everything one came in with, such as pop cans/bottles, food containers/wrappers, newspapers, etc. Students must also not deface or damage classrooms or classroom furniture or equipment.

8. **Use of personal electronic devices in the classroom.** Instructors determine if personal electronic devices (such as cell phones and laptops) are allowed in the classroom. Students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. Students are not permitted to record any part of a class/lab/other session unless explicitly granted permission by the instructor. If the student does not comply, the student may be asked to leave the classroom.

9. Guests may not be brought to class without permission from the instructor.
Exclusions
This policy is not applicable to the Duluth campus.

REASON FOR POLICY
This policy clarifies and outlines student responsibilities and expectations for enrollment and participation in a course. Faculty and students need a common understanding of their responsibilities for the learning process. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES
There are no procedures associated with this policy.

FORMS/INSTRUCTIONS
There are no forms associated with this policy.

APPENDICES
There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. Is it permissible for a student to bring his or her child to class?
   All guests, including a student's family members, may not attend class with the student without permission from the instructor.

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<td>Danita Brown Young</td>
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<td></td>
<td>Jennifer Reckner</td>
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<tr>
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<tr>
<td>Rochester Campus Procedures</td>
<td>Lori Carrell</td>
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</tr>
</tbody>
</table>

DEFINITIONS

Prerequisite
A course that is a necessary requirement before subsequent advanced courses.

Scholastic Dishonesty
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 dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

RESPONSIBILITIES

Responsibilities are specified in the Policy Statement.

RELATED INFORMATION

- Board of Regents Policy: Student Conduct Code
- Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Teaching and Learning: Instructor and Department Responsibilities (Twin Cities, Crookston, Morris, Rochester)
- Administrative Policy: Makeup Work for Legitimate Absences
- Higher Learning Commission, Criteria and Requirements for Accreditation

HISTORY

Amended:
September 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

Amended:
May 2013 - Major Revision, Comprehensive Review.
  1. Incorporates language from two related policies (Appropriate Use of Class Notes and Course Materials, and Use of Personal Electronic Devices in the Classroom). These policies are proposed for elimination.
  2. Expands the language around academic integrity. The reference now is on scholastic dishonesty, which would include cheating, plagiarism, etc.

Amended:
December 2009 - Policy now applies to Crookston.

Amended:
April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:
April 2009

Supercedes:
Classroom Expectations Guidelines
POLICY STATEMENT

Graduate student fellowships and traineeships are awarded on the basis of academic merit and provide actively enrolled students with the opportunity to pursue study, training and research. Fellowships carry no service obligations. Traineeships may carry service obligations.

I. Eligibility and Selection for Graduate Student Fellowships and Traineeships
   a. University of Minnesota (University) graduate students are eligible to hold a University-administered fellowship or traineeship if they are admitted to a University graduate program and are registered for at least the minimum number of credits required by the fellowship or traineeship for a particular term.
   b. All students who meet the eligibility criteria for a fellowship or traineeship must be considered for the fellowship or traineeship in accordance with established review and selection processes and criteria. Recipients of graduate student fellowships and traineeships must meet registration requirements and other terms and conditions of their award.
   c. University colleges and departments, or other University units as appropriate, must publicize the fellowships the unit offers.

II. Fellowship and Traineeship Stipends and Benefits
   a. Ranges for graduate fellowship and traineeship stipends are established each fiscal year by the awarding collegiate unit, department, academic program, and/or external agency. These ranges must follow the rules and guidelines set by the sponsoring entity.
   b. The awarding collegiate unit, department, academic program, and/or external agency stipulates the benefits. These benefits must follow the rules and guidelines set by the sponsoring entity.
   c. Graduate students who hold fellowships or traineeships that are administered by the University and provide a stipend that is at least equal to a 25% graduate assistantship may be eligible for resident tuition rates. Members of the student’s immediate family may be eligible for resident tuition rates.
   d. Fellows and trainees are responsible for payment of charges not covered by the fellowship or traineeship (e.g., lab, installment, or late registration fees).
   e. Fellows or trainees who leave their graduate program before the end of a semester in which they hold a fellowship or traineeship may be required to re-pay all or a portion of the stipend for that term.
   f. Fellowships and traineeships may be supplemented by other University-administered support (e.g., a graduate assistantship) unless restricted by the terms of the fellowship or traineeship.

III. Exceptions
   This policy does not apply to first professional degrees. (The first professional degrees are the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

REASON FOR POLICY

This policy incorporates equity and fairness standards in the selection of recipients for University-administered fellowships and traineeships. This policy also aids the University in recruiting high-quality graduate students.
PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

- University-Administered Graduate Student Fellowships and Traineeships FAQ

ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Alison Skoberg</td>
<td>612-625-9310</td>
<td><a href="mailto:skobe001@umn.edu">skobe001@umn.edu</a></td>
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<tr>
<td>University of Minnesota Duluth Questions</td>
<td>Erik Brown</td>
<td>218-726-8891</td>
<td><a href="mailto:etbrown@d.umn.edu">etbrown@d.umn.edu</a></td>
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<tr>
<td>University of Minnesota Rochester Questions</td>
<td>Gail Sauter</td>
<td>507-258-8009</td>
<td><a href="mailto:saute008@umn.edu">saute008@umn.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Graduate Fellowship
A merit-based stipend award that an individual student wins competitively. The student applies (or is nominated) directly to the funding source.

Graduate Traineeship
Is awarded competitively to a group of faculty members in a particular disciplinary or interdisciplinary area, the discipline having been specified in advance by the funding agency. The University faculty group awarded the training grant identifies the recipients from among its students interested in studying in the targeted field.

Service
Work performed that is typically recognized by payment of a salary.

Stipend
A fixed sum of money primarily paid to cover living costs and educational expenses while the recipient is enrolled in an educational program.

Salary
A wage paid for work performed.

Immediate Family (for the purpose of qualifying for resident tuition rate)
Spouse, children, or legal ward living in the household.

RESPONSIBILITIES

Colleges
- Publicize the fellowships the college offers.
- Clearly stipulate the benefits provided by each fellowship offered by the college.
- Fairly consider all students who meet the eligibility criteria for a fellowship or traineeship.

**Programs**
- Publicize the fellowships the program offers.
- Clearly stipulate the benefits provided by each fellowship offered by the program.
- Fairly consider all students who meet the eligibility criteria for a fellowship or traineeship.

**Students**
- Meet all requirements, terms and conditions associated with their award.

**RELATED INFORMATION**

- Board of Regents Policy: *Tuition and Fees*
- Administrative Policy: *Leave of Absence and Reinstatement from a Leave: Graduate Students*
- Administrative Appendix: *Resident Tuition Rate*

**HISTORY**

Effective:
July 2012 - New Policy, Comprehensive Review - 1. Establishes standards that apply to all University-Administered fellowships and traineeships. 2. Distinguishes fellowships and traineeships from salaried graduate student employment. 3. Requires fair and transparent selection process for awards. 4. Extends applicability of policy requirements to all programs, including that not formerly under the aegis of the Graduate School.

University Policy Program
350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: 612-624-8081, policy@umn.edu

Have a good faith belief there has been a violation of University policy? Please report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to UReport.
ADMINISTRATIVE POLICY

Withholding Diplomas and Official Transcripts from Students

Responsible University Officer: Executive Vice President and Provost
Policy Owner: Director, Office of the Registrar
Policy Contact: See Contacts Section

POLICY STATEMENT

The University will not issue diplomas or official transcripts to students with financial obligations equal to, or in excess of, $100 or to students who have not satisfied any student conduct or academic integrity sanctions.

Once a student satisfies his or her financial obligation or satisfies the outstanding sanction, the diploma will be issued and the hold barring issuance of the official transcript will be removed.

REASON FOR POLICY

The University expects students to meet any financial and/or student conduct and academic integrity obligations to the institution, both during their enrollment and upon graduation. Withholding the diploma and official transcript for not meeting these responsibilities is consistent with both of these expectations.

PROCEDURES

Diplomas and Official Transcripts: Notification to Students of the Hold and Issuance after the Obligation is Met

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. How is a student notified that he or she will not be receiving a diploma or an official transcript due to these obligations?
   Students are notified via both email and paper letter.

2. Will a student's degree still be posted to his or her record if money is owed or a judicial sanction is not met?
   Yes.
ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Information - Twin Cities</td>
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<td>612-625-8098</td>
<td>612-626-1754</td>
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<td>Policy Information - Morris</td>
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<tr>
<td>Policy Information - Rochester</td>
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</tr>
</tbody>
</table>

DEFINITIONS

Financial Obligation
Students that owe a minimum of $100 to the University handled by the University collections offices on respective campuses.

Student conduct and academic integrity sanction
A sanction imposed upon a student for violation of the University's Student Conduct Code

RESPONSIBILITIES

Registrar
Notify faculty, staff and students of the policy of withholding diplomas and official transcripts.

College or department
Advise students of the policy on the policy of withholding diplomas and official transcripts.

Campus Collections Office
Determines if diploma can be issued based on satisfactory payment of financial obligations.

Office of Student Conduct and Academic Integrity (OSCAI) - Twin Cities Campus
Notify faculty, staff and students of the policy of withholding diplomas and official transcripts. Determines if diploma can be issued based on satisfactory resolution of obligation.

RELATED INFORMATION

There is no related information associated with this policy.

HISTORY

Amended:
December 2013 - Comprehensive Review, Minor Revision. Provides additional guidance to the students who have a hold on their record through a new FAQs.

Amended:
December 2009 - Changes withholding of "degrees" to withholding of "diplomas and official transcripts"; Improves satisfaction of student conduct or academic integrity sanctions by expanding the policy to address these types of obligations; Aligns with practices of our peer institutions.

Effective:
December 2004
investigate the matter, or submit a report to UReport.