

Academic Probation and Suspension for Undergraduate Students: Twin Cities, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Stacey Tidball](#)

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

All colleges and programs will use the following rules for determining probation and suspension.

Every college and campus must have a Student Scholastic Standing Committee.

A. Probation

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

B. Suspension

1. **A student is suspended if**
 - a. at the end of the probation term (semester), both the term and the cumulative GPA are below 2.000, or
 - b. the conditions of an academic contract are not fulfilled. The suspension is effective immediately.
2. **Consequences of suspension.** When suspended, a student is no longer in the program and cannot register for any University courses for at least one full academic year. All colleges and campuses at the University must recognize the probationary holds and will not allow students, including non-degree seeking students, with these holds to register without the approval of the college placing the hold.
3. **Appealing suspension decisions.** Students may appeal suspension decisions or petition for re-admission in writing to the college's Student Scholastic Standing Committee (SSSC) according to a defined collegiate petition process.
4. **Re-admission after suspension.** Re-admission after a period of suspension is not automatic. To be re-admitted, a student must show evidence of changes in circumstances that demonstrate that he or she will succeed in an academic program.
5. **Returning to the college or a different college after suspension.** Upon return to the college after petitioning to reenter, students will be placed on probation, and all colleges will use a probation hold and contract for the purpose of monitoring the student's performance. If the student does not successfully complete the contract, he or she will be suspended again, but then will be required to reapply for admission to a college, rather than petition to reenter.

Exclusions

This policy is not applicable to the Crookston or Duluth campuses.

REASON FOR POLICY

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Units have a responsibility to identify students who are unlikely to earn degrees and terminate their enrollment. This practice preserves the resources of the unit and the student. Standardizing the eligibility criteria for academic probation and suspension allows for greater understanding and consistent application of probation and suspension across units. Students need to have clearly articulated processes for being placed on and removed from probation or suspension. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

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- [Student Services Contact Information](#)

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1. Can a student who is suspended enroll in courses at the University of Minnesota during the suspension period?

No, students who are suspended may not enroll in courses at the University of Minnesota until their suspension is complete. At the University of Minnesota, Twin Cities the suspension period also includes not being eligible to enroll in courses offered through the College of Continuing Education (CCE). The suspension period applies to all academic terms within the suspension period, including May term and Summer Session.

2. Is a contract required for probation?

No, use of a contract for probation is determined by the college or campus. A student should contact his or her college office to determine if a contract is required.

3. What is the difference between an optional probation contract and a mandatory returning after suspension contract?

The optional contract for probation is just that, optional; some colleges or campuses employ these while others do not. After a student has been suspended, however, he or she must have a written contract from the college or campus outlining what performance will be necessary to return to full, unrestricted student status.

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|--------------------|---------------------------------|--------------|--|
| Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Twin Cities Campus | Sue Van Voorhis | 612-625-8098 | vanvo002@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus | Judy Korn | 320-589-6011 | kornjr@morris.umn.edu |
| Rochester Campus | Laura Walker | 507-258-8008 | ljwalker@r.umn.edu |

See also [Student Services Contact Information](#).

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Contract

A formal, written document that specifies both the corrective action and associated timeline, and expectations of student performance.

Evidence of changes in circumstances

A student is able to demonstrate via a transcript that he or she is academically ready to resume work at the University of Minnesota.

Probation

A student is performing poorly academically and is “on notice” that further performance decline (or lack of improvement) will result in more severe consequences (suspension).

Suspension

A period of time (one year) where a student is not allowed to take any course work at the University of Minnesota.

RESPONSIBILITIES

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There are no specified responsibilities related to this policy.

RELATED INFORMATION

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- Crookston Policy: [Academic Progress/Probation](#)
- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

HISTORY

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Amended:

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

Amended:

January 2011 - Title updated to reflect that Policy applies to Undergraduate Students and remove Crookston from the policy title and scope.

Amended:

December 2009 - Policy now applies to Crookston campus.

Effective:

April 2009

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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](#).



Admissions for Undergraduates: Twin Cities

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Jennifer Reckner](#)

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. Undergraduate students are admitted to a college at the University of Minnesota Twin Cities campus to pursue a baccalaureate degree. The Office of Admissions is responsible for undergraduate admission decisions.
2. Students are admitted as either
 - a. New High School (NHS) students, who have graduated from high school but have not previously matriculated to a post-secondary education institution. (They may have earned college credits while they were enrolled in high school.)
 - b. New Advanced Standing (NAS) students, who have graduated from high school, who have enrolled in or earned credit in courses at another post-secondary education institution during the academic year. The NAS category includes students transferring from another University of Minnesota campus.
3. **New Student Enrollment management.** The enrollment management process includes determining the enrollment targets for future academic years, and the criteria and standards to be used by the Admissions Office in admitting NHS and NAS students to the colleges.
 1. **Enrollment targets.** Each college is responsible for proposing to the Office of the Executive Vice President and Provost (the Provost) enrollment targets for the numbers of NHS and NAS students to be admitted. These proposed targets are subject to the review and approval of the Provost and, as appropriate, the Vice President for Health Sciences. This effort is coordinated by the Vice Provost and Dean of Undergraduate Education, in collaboration with the undergraduate-admitting colleges and the Office of Admissions.
 2. **Criteria for admission.** In collaboration with the undergraduate-admitting colleges and the Office of Admissions, the Vice Provost and Dean of Undergraduate Education will set the criteria that are to be used by the Admissions Office in admitting NHS and NAS students to the colleges. These standards are subject to the review and approval of the Provost, and as appropriate, the Vice President for Health Sciences.
4. **Conditions to matriculate.** The University will communicate to admitted students the conditions that may be imposed on a student before the student is allowed to matriculate (begin taking courses toward a degree). For example, admission is conditional upon continuing with a consistent grade trend in final term high school courses and providing proof of high school graduation (or for NAS students an appropriate proxy for this requirement). Such conditions apply to students new to the University of Minnesota Twin Cities campus, but not to students transferring from one college to another within the Twin Cities campus.
5. The University of Minnesota reserves the right to deny admission to any applicant.

Exclusions

This policy is not applicable to the Duluth, Crookston, Morris, and Rochester campuses.

REASON FOR POLICY

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The colleges and campus administration work together to set enrollment targets for the admission of NHS and NAS students to the University, to ensure that colleges have expected numbers of students, and that University resources (classrooms, curricula, advising, housing) are available to serve the admitted students.

The colleges and campus administration work together to establish admission criteria, which the Office of Admissions uses to evaluate applicants, to admit applicants who can be successful in the degree programs offered by that college.

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

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There are no procedures associated with this policy.

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FREQUENTLY ASKED QUESTIONS

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| Subject | Contact | Phone | Fax/Email |
|--------------------|------------------------------------|--------------|--|
| Primary Contact(s) | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
| Twin Cities Campus | Rachelle Hernandez | 612-625-2006 | rachelle@umn.edu |

DEFINITIONS

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Degree-seeking student

A student who has been officially admitted to a University of Minnesota college to pursue an undergraduate degree program.

Matriculate

The process by which a student accepts the University's offer for admission and indicates that he or she intends to enroll.

New Advanced Standing (NAS)

Students who have graduated from high school, who have enrolled in or earned credit in courses at another post-secondary education institution during the academic year. The NAS category includes students transferring from another University of Minnesota campus. (Students who enroll in coursework the summer after their high school graduation will continue to be considered NHS)

New High School (NHS)

Students who have graduated from high school but have not previously matriculated to another post-secondary institution. They may have earned college credits while they were enrolled in high school.

Non-degree student status

Non-degree students are not officially admitted into a University of Minnesota degree program for the semester(s) of course enrollment. Non-degree status may include those students who are admitted for a future semester and students who are degree-seeking at another institution, but taking classes at the University of Minnesota.

RESPONSIBILITIES

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Applicant

- Provide full and accurate information on application for admission.
- Notify the Office of Admissions if there are any changes to the information provided in the application.

Office of Admissions

- Participate in enrollment management processes; provide guidance to undergraduate admitting colleges and the Office of the Vice Provost and Dean of Undergraduate Education to assist in target setting and criteria used in the admission process.
- Communicate admissions review criteria to prospective students and applicants.
- Receive and review applications.
- Communicate admissions decisions to applicants.

Undergraduate-Admitting Colleges on the Twin Cities Campus

- Recommend enrollment targets and standards for admission.

Office of the Vice Provost and Dean of Undergraduate Education

- Oversee processes for setting enrollment targets and standards for admission.
- Oversee Office of Admissions.

Executive Vice President and Provost (Provost)

- Review and approve enrollment targets and standards for admission.

Vice President for Health Sciences

- In collaboration with the Provost, review and approve enrollment targets and standards for admission for undergraduate health sciences programs.

RELATED INFORMATION

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- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)
- Administrative Policy: [Promoting Timely Graduation by Undergraduates](#)

HISTORY

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Amended:

May 2016 - Comprehensive Review, Minor Revision. 1. Reinforces the understanding that students are admitted to pursue a degree. 2. Specifies that the Office of Admissions is responsible for undergraduate admission decisions. 3. Aligns with the current practice of new student enrollment management. 4. More explicitly states in #5 that the U of M has the right to deny admission. 5. Removes the statement that students who are admitted with missing high school preparation requirement are not required to satisfy those requirements before receiving a baccalaureate degree.

Amended:

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

Amended:

April 2009

Effective:

April 2009

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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](#).



Campus-Specific Credit Requirements for Undergraduate Degrees and Majors, Minors, and Certificates: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Jennifer Reckner](#)

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

To receive an undergraduate degree, or to have a minor or certificate recorded on their transcript, students must complete a required minimum of their coursework from the campus that awards the degree, minor, or certificate (commonly referred to as “resident credit” or “credit in residence”).

Resident credit includes the traditional courses offered on the campus, as well as study-abroad credits earned through programs sponsored by the University of Minnesota campus, and credits earned in online courses offered by the University of Minnesota campus.

Students may earn a major and a minor from two different campuses. Students may earn a certificate from any certificate program to which they have been admitted on any campus.

Minimum requirements for credits in residence are as follows:

Undergraduate (baccalaureate) degree

1. At least 30 semester credits.
2. At least 15 credits of the last 30 credits.
3. At least half of upper-division (3xxx-level or higher) credits that satisfy major requirements (major requirements includes all courses required for the major, including courses in a subplan).

Undergraduate minor

4. At least 3 upper-division credits that satisfy requirements for the minor at the campus that will award the minor

Undergraduate certificate

5. At least 3 upper-division credits that satisfy requirements for the certificate at the campus that will award the certificate.
6. Crookston only: At least 50% of the course credits required for the certificate must be taken at the Crookston campus.

The Executive Vice President and Provost may, under extraordinary circumstances, waive the requirements in sections 2 through 5 above. The Chancellor for the Crookston campus may, under extraordinary circumstances, waive the requirement in section 6. The requirement in section 1 may not be waived.

Colleges or campuses may, with approval of the Executive Vice President and Provost or Chancellor, establish standards higher than those set in this policy for credits in residence. Students must be informed of such additional requirements.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

It is expected that students who graduate from the University will have completed a minimum amount of coursework from the University campus from which they are seeking to graduate. Similarly, it is expected that students who receive the notation of a minor or certificate on their transcript will have completed a minimum amount of coursework from the University campus awarding that minor or certificate. This requirement allows the faculty of each campus to ensure the student meets the campus and institutional standards of achievement.

This policy implements criteria and requirements for accreditation established by the Higher Learning Commission. To meet the standards for accreditation, each University of Minnesota campus must maintain structures or practices that ensure the coherence and quality of the programs for which it awards a degree, including that at a minimum, 30 of the 120 credits earned for the bachelor's degree are earned at the campus itself.

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There are no procedures related to this policy.

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There are no forms associated with this policy.

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There are no appendices related to this policy.

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- [Campus-Specific Credit Requirements for Undergraduate Degrees and Majors, Minors, and Certificates FAQ](#)

ADDITIONAL CONTACTS

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| Rochester Campus | Laura Walker | 507-258-8008 | lwalker@r.umn.edu |

DEFINITIONS

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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.

Requirements for the major and minor

The set of courses that constitute the program of study in a focused area for a particular degree program. These courses make up a portion of the University of Minnesota degree.

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.

RESPONSIBILITIES

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Colleges or campuses

- Follow minimum standards established in this policy.
- Prepare request to establish standard higher than those set in the policy. Communicate the new standards, if approved.
- Document and communicate all requirements for majors, minors, and certificates.
- Respond to petitions seeking waivers of collegiate or campus requirements regarding credits in residence.

Executive Vice President and Provost/Chancellor

- Consider collegiate or campus requests on higher standards and communicate the decision.
- Respond to individual student requests for waivers of credits in residence requirements.

RELATED INFORMATION

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- Administrative Policy: [Credit and Grade Point Requirements for an Undergraduate \(Baccalaureate\) Degree: Twin Cities, Crookston, Morris, Rochester](#)
- Administrative Policy: [Academic Unit Authority over the Curriculum and Major, Minor, and Certificate Requirements: Twin Cities, Crookston, Morris, Rochester](#)
- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

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Amended:

June 2016 - Comprehensive Review, Major Revision. 1. Expands title to include majors, minors, and certificates. Certificate requirements have been added. 2. Specifies that students can earn a certificate from any certificate program to which they have been admitted. 3. Incorporates the residency requirements for Crookston certificates.

Amended:

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

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

University Policy Program

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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 and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Jennifer Reckner](#)

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. Degrees are awarded by the Regents of the University on recommendation of the faculty, not by colleges or departments or campuses. The University sets degree requirements and standards, but departments, colleges, and campuses have the delegated authority to determine the requirements and standards related to programs and majors, so long as they are consistent with this policy.
2. All credit awarded by the University, regardless of the campus or type of instruction, must be recognized by all University campuses, must appear on the transcript, and must count toward the requirements for the degree (subject to the requirements and standards established by departments, colleges, and campuses). In some cases, a student may accumulate credits that, while recognized by the University, are in excess of what may be required for the degree program in which he or she is enrolled.
3. Students may not earn two baccalaureate degrees in the same major (e.g. B.A. and B.S. in Economics) from any campus(es) of the University.
4. A student fulfilling requirements for two majors within different degree structures (e.g., one B.A. and one B.S) may earn two degrees. The student must complete all additional requirements for the degree, beyond completion of the major (e.g., the language requirement for the B.A. degree).
5. Baccalaureate degrees require a minimum of 120 semester credits. College/campus approval is required for any baccalaureate degree programs that require more than 120 credits. Academic units that propose baccalaureate degree programs requiring more than 132 credits must also receive approval from the appropriate chancellor or provost in consultation with the Senate Committee on Educational Policy.
6. The accumulation of 120 or more credits, without meeting requirements and standards set out in this policy and by departments, colleges, and campuses, does not entitle a student to a degree.
7. Requirements regarding breadth of study (i.e., liberal education requirements) and other campus-wide graduation standards must be approved by the faculty governing body for that campus.
8. Limits on use of S/N grades (see Administrative Policy: *Grading and Transcripts* for definitions of S and N).
 - a. The maximum proportion of University S/N credits permitted within the total University credits in the degree is 25%.
 - b. [Twin Cities only] No unit will allow S/N grading in major course work unless the S/N grading system is preset by the unit for specific courses.
 - c. [Twin Cities only] For a student who completes only the minimum number of 30 credits at the University, no more than 8 of the 30 credits may be taken S/N.
 - d. [Twin Cities only] Subject to the overall University policy contained in 8a, above, colleges, campuses, and programs may specify what courses or proportion of courses taken by its students or its prospective students must be on the A-F or S-N grading system.
 - e. [Crookston only] Courses being used to satisfy Crookston major and liberal education requirements must be taken A/F unless the course is only offered S/N.
9. **[Twin Cities and Rochester only]** D grades are not permitted in major, minor, or certificate courses. Required courses for the major, minor, or undergraduate certificate in which a student receives a D grade (with or without plus or minus) do not count toward satisfying the major, minor, or certificate requirements (including transfer courses). All other courses, including courses in the major or minor field that are not required to complete the major or minor, will count toward a degree if the student earns a D or better.
10. **(Morris only)** No more than 8 credits in Music Ensembles, Mus 1300 through Mus 1340, no more than 4 credits in SSA 12xx skills

courses, no more than 4 credits Varsity Athletics, SSA 14xx, and no more than 32 credits of IS 3796, 3896, 3996 may be applied to the 120 credit degree requirement.

11. GPA requirement for graduation. A student who is admitted to a degree program or major and who completes all requirements of the degree, with a cumulative GPA of at least 2.000 in University of Minnesota coursework, will be allowed to earn a degree. The cumulative GPA is based on only University of Minnesota course work. No academic unit may impose additional grade point standards or conditions to graduate.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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The policy establishes a minimum consistent standard that all undergraduate students must reach in order to earn an undergraduate degree. The standard applies across the University system and is intended to ensure that students have a strong foundation for their future endeavors. This policy supports the University of Minnesota mission of teaching and learning.

Departments, colleges and campuses are empowered to determine the requirements and standards related to their degree programs and their majors and minors, but these must be consistent with the University's policy standards.

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

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There are no procedures associated with this policy.

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There are no forms associated with this policy.

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There are no appendices related to this policy.

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- [Credit and Grade Point Requirements for an Undergraduate \(Baccalaureate\) Degree FAQ](#)

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|--------------------|----------------------------------|--------------|--|
| Primary Contact(s) | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
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DEFINITIONS

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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.

Baccalaureate Degree

An academic degree conferred by a college or university upon those who complete the undergraduate curriculum. Also called bachelor's degree.

Degree Structure

The type of baccalaureate degree. Most baccalaureate degrees offered at the University of Minnesota are within the bachelor of arts (B.A.) structure or the bachelor of science (B.S.) structure. However, degrees are also offered within other structures such as the Bachelor of Fine Arts (B.F.A.) or Bachelor of Science in Business (B.S.B.).

Requirements for the Major and Minor

The set of courses that constitute the program of study in a focused area for a particular degree program. These courses make up a portion of the University of Minnesota degree.

RESPONSIBILITIES

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Prepare request to establish standards higher than those set in the policy. Communicate the new standards, if approved.

Executive Vice President and Provost

Consider collegiate or campus requests on higher standards and communicate the decision.

RELATED INFORMATION

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- Administrative Policy: [Campus Specific Credit Requirements for an Undergraduate \(Baccalaureate\) Degree: Twin Cities, Crookston, Morris, Rochester](#)
- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

HISTORY

[RETURN TO TOP](#)**Amended:**

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

Amended:

March 2013 - Minor Revision, Comprehensive Review. 1. Clarifies that a student may not earn two degrees in the same major. 2. Specifies that the minimum GPA requirement of 2.0 must be earned from the courses taken at the University of Minnesota. Transfer credits from other universities will not be used in this calculation.

Amended:

June 2012 - Major Revision, Comprehensive Review: 1. Specifies that Ds will not be allowed in courses required for the minor, which has been the current practice on the Twin Cities campus. 2. Clarifies that this rule applies to Rochester as well.

Amended:

August 2011 - Major Revision, Comprehensive Review: Eliminates the skills requirements for the Twin Cities, Crookston, and Rochester, to allow students choices as to how to use their electives. There are sufficient other controls in place to ensure that an undergraduate degree does not have an excess of electives.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

University Policy Program

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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

Date Revised
December 2014

Date Effective
May 2011

Credit for Nationally-Recognized Exams for Undergraduate Students: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Stacey Tidball](#)

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

Students will be awarded credits based on nationally recognized examinations (Advanced Placement [AP] program, the International Baccalaureate [IB] program, and the College-Level Examination Program [CLEP]) when they meet the minimum standards for the campus awarding the credit.

These credits awarded become applicable to a University of Minnesota degree program or certificate program only after the student has been admitted and enrolled as a degree-seeking student or admitted to the certificate program.

Academic unit authorities on each campus have discretion to establish the minimum standards for awarding credits for nationally recognized examinations. In determining those standards, academic unit authorities evaluate the material in the nationally recognized examination. If the material is judged to be substantially similar to that of an existing course, credit will be awarded for that specific course. If the material is judged to be of college level but not substantially similar to an existing course, the academic unit may assign general departmental credits.

REASON FOR POLICY

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To provide the opportunity for enrolled undergraduate students to receive credits for nationally recognized exams when the minimum standards, as determined by academic unit authorities, have been met. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.


PROCEDURES

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There are no procedures associated with this policy.

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- [UM 1787 - Review of Advanced Placement Course Award](#) 

Note: This form was designed for the Twin Cities Campus. Other campuses can adapt it to their processes if they so choose.

APPENDICES

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There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

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1. Who determines the minimum standard to receive credit for a nationally recognized exam?

On the Twin Cities, Duluth, Crookston, and Rochester campuses, the minimum standard to receive credit for a nationally recognized exam is determined by the appropriate academic department or unit. On the Morris campus, the Scholastic Committee determines the minimum standard. On the Crookston Campus, the academic department recommends the minimum standard to the Standards and Policy Committee, which then recommends to the Faculty Assembly for final approval.

2. Which students are eligible to receive credit for nationally recognized exams?

Only students who have been admitted as degree-seeking undergraduates at the University of Minnesota and have a student status of "enrolled" are eligible to receive credit for nationally recognized exams. "Enrolled" does not refer to the student's registration status, but is a term used for students who have been admitted to the University and have matriculated. Students who have been admitted to the University but have not accepted an offer of enrollment are not eligible to receive credit for nationally recognized exams. High school students who are enrolled through the Post-Secondary Enrollment Options (PSEO) program are not eligible to receive credit for nationally recognized exams while they are enrolled as PSEO students. However, if they apply, are admitted, and matriculate as degree-seeking undergraduates at the University of Minnesota, they are then eligible to receive credit for nationally recognized exams.

3. When are the credits for AP and IB exams awarded?

Students must have completed the AP and IB nationally recognized examinations before they begin their studies as degree-seeking undergraduate students at the University of Minnesota.

Approved credits for AP will appear in a student's degree audit upon the University's official receipt of official AP test scores; students are notified of approved AP credit totals after they have been admitted to the University. IB credits are awarded after a student has been admitted to the University.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

| Subject | Contact | Phone | Fax/Email |
|--------------------|--------------------------------|--------------|--|
| Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Twin Cities Campus | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Duluth Campus | Carla Boyd | 218-726-8795 | cboyd@d.umn.edu |
| Morris Campus | Judy Korn | 320-589-6011 | kornjr@morris.umn.edu |
| Rochester Campus | Laura Walker | 507-258-8008 | lwalker@r.umn.edu |

DEFINITIONS

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Academic unit authority

The academic college, department, or committee responsible for determining the minimum standards required to receive credit for a nationally recognized exam.

Academic department

The unit on campus offering coursework that is the same or substantially similar to the subject area of the nationally recognized exam.

Matriculate

The process by which a student accepts the University's offer for admission and indicates that he or she intends to enroll.

Minimum standard

The minimum exam score a student must earn in order to receive University credit for a nationally recognized exam.

Nationally recognized exam

Exams overseen by an independent organization (e.g., College Board) that determines the national standard for the exams' content and scores.

RESPONSIBILITIES

[RETURN TO TOP](#)

Academic unit authority (academic departments on the Twin Cities, Duluth, and Rochester campuses; Scholastic Committee on the Morris campus; Academic Standards and Policy Committee on the Crookston campus)

Determine the minimum standards (i.e., exam score) to receive credit for a nationally recognized exam.

Office of Admissions (Twin Cities, Duluth, Crookston, and Rochester); Scholastic Committee in cooperation with the Office of the Registrar, Morris)

Oversee the administrative process for nationally recognized exams.

RELATED INFORMATION

[RETURN TO TOP](#)

- [Higher Learning Commission. Criteria and Requirements for Accreditation](#)

Twin Cities

- [Advanced Placement](#)
- [International Baccalaureate](#)
- [College-Level Examination](#)

Crookston

- [Advanced Placement](#)
- International Baccalaureate (TBD)
- [College-Level Examination Program \(CLEP\)](#)

Duluth

- [Advanced Placement](#)
- [International Baccalaureate](#)
- [College-Level Examination](#)

Morris

[Credit Awarded by Examination](#)

- Advanced Placement (AP)
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)

Rochester

- [Advanced Placement, International Baccalaureate, and College-Level Examination](#)

HISTORY

[RETURN TO TOP](#)

Amended:

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

Amended:

March 2014 - Comprehensive Review, Minor Revision - Clarifies that an individual must be in a U of M degree program to be awarded these types of credits.

Effective:

May 2011 - New Policy, Comprehensive Review. Specifies the authority for awarding credits for nationally-recognized exams. Defines where the credit will be applied (either as equivalent to an existing course, or as general departmental credits.)

Supersedes:

Examinations for Credit and Proficiency (Senate Policy)

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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](#).

Departmental Exams for Proficiency or Credit for Undergraduate Students: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Stacey Tidball](#)

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

Academic departments have the discretion to offer exams to either demonstrate proficiency or earn course credit. The format of these exams is at the department's discretion (e.g., final examination, oral tests, written papers or projects). No department is required to offer exams for proficiency or credit.

Eligibility for such exams is limited to currently enrolled, undergraduate, degree-seeking students. Departments may establish further eligibility criteria for an exam for proficiency or credit. A student may not take an exam for credit for a course he or she has already completed for any grade basis (i.e., A-F, S-N, or AUD [audit] status) at the University of Minnesota.

Exam to demonstrate proficiency

A departmental exam for proficiency may be used to fulfill prerequisites for advanced courses or satisfy other requirements. An exam for proficiency does not yield any course credit or grade. The academic department giving the examination will determine the minimum standards for successful completion of an exam for proficiency.

Exam to earn course credit

A departmental exam for credit may be used to earn credit for a course. The academic department giving the examination will determine the minimum standards for successful completion of an exam for credit.

Credit(s) earned by departmental exam do not earn grade point average (GPA) points and are reflected only within the student's cumulative credit totals on the transcript (not within the term in which the student completed the exam).

Credit(s) earned by departmental exam count in the credit total, but do not count toward the minimum number of credits students must earn at the campus from which they are seeking a degree.

Special situations

On the Morris campus, the Scholastic Committee serves in the role of the academic department and has all related responsibilities.

REASON FOR POLICY


[RETURN TO TOP](#)

Departments may wish to have a means of allowing students to demonstrate existing proficiency in a subject without requiring the student to complete coursework.

PROCEDURES

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- [Notating a Special Exam for Proficiency or Credit on the Transcript](#)
- [Requesting and Posting a Credit by Special Examination Fee](#)
- [Requesting Approval to Take an Exam for Proficiency or Credit](#)

- [OTR154 - Request for Special Examination](#) 
- [Request for special examination \(Morris\)](#) (PDF)
- [Request for special examinations \(Crookston\)](#) (PDF)
- [Request for special examination room](#)

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

1. Who may take an examination for credit or proficiency?

Only students who have been admitted to the University of Minnesota as degree-seeking undergraduate students and have a student status of "enrolled" are eligible to take an examination for credit or proficiency. "Enrolled" does not refer to the student's registration status, but is a term used for students who have been admitted to the University and have matriculated. Students who have been admitted to the University but have not accepted an offer of enrollment are not eligible.

High School students who are enrolled through the Postsecondary Enrollment Option (PSEO) program are not eligible for these exams while they are enrolled as PSEO students. However, if they apply, are admitted, and matriculate as degree-seeking undergraduates at the University of Minnesota, they are then eligible to take an exam for credit or proficiency.

2. Who determines whether or not to offer an examination for credit or proficiency?

On the Twin Cities, Duluth, Crookston, and Rochester campuses, the decision to offer such an examination is made by the academic department or unit offering the course or subject for which the student is seeking examination. On the Morris campus, the Scholastic Committee has the authority to grant an examination for credit; examinations for proficiency are granted by the academic department.

3. If a student does not pass an exam for credit or proficiency, is this notated on the student's transcript?

No; only successful exam completions are notated on students' transcripts.

ADDITIONAL CONTACTS

| Subject | Contact | Phone | Fax/Email |
|--------------------|--------------------------------|--------------|--|
| Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Twin Cities Campus | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Duluth Campus | Carla Boyd | 218-726-8795 | cboyd@d.umn.edu |
| Morris Campus | Judy Korn | 320-589-6011 | kornjr@morris.umn.edu |
| Rochester Campus | Norman Clark | 507-258-8028 | nclark@r.umn.edu |

DEFINITIONS

Academic department

The unit on campus offering course work that is the same or substantially similar to the subject area of the exam.

Currently enrolled undergraduate degree-seeking students

Students who have been admitted to a University of Minnesota undergraduate degree program and who have matriculated.

Campus-specific credit requirements

The minimum number of credits students must complete at the campus from which they expect to graduate before a degree will be granted.

RESPONSIBILITIES

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Academic departments (Twin Cities, Duluth, Crookston, and Rochester)

- Determine whether or not to make available to students an exam for credit or proficiency.
- Determine the format and scoring of the exam.

Colleges (Twin Cities, Duluth, Crookston, and Rochester)

- Determine whether or not successful completion of the exam will apply to the student's degree program.
- Request the credit by special exam fee as part of the annual budget process.

Scholastic Committee (Morris)

- Determine whether or not to make available to students an exam for credit or proficiency.
- Determine whether or not successful completion of the exam will apply to the student's degree program.

Office of the Registrar (All campuses)

- Appropriately notate on students' transcripts any successful completion of a departmental exam for proficiency or credit.

RELATED INFORMATION

[RETURN TO TOP](#)

- [Special Examinations on Morris Campus](#)
- Administrative Policy: [Campus Specific Credit Requirements for an Undergraduate \(Baccalaureate\) Degree: Twin Cities, Crookston, Morris, Rochester](#)

HISTORY

[RETURN TO TOP](#)

Amended:

March 2014 - Comprehensive Review, Minor Revision 1. Clarifies that student must be enrolled in a program to be eligible for these exams. 2. Emphasizes that it is the department's choice as to whether or not to offer departmental exams for proficiency or credit.

Effective:

May 2011 - Replaces Senate Policy: Examinations for Credit and Proficiency. Clarifies who is eligible to take a departmental exam for proficiency or credit. Defines key terms to provide clarity for the reader.

Supersedes:

Examinations for Credit and Proficiency

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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

Date Revised
December 2009

Date Effective
April 2009

Faculty Responsibility in Undergraduate Advising on the Curriculum: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Jennifer Reckner](#)

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 faculty in each unit are responsible for ensuring that there is an effective advising process. The faculty of every unit will collectively determine the mechanisms by which faculty members will be involved in advising students and will periodically review the effectiveness of that process. In some units faculty may choose to be directly involved in advising or may share that responsibility with appropriately trained academic professionals, graduate students, or peers. The faculty of each unit must assist in and cooperate with the advising process as appropriate and are responsible for providing timely information about the curriculum and student performance to advisers. The faculty should encourage students to take advantage of opportunities provided by the advising process to broaden, intensify, and integrate their educational experience.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

[RETURN TO TOP](#)

Advising is an important component of the educational enterprise, and expectations for faculty and students regarding advising should be clearly outlined.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

[RETURN TO TOP](#)

There are no forms associated with this policy.

APPENDICES

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There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

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There are no frequently asked questions related to this policy.

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|--------------------|----------------------------------|--------------|--|
| Primary Contact(s) | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
| Twin Cities Campus | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus | Bart Finzel | 320-589-6015 | finzelbd@morris.umn.edu |
| Rochester Campus | Lori Carrell | 507-258-8006 | lcarrell@r.umn.edu |

DEFINITIONS

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Curriculum

The set of courses offered by a unit

RESPONSIBILITIES

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There are no specified responsibilities related to this policy.

RELATED INFORMATION

[RETURN TO TOP](#)

There are no related informational items for this policy.

HISTORY

[RETURN TO TOP](#)

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](tel: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](#).



High School Preparation Requirements for Undergraduates

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Robert McMaster](#)

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

To assure a minimum level of preparedness for University students, each campus of the University of Minnesota is responsible for setting minimum academic requirements for individuals seeking admission to undergraduate degree programs.

For the Twin Cities, Morris, and Rochester campuses, the minimum academic requirements must include:

1. **ENGLISH** - Four years, including writing, literature, and speech. Within the writing component, students may elect work in composition, creative writing, journalism, or research writing. Literature may include both American and world literatures; speech may include both public speaking and debate.
2. **MATHEMATICS**
 - a. For students seeking admission before fall 2015: Three years consisting of two years of algebra, one of which must be intermediate or advanced algebra, and one year of geometry.
 - b. For student seeking admission fall 2015 and thereafter: Four years, including two years of algebra, one of which must be intermediate or advanced algebra, and one year of geometry.
3. **SCIENCE** - Three years, including at least one course each in the biological and physical sciences, and all three units to incorporate significant laboratory experience. The biological and physical science requirements would most commonly be met by courses in biology, chemistry, and physics. Other courses could include advanced biology, human anatomy and physiology, botany, zoology, geology, and advanced chemistry and physics.
4. **SOCIAL STUDIES** - Three years, including one year each of geography and American history. Geography need not always be taught as a full year course, and may in fact be incorporated in a significant way into other studies; transcripts should indicate specifically which courses meet the geography requirement.
5. **WORLD LANGUAGE** - Two years of a single second language. Language courses may include both those traditionally taught in high schools (for example, Spanish, French, German), as well as those less frequently taught.
6. **ARTS** - One year in the visual or performing arts. It is expected that all arts courses (including band and chorus) will include instruction in the history and critical interpretation of the art form. Courses in the arts should offer students the opportunity to experience the arts directly as creators/performers and as critical, informed observers.

Colleges, departments, or programs may have additional admission requirements.

Duluth and Crookston Campuses

Students applying for admission to Duluth must meet the high school preparation requirements specified at <http://www.d.umn.edu/vcaa/HighSchoolPrepRequirements.html>. Students applying for admission to the Crookston campus must meet the high school preparation requirements specified at http://www1.crk.umn.edu/prod/groups/crk/@pub/@crk/@admissions/documents/content/crk_content_147581.pdf (page 3).

REASON FOR POLICY

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The high school preparation requirements exist to provide guidance to prospective students and their high school counselors, to help them make informed curricular choices. These requirements were prepared and adopted in conjunction with the Minnesota State College and University system. The requirements are used in evaluating applications for admission, to ensure a minimum level of preparedness for University students. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

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There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

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1. Could a student be admitted without having met all of the high school preparation requirements?

Yes, it is possible under extenuating circumstances. A student who is missing a high school preparation requirement is not automatically disqualified from consideration for admission. However, admission to the University is competitive and all other factors being equal, the student's application would not be as strong as the application of a student who has completed or exceeded all of the requirements.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

| Subject | Contact | Phone | Fax/Email |
|-------------------------------|------------------------------------|--------------|--|
| Primary Contact(s) | Robert McMaster | 612-626-9425 | mcmaster@umn.edu |
| Twin Cities Campus Procedures | Rachelle Hernandez | 612-625-2006 | rachelle@umn.edu |
| Crookston Campus Procedures | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus Procedures | Bart Finzel | 320-589-6015 | finzelbd@morris.umn.edu |
| Rochester Campus Procedures | Lori Carrell | 507-258-8006 | lcarrell@r.umn.edu |

DEFINITIONS

[RETURN TO TOP](#)

There are no definitions related to this policy.

RESPONSIBILITIES

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Admissions Department

Determines which students are offered admission to undergraduate degree programs.

Academic Advisor

Advise students on the coursework needed to satisfy their campus, college, and degree requirements, taking into account the student's prior coursework and background, including high school and any courses at the college level.

RELATED INFORMATION

[RETURN TO TOP](#)

- [Higher Learning Commission. Criteria and Requirements for Accreditation](#)

Amended

December 2011 - Comprehensive Review, Major Revision: Math requirement expanded to 4 years of Math for students seeking admission in Fall 2015 and thereafter.

Amended

December 2009 - Policy now applies to Crookston.

Amended

April 2009 - Policy clarified and put in standard format. Added contact information.

Effective:

April 2009

Supersedes:

Joint Preparation Requirements for the Minnesota State Universities and the University of Minnesota

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P:[612-624-8081](tel: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

Date Revised
December 2009Date Effective
April 2009

Holds on Records and Registration: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost**Policy Owner:** Vice Provost and Dean of Undergraduate Education**Policy Contact:** [Stacey Tidball](#)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 may impose holds on student records for financial, judicial, or academic reasons.

1. Holds may be placed on a student's record under the following circumstances:
 - a. In order to assist the student, advisers may at any stage during a student's academic career impose a hold on his or her record that affects the student's ability to register when appropriate for advising purposes.
 - b. The University may place a hold on a student's record for a violation of Board of Regents Policy: [Student Conduct Code](#) or for failure to meet financial obligations to the University (for example, unpaid bills, library fees, unreturned keys).
 - c. The Executive Vice President and Provost and/or Vice President for Health Sciences may designate other appropriate reasons for the University to place a hold on a student's record.
2. A hold ordinarily will prevent a student from obtaining an official transcript or registering for courses or making changes to courses for which they have already registered.
3. To remove a hold from a student record, the student must first pay the debt owed; correct the deficiency or problem; or be cleared by the Office for Student Conduct and Academic Integrity (or the appropriate office on the system campuses.)

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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Holds are placed on student records as leverage where needed to protect the University's interests where necessary. For various reasons the University may need to place holds on students' records to compel student action. Placing holds is not an arbitrary action. Only certain offices on campus are able to place holds.

PROCEDURES

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There are no procedures related to this policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

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There are no frequently asked questions related to this policy.

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|--------------------|--------------------------------|--------------|--|
| Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Twin Cities Campus | Julie Selander | 612-625-6579 | goode021@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus | Judy Korn | 320-589-6011 | kornjr@morris.umn.edu |
| Rochester Campus | Laura Walker | 507-258-8008 | ljwalker@r.umn.edu |

DEFINITIONS

[RETURN TO TOP](#)

There are no definitions related to this policy.

RESPONSIBILITIES

[RETURN TO TOP](#)

There are no specific responsibilities related to this policy.

RELATED INFORMATION

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- Board of Regents Policy: [Student Conduct Code](#)
- Administrative Policy: [Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester](#)

HISTORY

[RETURN TO TOP](#)

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](tel: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](#).



Intercollegiate Athletic Events during Study Day and Finals Weeks: Twin Cities

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Susan Van Voorhis](#)

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

This policy applies only to intercollegiate athletic teams, not to any other teams (e.g., teams competing under the aegis of recreational sports or any other unit of the University). For all other teams and for other activities, see Administrative Policies: [Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester](#) and [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#).

Student-athletes may not travel to or compete in intercollegiate athletic events during the period beginning with, and including, Study Days and ending with the last day of Final Examinations, unless allowed by an exception noted in this policy. Teams may schedule home events in the evening of the last day of Final Examinations if the examination schedule is concluded by 18:00.

If students do participate in an event that is allowed by an exception, 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.

Exceptions

The Director of Athletics wishing to accept post-season or other athletic events that are invitational in nature (whether or not conducted by the National Collegiate Athletic Association (NCAA) or another national sport governing body), rather than a normal progression to a championship, and which would take place during Study Days or Final Examinations, must request and receive the specific approval of the Senate Committee on Educational Policy (SCEP) before student-athletes may participate.

The Director of Athletics need not request or receive approval for post-season competitive events that occur during Study Days or Final Examinations, if they meet the following conditions, as these have the SCEP advance approval:

- the event is in normal progression in the sport, leading from in-season competition to conference or regional championships and then to national championship competition;
- the academic counselor for the team ensures that satisfactory alternative academic arrangements have been made and reported to the Faculty Academic Oversight Committee for Intercollegiate Athletics (FAOCIA); and
- the event is conducted under the aegis of the NCAA or the appropriate national sport governing body if it is not the NCAA.

Exception Reporting

The academic counseling office for intercollegiate athletics must provide annually to the chairs of the SCEP and FAOCIA, a report on any exceptions granted, and accommodations that were made for the students as a result so that they may complete course requirements. The Director of Athletics must provide a written report annually to SCEP and FAOCIA early in the Fall Semester as to the number of student-athletes who missed any Study Days or any part of Final Examinations during the preceding year and the academic performance of those student-athletes.

Exclusions

This policy is not applicable to the Duluth, Crookston, Morris and Rochester campuses.

REASON FOR POLICY

[RETURN TO TOP](#)

Rules and guidelines are provided to ensure that student athletes and faculty have a common understanding of what is expected and permitted when athletes have scheduled events during Study Days and Final Examinations.

PROCEDURES

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There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

[RETURN TO TOP](#)

There are no FAQs associated with this policy.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

| Subject | Contact | Phone | Fax/Email |
|-------------------------------|-----------------------------------|--------------|--|
| Primary Contact(s) | Susan Van Voorhis | 612-624-1111 | vanvo002@umn.edu |
| Twin Cities Campus Procedures | Stacey Tidball | 612-626-0075 | tidball@umn.edu |

DEFINITIONS

[RETURN TO TOP](#)

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

[RETURN TO TOP](#)

Academic Counseling Office

Provide an annual report of any exceptions granted, and accommodations that were made for the students as a result so that they may complete course requirements.

Director of Athletics

Provide an annual report noting absences of student athletes related to intercollegiate athletic events and their academic performance.

Senate Committee on Educational Policy

Make a decision on requests for exception to this policy.

RELATED INFORMATION

[RETURN TO TOP](#)

- Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)
- Administrative Policy: [Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester](#)
- [Academic Calendar](#)

Amended:

May 2016 - Comprehensive Review, Minor Revision. 1. Adds roles and responsibilities that were defined in the policy. 2. Changes made for clarification and grouped the exceptions under a subheading. 3. Specifies who requests exceptions to the policy.

Amended:

April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:

April 2009

Supersedes:

Classes, Schedules, and Final Examinations for the Twin Cities Campus

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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](#).



Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [See Contacts Section](#)

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

Undergraduates are expected to maintain continuous registration from the time they matriculate until they graduate. Students who will not maintain continuous registration for any reason should consult with an adviser about whether to request a leave of absence because there may be financial aid or re-admission implications if a student leaves without a leave of absence.

1. Students in good academic standing will ordinarily be granted a leave of absence upon request. The term of the leave must be specified and may not exceed two years. (Study abroad may or may not require a leave of absence.)
2. All colleges will have a process for implementing this policy.
3. Students who follow the college process and whose leave is approved in accordance with this policy need not apply for re-admission when they return, and students may return before the expiration of the leave. Whether the student returns early or at the expiration of the leave, colleges may condition the timing of re-admission to a program on availability of space. Re-admission may be denied 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](#).)
4. Undergraduates who fail to register for a semester (excluding summer) (Twin Cities and Rochester) or two semesters (Morris) and who have not been granted a leave of absence or whose leave of absence has expired will be placed on "inactive" status. Students who are placed on Inactive status must obtain permission to be re-admitted to a program. Students in good academic standing at the time they became Inactive normally should be allowed to return to Active status. Students on Inactive status must contact their college office for approval to regain Active status before registering for another term.
5. At the time of matriculation, students should be informed about both the consequences of Inactive status and the University's policy, including whether re-admission after a period of Inactive status is dependent on availability of space in the program.
6. A student who has left the University without a leave of absence for more than two consecutive semesters (not including summer session) may be held to new program requirements upon his or her return. A student returning after one year or less will be allowed to follow the program requirements.

This policy is not applicable to the Duluth campus.

REASON FOR POLICY



[RETURN TO TOP](#)

Periodically students must interrupt their enrollment for a variety of reasons. Allowing students to take a "leave of absence" provides students the opportunity to return to the University under the rules and policies in effect when they left. It also allows the University the opportunity to counsel students about the required actions to return upon the end of the leave. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures related to this policy.

- - *Application for Readmission* 
- *OTR007 - Leave of Absence, Twin Cities Undergraduate* 

APPENDICES

- [Student Services Contact Information](#)

FREQUENTLY ASKED QUESTIONS

1. Who should a student contact about taking a leave of absence?

A student should contact his/her academic advisor and follow the process for the college in which the student is enrolled. Links to the student services offices for the college on the Twin Cities campus are at <http://policy.umn.edu/education/readmissionloa-appa>. Contacts for Crookston, Morris, and Rochester are listed above under "additional contacts."

2. If a student is on a leave of absence and has questions about returning or extending the leave, who should the student contact?

The student should contact the college student services office for the college in which the student was enrolled at the time of taking the leave. Links to the student services offices for the college on the Twin Cities campus are at <http://policy.umn.edu/education/readmissionloa-appa>. Contacts for Crookston, Morris, and Rochester are listed above under "additional contacts."

3. If a student is inactive (i.e., not on an approved leave of absence) and would like to inquire about resuming studies at the University of Minnesota, who should the student contact?

The student should contact the college student services office for the college in which the student was enrolled at the time of last enrollment. Links to the student services offices for the college on the Twin Cities campus are at <http://policy.umn.edu/education/readmissionloa-appa>. Contacts for Crookston, Morris, and Rochester are listed above under "additional contacts." The student should provide current contact information, and the student's U of M ID number, and indicate that the student is inquiring about readmission.

4. Can an undergraduate student on a leave of absence from the University of Minnesota enroll in college courses at another institution during the leave?

Yes, a student on an approved leave of absence can take courses at another institution during the leave. However, a student on leave from one University of Minnesota campus is not permitted to take classes at another University of Minnesota campus during the leave.

ADDITIONAL CONTACTS

| Subject | Contact | Phone | Fax/Email |
|--------------------------------------|----------------------------------|--------------|--|
| Student Services Contact Information | List of Contacts | | |
| Policy Questions | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus | Bart Finzel | 320-589-6015 | finzelbd@morris.umn.edu |
| Rochester Campus | Laura Walker | 507-258-8008 | ljwalker@r.umn.edu |

DEFINITIONS

Inactive status

Undergraduates who have not been granted a formal "leave of absence" or who do not register for one semester (excluding summer session)

will be placed on "inactive" status. A student who is no longer active in his or her program is in inactive status.

Leave of absence

Refers to a process by which students request official permission to leave the University for a set duration of time.

Matriculate

Students who have been admitted to the University, choose to attend the University and enroll in courses; students who may begin taking courses towards a degree.

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

[RETURN TO TOP](#)

College

Inform students of space limitations on re-admission/returning from leave.

Student

- Complete a leave of absence form when planning a leave of absence
- Talk with college student services staff before planning the leave of absence

RELATED INFORMATION

[RETURN TO TOP](#)

- Board of Regents Policy: [Student Conduct Code](#)
- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

HISTORY

[RETURN TO TOP](#)

Amended:

January 2011 - Policy title updated to reflect that Policy applies to Undergraduate students.

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](tel: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](#).



Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Jennifer Reckner](#)

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

Students are admitted to the campuses and colleges of the University of Minnesota to pursue a baccalaureate degree. Degree-seeking undergraduate students are expected to enroll in and successfully complete courses that will move them toward degree completion in a timely manner. The general benchmark for timely degree completion for students admitted as New High School (NHS) students is four years (8 academic semesters).

A. Declaring a Major

Degree-seeking students are expected to declare and be accepted into a major. The timelines for this declaration are as follows:

1. New High School (NHS) students are expected to declare and be accepted into all intended major(s) and minor(s) (if applicable) no later than the end of their fourth academic term of enrollment after matriculation regardless of total credit completion.
2. New Advanced Standing (NAS) and Inter-University Transfer (IUT) students are expected to declare and be accepted into all intended major(s) and minor(s) (if applicable) as follows:
 - Students entering with 0-26 credits - no later than the end of their fourth semester of enrollment at the University
 - Students entering with 27-59 credits- no later than the end of their third semester of enrollment at the University.
 - Students entering with 60 or more credits - no later than the end of their second semester of enrollment at the University.
3. Students failing to declare a major by the end of the term indicated above may have a hold placed on their student record, requiring advisor permission to register. The college may place a hold on the record sooner than the term indicated above, if programmatically warranted.
4. Students may not earn a degree in a program, college or campus to which they are not currently admitted, irrespective of any accumulation of required credits and courses on their record.
5. Colleges and campuses may not award a degree to a student who is not currently admitted to that program, college, or campus as a degree-seeking student.

B. Course Registration

After declaring/being accepted into a major, students are expected to enroll in required major courses and other courses necessary to complete University degree requirements. Students who fail to do so may have a hold placed on their student record, requiring advisor permission to register.

C. Graduation Clearance

1. Students are expected to apply to graduate; the application should be submitted on or before the beginning of the term during which the student expects to complete all degree requirements.
2. Students who have completed the required degree program, college, campus, and University requirements may be cleared for graduation, regardless of whether the student has submitted the application to graduate.

D. Degree Program Requirements

All degree programs must have a curricular sample plan that enables students who enter as NHS to graduate in four years. Such a plan should assume that students will enroll for at least 15 degree-applicable credits per semester, on average, but the plan may not require that students enroll for more than 17 credits per semester, on average.

REASON FOR POLICY

[RETURN TO TOP](#)

Timely graduation is an underlying foundational principle for undergraduate education at the University. To make the best use of students' resources, as well as University resources, students must pursue their undergraduate degree(s) in a timely fashion and are not allowed to register for courses indefinitely without having a formal plan for timely completion of a degree. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

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- [Administrative Degree Clearance: Twin Cities](#)

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

[RETURN TO TOP](#)

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

[RETURN TO TOP](#)

- [Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester FAQ](#)

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|-----------------------------|----------------------------------|--------------|--|
| Primary Contact | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
| Crookston campus procedures | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus procedures | Bart Finzel | 320-589-6015 | finzelbd@morris.umn.edu |
| Rochester campus procedures | Lori Carrell | 507-258-8006 | lcarrell@r.umn.edu |

DEFINITIONS

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Degree-seeking student

A student who has been officially admitted to a University of Minnesota college to pursue an undergraduate degree program.

Non-degree student status

Non-degree students are not officially admitted into a University of Minnesota degree program for the semester(s) of course enrollment. Non-degree status includes those students who are admitted for a future semester and students who are degree-seeking at another institution, but taking classes at the University of Minnesota.

New High School (NHS)

Students who have graduated from high school but have not previously matriculated to another post-secondary institution. (They may have earned college credits while they were enrolled in high school, for example AP credits or credits through PSEO.)

New Advanced Standing (NAS)

Students who have graduated from high school, who have previously matriculated at another post-secondary education institution where they earned credits.

Inter-University Transfer (IUT)

Students who have matriculated at one University of Minnesota campus where they earned credits, and are now enrolling at a different University of Minnesota campus.

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.

RESPONSIBILITIES

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College

- Establish the curricula and the requirements for majors and minors
- Periodically review student records to determine student progress in meeting degree requirements
- Monitor major declaration benchmarks
- Determine if a student has met all of the requirements to receive a degree
- Clear the student to receive the degree

Student

- Maintain regular communication with an academic advisor
- Declare a major
- Register for courses that allow for progress toward timely graduation
- Apply for graduation

RELATED INFORMATION

[RETURN TO TOP](#)

- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

HISTORY

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Amended:

January 2016 - Comprehensive Review, Major Revision. 1. Incorporates content from Declaring and Pursuing and Undergraduate Degree, which will be retired. 2. Provides more detail around the expected timelines for declaring the major. 3. Specifies that a hold may be placed on a student record if the declaration of the major is not timely. 4. Requires degree programs to have curricular sample plans to graduate in four years.

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:

April 2009

Supersedes:

Policy of Academic Progress of Undergraduates

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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](#).



Providing In-progress Notifications on Academic Performance: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Stacey Tidball](#)

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. Instructors are required to provide in-progress notifications for all 1-XXX courses to students who, on the basis of performance to date in the course, appear to be in danger of receiving a grade of D, F, or N. Such notification will be provided to students within a timeframe to allow them to improve their academic performance or to withdraw by the withdrawal deadline. In-progress notifications will not be recorded on transcripts.
2. Instructors are encouraged to provide in-progress notifications for all courses and all students.
3. The provision of in-progress notifications is a courtesy to the student. Failure to receive an in-progress notification or a decline in a student's academic performance after a notification has been issued does not create the right for a student to contest a grade in a course.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

[RETURN TO TOP](#)

Studies of student learning underscore the importance of frequent and timely feedback as an important contribution to success in student learning. Past experience shows that for students in academic difficulty, a timely notification about performance can result in appropriate corrective action. In-progress notifications also help advisers develop strategies for academic success with their advisees.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

[RETURN TO TOP](#)

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

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1. Can instructors in classes other than 1xxx issue in-progress notifications?

Yes, any instructor teaching any level course has the ability to send in-progress notifications.

2. How do instructors issue an in-progress notification?

In-progress notifications are accessed via the Faculty Center. Each course will have a midterm grade roster (PeopleSoft terminology) available in the grading tab in Faculty Center.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

| Subject | Contact | Phone | Fax/Email |
|--------------------|--------------------------------|--------------|--|
| Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Twin Cities Campus | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus | Bart Finzel | 320-589-6015 | finzelbd@morris.umn.edu |
| Rochester Campus | Lori Carrell | 507-258-8006 | lcarrell@r.umn.edu |

DEFINITIONS

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There are no definitions associated with this policy.

RESPONSIBILITIES

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Academic Unit

Ensure that course level, registration and eligibility criteria for these courses are communicated.

RELATED INFORMATION

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- [In-progress notifications FAQ](#)

HISTORY

[RETURN TO TOP](#)

Amended:

February 2015 - Comprehensive Review. Minor Revision. Added Responsibility. Title change.

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](tel: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](#).



Transfer of Undergraduate Credit: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Jennifer Reckner](#)

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 Transfer Authority on each campus will identify those institutions from which credit can be transferred and determine whether course work is college level. If questions arise with regard to transfer of specific courses, the Transfer Authority will confer with the appropriate college or departmental faculty. The following will apply.

1. Credit for course work taken at other institutions will be transferred subject to the following considerations:
 - o the mission of the institution from which credits would be transferred;
 - o the comparability of the course work with University course work; and
 - o the appropriateness of the course work for meeting baccalaureate degree requirements at the University.
2. The University will not accept any transfer course with less than a "D" grade. Once a course has been accepted for transfer to a University of Minnesota campus, all colleges and programs on that campus will honor this decision. A transfer course with a grade of less than C- (less than D for Crookston) will not count toward satisfying a major or a minor requirement, but will count toward total credits. Credits from technical schools may be considered for transfer when appropriate to a student's University of Minnesota degree program. Credit is not normally transferred from specialized or proprietary institutions, military training, or industry-based education programs.
3. Credit granted by another institution for nontraditional experiences, College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), military training, will be re-evaluated for content and comparability. Evaluation is based upon the standards set by the Transfer Authority on that University of Minnesota campus.
4. Religious studies courses transfer if they are not doctrinal, confessional, or sectarian in nature. Religious studies courses from public institutions transfer without special review; religious studies courses from all other institutions will be evaluated by appropriate college or departmental faculty.
5. Transfer credits become applicable to a University of Minnesota degree program or certificate program only after the student has been admitted as a degree-seeking student or admitted to the certificate program.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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This policy specifies where authority resides for decisions regarding transferability of credit and outlines the guidelines surrounding the transfer of credits from other institutions, to ensure that courses transferred demonstrate equivalence with University of Minnesota courses and are of equivalent rigor to courses offered on the University campus to which the course is being transferred. Clear information is critical for students planning to transfer credits to the University. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures related to his policy.

FORMS/INSTRUCTIONS

[RETURN TO TOP](#)

There are no forms associated with this policy.

APPENDICES

[RETURN TO TOP](#)

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

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1. **Are the grades in transfer credits from another institution included in a student's cumulative University of Minnesota grade point average (GPA)?**

No. Only those credits earned from the University of Minnesota will be used in calculating the cumulative GPA. However, the transfer credits from the other institution may be used to fulfill degree requirements, where allowed by the department, college, or campus.

2. **I am a transfer student who received credit at another institution for my scores on Advanced Placement (AP) exams. Does that credit automatically transfer to the University of Minnesota?**

No. Each University of Minnesota campus determines its standards for granting credit based upon AP exam scores. Your AP scores will be evaluated according to the University campus standards, and credit will be awarded based upon those standards.

3. **Are courses transferring among University of Minnesota campuses treated differently than transfer courses from outside the University of Minnesota?**

The difference is that all University courses are recorded on a student's transcript and the grades on these courses automatically factor into the student's University cumulative GPA.

Like transfer courses from other institutions, the applicability of courses from another campus to a particular degree program is determined by the particular program, college, and campus requirements.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

| Subject | Contact | Phone | Fax/Email |
|-------------------------------|----------------------------------|--------------|--|
| Primary Contact(s) | Jennifer Reckner | 612-624-3970 | reckn001@umn.edu |
| Twin Cities Campus Procedures | Heidi Meyer | 612-625-7325 | meyer119@umn.edu |
| Crookston Campus Procedures | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus Procedures | Judy Korn | 320-589-6011 | kornjr@morris.umn.edu |
| Rochester Campus Procedures | Laura Walker | 507-258-8008 | ljwalker@r.umn.edu |

DEFINITIONS

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Regional Accreditation

Regional accreditation is [educational accreditation](#) of colleges, and universities in the [United States](#) by one of the six regional accreditors. Each regional accreditor encompasses the vast majority of [public](#) and [nonprofit](#) private educational institutions in its region. They accredit, and include among their members, [public](#) and [private](#) universities, colleges, and institutions of [higher education](#) that are academic in nature. For more information about regional accreditation, please see the Council for Higher Education Accreditation, at <http://www.chea.org/Directories/regional.asp>

RESPONSIBILITIES

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The Transfer Authority at each campus has the following responsibilities:

- Identifies institutions from which credit can be transferred and determines whether course work is college level.
- Confers with the appropriate college or departmental faculty with regard to transfer of specific courses.
- Maintains detailed transfer tables to document transferability of specific courses from other institutions.

The Transfer Authority for each campus is listed below:

| | |
|--------------------|----------------------|
| Twin Cities Campus | Office of Admissions |
| Crookston Campus | Office of Admissions |
| Rochester Campus | Office of Admissions |
| Morris Campus | Scholastic Committee |

RELATED INFORMATION

[RETURN TO TOP](#)

- [Twin Cities Campus Transfer Credit Practices](#)
- [Crookston Transfer Credit Practices](#)
- [Morris Transfer Credit Practices](#)
- [Rochester Transfer Credit Practices](#)
- Administrative Policy: [Credit and Grade Point Requirements for an Undergraduate \(Baccalaureate\) Degree: Twin Cities, Crookston, Morris, Rochester](#)
- Administrative Policy: [Credit for Nationally-Recognized Exams for Undergraduate Students: Twin Cities, Crookston, Morris, Rochester](#)
- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

HISTORY

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Amended:

March 2014 - Comprehensive Review. Minor Revision. The policy now clarifies that the decisions made regarding a transfer of undergraduate credit, pertains to that campus. It also specifies that the student must be degree-seeking or admitted into a certificate program to have the credits transferred.

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

April 2009 - Clarified policy, and put into standard format. Added contact information.

Effective:

April 2009

Supersedes:

Transfer of Credits

University Policy Program

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel: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](#).



Undergraduate Degrees with Distinction and Degrees with Honors: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Stacey Tidball](#)

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. General Provisions

- a. Any campus may offer both degrees with honors and degrees with distinction, only one, or neither.
- b. A student may obtain both a degree with honors and a degree with distinction, if offered by the campus from which the degree is awarded.
- c. For the purpose of awarding degrees with honors and degrees with distinction, the overall performance of degree candidates on each campus will be judged in relationship to the performance of degree-seeking students on that campus, not in relationship to other University students.
- d. To qualify for either a degree with distinction or a degree with honors, a student must have completed 60 or more semester credits at the University of Minnesota. For the purposes of meeting the grade point average (GPA) standards set forth in this policy, only University of Minnesota course work will factor into the GPA calculation.
- e. It is the expectation of the Faculty Senate that in general, a campus will not award degrees with honors and with distinction, in total, to more than approximately 10 - 15% of any graduating class.
- f. The University transcript will contain a brief explanation of the difference between a degree with distinction and a degree with honors.
- g. The Senate Committee on Educational Policy will review annually data on the number and percentage of students on each campus who receive degrees with distinction and degrees with honors.

2. Degrees with Distinction

- a. The initiative in establishing degrees with distinction will lie with the campuses concerned and must be approved by the chief academic officer on the campus.
- b. To graduate "with distinction," a student must have a cumulative grade point average of 3.750 or higher at the time the student graduates. To graduate "with high distinction," a student must have a cumulative grade point average of 3.900 or higher.
- c. The grade point average is the sole determinant of the granting of degrees "with distinction" or "with high distinction." Campuses may choose to offer only degrees "with distinction" or only degrees "with high distinction," but in either case they would be subject to section 2(b) of this policy.

3. Degrees with honors and campus honors programs

- a. The requirements for a degree with honors will not consist of only the accomplishment of a designated amount of course work or achievement of a stipulated grade point average, but will also include a definite standard of excellence in scholarship with specific evidence of ability to accomplish independent or original work. To obtain a degree with honors, the student must participate in a fully developed campus honors program.
- b. The initiative for establishing degrees with honors (that is, cum laude, magna cum laude, and summa cum laude) will lie with each campus and must be approved by the senior academic officer on the campus. Qualifications for degrees with honors must meet the requirements of sections 3(b-d) of this policy.
- c. A campus desiring to grant degrees with honors must propose an honors program, specifying how honors students are to be selected, the nature, depth, and breadth of the honors requirements, and the general requirements for obtaining a degree cum laude, magna cum laude, and summa cum laude.

- d. The minimum cumulative grade-point average in courses taken after the completion of 60 semester credits will be 3.500 to obtain a degree "cum laude," 3.666 for a degree "magna cum laude," and 3.750 for a degree "summa cum laude." Campuses have the authority to adopt higher grade-point averages.
- e. Campuses will attempt to ensure that there is reasonable consistency across units in the amount of work required of its students to obtain degrees with honors.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

[RETURN TO TOP](#)

Students who achieve high academic performance as evidenced in their grade point average or who participate in an honors program (either University or campus based) receive recognition on their transcripts and diplomas. The standards for graduating with distinction and/or honors need to be clearly articulated so they can be applied consistently, and so students know what is required to achieve these recognitions.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

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- [Undergraduate Degrees with Distinction and Degrees with Honors FAQ](#)

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|---------------------------|---------------------------------|---------------------|--|
| Primary Contact(s) | Stacey Tidball | 612-626-0075 | tidball@umn.edu |
| Twin Cities Campus | Sue Van Voorhis | 612-625-8098 | vanvo002@umn.edu |
| Crookston Campus | Ken Myers | 218-281-8200 | kmyers@crk.umn.edu |
| Morris Campus | Judy Korn | 320-589-6011 | kornjr@umn.edu |
| Rochester Campus | Laura Walker | 507-258-8008 | lwalker@umn.edu |

DEFINITIONS

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Graduating with Distinction

Degree with distinction indicates graduation with a high cumulative grade point average; the words "with distinction" or "with high distinction" are printed on the transcript and on the diploma.

Graduating with Honors

Degree with honors indicates completion of the campus-specific requirements for the honors program, and is noted on the transcript and on the diploma.

The Honors Program (Morris)

Successful completion of the Honors Program, an interdisciplinary curriculum team-taught by faculty from across the campus, provides the student a degree 'with Honors' in recognition of the student's achievement.

University Honors Program (Twin Cities)

The University Honors Program (UHP) is a selective program that provides an enriched and intellectually stimulating academic experience for University of Minnesota, Twin Cities students and provides a path toward graduation with Latin Honors. The UHP provides a unique set of experiences for students including tailored curricular offerings, personalized academic advising, and a wide variety of co-curricular opportunities. Students are either offered admission to UHP upon acceptance to the University or can apply for admission to UHP as a current student.

Graduating with Latin Honors(Twin Cities)

Graduation with Latin Honors (cum laude, magna cum laude, summa cum laude) is available to those students who have a GPA of 3.5 or higher and have completed the requirements of the University Honors Program. Students who have met the requirements may be considered for the following Latin Honors Graduation Levels:

- cum laude: 3.500 GPA or higher
- magna cum laude: 3.666 GPA or higher
- summa cum laude: 3.750 GPA or higher

RESPONSIBILITIES

[RETURN TO TOP](#)

There are no specified responsibilities associated with this policy.

RELATED INFORMATION

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- Administrative Policy: [Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester](#)

HISTORY

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Amended:

January 2011 - Title modified so to clarify that Policy applies to Undergraduate Degrees.

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](tel: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](#).



Undergraduate Student Learning and Development Outcomes: Twin Cities

Responsible University Officer: Executive Vice President and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Robert McMaster](#)

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

Student Learning Outcomes

At the time of receiving a bachelor's degree, University of Minnesota Twin Cities students:

- Can identify, define, and solve problems
- Can locate and critically evaluate information
- Have mastered a body of knowledge and a mode of inquiry
- Understands diverse philosophies and cultures within and across societies
- Can communicate effectively
- Understand the role of creativity, innovation, discovery, and expression across disciplines
- Have acquired skills for effective citizenship and life-long learning.

Student Development Outcomes

As they progress toward their degree, University of Minnesota Twin Cities undergraduates will develop and demonstrate the following characteristics:

- Responsibility and accountability by making appropriate decisions on behavior and accepting the consequences of their actions.
- Independence and Interdependence by knowing when to collaborate or seek help and when to act on their own
- Goal orientation by managing their energy and attention to achieve specific outcomes
- Self-awareness by knowing their personal strengths and talents and acknowledging their shortcomings
- Resilience by recovering and learning from setbacks or disappointments
- Appreciation of differences by recognizing the value of interacting with individuals with backgrounds and/or perspectives different from their own
- Tolerance of ambiguity by demonstrating the ability to perform in complicated environments where clear-cut answers or standard operating procedures are absent.

This policy is not applicable to the Duluth, Crookston, Morris, and Rochester campuses.

REASON FOR POLICY

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The student learning and development outcomes encapsulate what students should learn in and out of the classroom. The outcomes provide a framework for students' and advisers' discussions and planning for the students' undergraduate programs. The learning outcomes help guide faculty as they develop courses and degree programs, and the development outcomes help students to think about how they can engage in activities that help them to develop in several areas. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

[RETURN TO TOP](#)

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

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| Subject | Contact | Phone | Fax/Email |
|-------------------------------|---|------------------------------|--|
| Primary Contact(s) | Robert McMaster | 612-626-9425 | mcmaster@umn.edu |
| Twin Cities Campus Procedures | Danita Brown Young Robert McMaster | 612-626-1242 612-626-9425 | dbyoung@umn.edu mcmaster@umn.edu |

DEFINITIONS

[RETURN TO TOP](#)

There are no definitions associated with this policy.

RESPONSIBILITIES

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There are no specified responsibilities associated with this policy.

RELATED INFORMATION

[RETURN TO TOP](#)

- [Higher Learning Commission. Criteria and Requirements for Accreditation](#)

HISTORY

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Amended:

April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:

April 2009

Supersedes:

Student Learning Outcomes, Student Development Outcomes from the Twin Cities Campus

350-2 McNamara Alumni Center, Minneapolis, MN 55455 - P: [612-624-8081](tel:612-624-8081), policy@umn.edu

report concerns to your supervisor, the appropriate University administrator to investigate the matter, or submit a report to [UReport](#).

