



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

University of Minnesota Rochester

2015-17 UNIVERSITY POLICIES

This file serves as an official record of University, college, and program requirements and policies during a specific time period. It includes a list of University policies.

NOTE: The information in this catalog is subject to change without notice. Colleges and departments make changes in their degree requirements and course descriptions frequently. For the most current information, check with department offices, advisers, and visit the **Online Catalog** at www.catalogs.umn.edu.

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ADMINISTRATIVE POLICY

Date Revised
December 2009

Date Effective
April 2009

Course Numbering: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

Policy Contact: [Susan Van Voorhis](#)

Printed on: 07/20/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

1. The primary purpose of the course numbering system is to help students select and sequence courses. Consistent use of the course numbering system also helps those who view a student's transcript identify the level of courses that appear on the transcript. Semester courses will have four digit numbers. The first number designates the course level. The numbering system is as follows:

0xxx -	Courses that are remedial and do not carry credit toward any University degree but which carry normal tuition and fee charges
1xxx -	Courses primarily for undergraduate students in their first year of study
2xxx -	Courses primarily for undergraduate students in their second year of study
3xxx -	Courses primarily for undergraduate students in their third year of study
4xxx -	Courses primarily for undergraduate students in their third or fourth year of study; graduate students may enroll in such courses for degree credit
5xxx -	Courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses
6xxx -	Courses for post-baccalaureate students in professional degree programs
7xxx -	Courses for post-baccalaureate students in professional degree programs
8xxx -	Courses for graduate students
9xxx -	Courses for graduate students

Notes:

- o **0xxx course credits:** Have normal tuition and fee charges and count in financial aid calculations.
- o **3xxx and 4xxx courses:** 3xxx and 4xxx courses are generally considered to be upper division.
- o **Use of 4xxx Courses in Graduate Programs:** 4xxx courses may be applied toward a Graduate School degree with approval by the student's major field and if the course is taught by a member of the graduate faculty or an individual authorized by the program to teach at the graduate level (subject to the corresponding Policy and Review Council's guidelines).

Also, a graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that no more than y credits of 4xxx courses may be counted or by stipulating that only certain 4xxx courses may be counted). Such restrictions may be applied both for 4xxx courses in the major field and for 4xxx courses outside the major field. These are matters left to the discretion of each graduate program.

- o **6xxx and 7xxx Courses:** 6xxx and 7xxx courses are to be used primarily for post-baccalaureate professional programs that are not offered through the Graduate School. 6xxx and 7xxx courses may be counted for a Graduate School degree, if a degree program wants them to count. Similarly, 5xxx and 8xxx courses may be counted for a non-Graduate School degree, if a program wants them to count. Those departments or programs that offer both Graduate School degrees and non-Graduate School degrees should decide for themselves how best to number courses in the curriculum.
- o **Alphabetic Suffixes:** No alphabetic suffixes other than those already in place at the time this policy is adopted (April, 2009) may be used (see the FAQ).

2. All thesis credit courses will use the following numbering conventions:

8666 -	Doctoral Pre-thesis Credits
8777 -	Thesis Credits: Masters
8888 -	Thesis Credits: Doctoral

3. All-University numbering conventions for other kinds of courses are provided below.

xx91 -	Independent Study
xx92 -	Directed Reading
xx93 -	Directed Study
xx94 -	Directed Research
xx95 -	Problems
xx96 -	Field Study; Internships, Industrial Assignment
xx97 -	Reserved for future use
xx98 -	Reserved for future use

All of the above are examples of courses that may be repeated for credit. Use of a zero as the last digit of a course number should be reserved for other kinds of courses that may be repeated for credit (e.g., "topics" courses).

Exclusions

This policy is not applicable to the Duluth campus.

Course numbering helps students select courses and sequence courses. Consistent use of the course numbering system also helps those who view a student's transcript to identify the level of courses that appear on the transcript.

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There are no procedures related to this policy.

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What are suffixes and how can they be used?

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

ADDITIONAL CONTACTS

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

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Directed Research

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

Directed Study

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

Remedial

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

RESPONSIBILITIES

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There are no responsibilities related to this policy.

RELATED INFORMATION

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There is no related information for this policy.

HISTORY

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Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009



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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Suzanne Bardouche](#)

Printed on: 07/20/2015. 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.
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.

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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 appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

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

ADDITIONAL CONTACTS

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Rochester Campus	Laura Walker	507-258-8008	ljwalker@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.

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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Colleges or campuses

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

Senior Vice President for Academic Affairs 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

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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



ADMINISTRATIVE POLICY

Date Revised

June 2012

Date Effective

April 2009

Declaring and Pursuing an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Suzanne Bardouche](#)

Printed on: 07/20/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

All degree-seeking undergraduate students are required to declare a major or be admitted into a program before or upon the completion of 60 semester credits. Once a student has completed 60 credits, or earlier if programmatically warranted, an “adviser hold” will be placed on the student’s record, preventing the student from registering for additional classes until the student has declared a major or been admitted to a program.

1. Colleges determine the process by which students declare a major or gain admission to a degree program .
2. Departments set the academic standards for declaring and being allowed to enter a major in the field.
3. Department standards are subject to college review and approval. Department, college and campus standards for declaring a major are subject to review and approval by the Senior Vice President for Academic Affairs and Provost or the Vice President for Health Sciences, as appropriate.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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Undergraduate degree-seeking students are admitted to the University to pursue an undergraduate degree. The University expects students to complete their degrees in a timely manner, and declaring a major is a fundamental part of this progression. This policy exists to promote timely intervention by advisers that will guide students toward majors that suit their talents and interests. To make the best use of students’ resources, as well as University resources, students are not allowed to continue registering for courses indefinitely without having a formal plan for completing a degree. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

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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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- [Changing college or major page on One Stop](#)

FREQUENTLY ASKED QUESTIONS

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- [Declaring an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester FAQ](#)

ADDITIONAL CONTACTS

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

DEFINITIONS

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RESPONSIBILITIES

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There are no responsibilities related to this policy.

RELATED INFORMATION

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- Administrative Policy: [Holds on Records and Registration: Twin Cities, Crookston, Morris, Rochester](#)
- [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:

June 2012 - Major Revision, Comprehensive Review, Policy now specifically states that an advisor hold may be placed on a student

record, even prior to the completion of 60 credits if the student is not satisfactorily progressing toward a degree.

Amended:

January 2011 - Title modified to "Declaring an Undergraduate Major" from "Declaring a Major".

Amended:

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

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009



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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Suzanne Bardouche](#)

Printed on: 07/20/2015. 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

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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

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There are no procedures associated with this policy.

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FREQUENTLY ASKED QUESTIONS

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1. How are Latin honors determined (Twin Cities)?

The level of graduation with Latin Honors (cum laude, magna cum laude, summa cum laude) is based on the grade point average in a student's final 60 graded credits at the University of Minnesota-Twin Cities (transfer credits are not included). The GPA in these last 60 graded credits, combined with meeting the University Honors Program requirements, qualifies the student to be considered for the following Latin Honors Graduation Levels:

- o cum laude: 3.50 GPA or higher
- o magna cum laude: 3.66 GPA or higher
- o summa cum laude: 3.75 GPA or higher

All students pursuing Latin Honors must complete an Honors Thesis consistent with the level of Latin Honors they are

attempting. All students graduating with Latin Honors at the University of Minnesota, Twin Cities must meet the residency requirement of 60 graded credits on the UMTC campus.

2. Can a student graduate with more than one type of honors designation?

At the University of Minnesota, Twin Cities, a student may earn graduation with distinction or high distinction at the same time as graduation with Latin Honors.

At the University of Minnesota, Morris and the University of Minnesota, Rochester, a student may be able to graduate with more than one type of honors designation. Students are encouraged to speak with their advisors regarding their eligibility for an honors designation.

3. How are grades from multiple University of Minnesota campuses considered when calculating the overall grade point average?

A student's cumulative grade point average is calculated with all of his/her University of Minnesota coursework. Therefore, if a student has coursework at more than one campus of the University (e.g. Crookston, Duluth, Morris, Twin Cities, Rochester), all grades from coursework at all campuses are included in calculating the grade point average.

ADDITIONAL CONTACTS

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Rochester Campus	Laura Walker	507-258-8008	ljwalker@umn.edu

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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

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There are no responsibilities related to 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



ADMINISTRATIVE POLICY

Date Revised
September 2014

Date Effective
April 2009

Establishing, Enforcing, and Waiving Prerequisites: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

Policy Contact: [Tina Falkner](#)

Printed on: 07/20/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

1. Departments and colleges should be selective in determining prerequisites for courses. Prerequisites should not be set for a course except in progressive, sequence courses or where departments can clearly demonstrate that a student will not be able to complete the course successfully without first completing the prerequisite course work.
2. Where prerequisites have been set, catalogues and course materials must list them and advise students to take only those courses for which the prerequisites have been met.
3. Where prerequisites have been set, instructors may require that any student who has not taken the specified prerequisites for the course must withdraw. Instructors may, however, grant permission, on an individual basis, for a student to take a course without having taken the prerequisite(s).
4. When a student successfully completes a prerequisite course after successfully completing a subsequent course that required the prerequisite, credit for the prerequisite course will be granted. Colleges and departments, at their discretion, may also allow students to receive credit by examination for the prerequisite course.

Exclusions

This policy is not applicable to the Duluth campuses.

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

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There are no procedures related to this policy.

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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 is no FAQ related to this policy.

ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Tina Falkner	612-625-1064	rovic001@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	lwalker@r.umn.edu

DEFINITIONS

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Prerequisite

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

RESPONSIBILITIES

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There are no specified responsibilities related to this policy.

RELATED INFORMATION

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

HISTORY

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Amended:

September 2014 - Clarifications related to Higher Learning Commission accreditation requirements

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009



ADMINISTRATIVE POLICY

Date Revised

April 2013

Date Effective

April 2009

Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

Policy Contact: [Tina Falkner](#)

Printed on: 07/20/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

A. Establishment and Use of University Grading Systems

1. There are two distinct grading systems on each campus of the University, A-B-C-D-F (with pluses and minuses as permitted by this policy) and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course. This policy does not require any instructor to use pluses and minuses.
2. There are, in addition, registration symbols identified and described in this policy that carry neither grade nor credit.
3. No campus, college, or program is required to offer a course on the S-N grading system.
4. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.
5. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
6. Except as provided in this policy in Sections A (7) and F (12), no college may use any grading systems other than the ones established by this policy.
7. The Law School and the Medical School are exempt from the provisions of this policy, but will report their grading systems, and any changes therein, to the Faculty Senate. Any other units that believe that the national norms of their profession require a different grading system may make application to the Senate Committee on Educational Policy for an exemption from this policy. The Faculty Senate must approve all such exemptions.
8. The No Grade (NG) grading basis is used for certain graduate-level registrations as determined by the Graduate School.

B. Permanent Grades for Academic Work for Credit

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

A	4.000 - Represents achievement that is outstanding relative to the level necessary to meet course requirements
A-	3.667
B+	3.333
B	3.000 - Represents achievement that is significantly above the level necessary to meet course requirements
B-	2.667
C+	2.333

C	2.000 - Represents achievement that meets the course requirements in every respect
C-	1.667
D+	1.333
D	1.000 - Represents achievement that is worthy of credit even though it fails to meet fully the course requirements
S	Represents achievement that is satisfactory, which is equivalent to a C- or better.

2. These definitions apply to grades awarded to students who are not enrolled in graduate, post-baccalaureate, and professional programs, but the grade points are the same no matter the level or course of enrollment.
3. Instructors are permitted to hold graduate and undergraduate students who are in the same class to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class.
4. These are the general University standards. In connection with all symbols of achievement instructors will define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each.

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

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

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

2.
 - a. **Scholastic dishonesty.** Scholastic dishonesty in any portion of the academic work for a course will be grounds for awarding a grade of F or N for the entire course, at the discretion of the instructor. This provision allows instructors to award an F or an N to a student when scholastic dishonesty is discovered; it does not require an instructor to do so. Students who enroll for a course on the A-F grading system will receive an F if such grade is warranted; students who enroll for a course on the S-N system will receive an N if such grade is warranted. (See Board of Regents Policy: [Student Conduct Code](#) for a definition of scholastic dishonesty.)
 - b. If the instructor determines that a grade of F or N for the course should be awarded to a student because of scholastic dishonesty, the student cannot withdraw to avoid the F or N. If the student withdrew from the course before the scholastic dishonesty was discovered or before the instructor concluded that there was scholastic dishonesty, and the instructor (or the appropriate hearing body if the student requests a hearing) determines that the student should receive the F or the N, the student will be re-registered for the course and the F and N grade will be entered on the transcripts.

D. Incompletes

1. There will be a symbol I (incomplete) awarded to indicate that the work of the course has not been completed. The I will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time.
2. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements (except as provided in section D (8)).
3. Work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given for all students except graduate and professional students. If not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course. If an I changes automatically to an F or an N, the instructor has the discretion to reinstate the I for one additional year only.
4. For graduate and professional students, an I remains on the transcript until changed by the instructor or department.

5. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.
6. A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student. (Depending on the timing of when the work is turned in and the ability of the instructor to award a grade, an F or an N may appear temporarily on the transcript.) Students who have received an I in a course are not allowed to sit in on the class again (that is, without registering for it) to complete the grade
7. If a student graduates with an I on the transcript, the I will remain permanently an I. A student may petition his or her college, within a year of graduation, to complete the work in the course and receive a grade. The degree GPA is frozen upon graduation but the cumulative GPA will reflect the change in GPA if a student chooses to complete the work and change the I to a grade within a year of graduation.
8. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s).
9. Receipt of an I in a course does not create an entitlement for a student to take the course a second time.

E. Other Transcript Symbols

1. Auditing a course.

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

2. Withdrawing from a course.

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

3. **Continuation course.** There will be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor will submit a grade for each X when the student has completed the sequence.
4. **Course in progress.** There will be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.
5. **No grade reported.** There will be a symbol NR, administratively assigned to indicate that a grade was not reported for the course. The NR does not carry any GPA points.

F. Other Provisions

1. **Zero-credit courses.** Courses that carry zero credits do not count in either term or cumulative grade point averages. Such courses carry normal tuition and fee charges.
2. All grades for academic work are based on the quality of the work submitted, not on hours of effort. Instructors have the responsibility and authority to determine how final grades are assigned, including, in classes where they use numeric scores, the method that will be used to translate numeric scores into letter grades. (Examples: the instructor may decide that 90% equals an A, 80% a B, and so on, or the instructor may decide that the top 10% of the scores will receive an A,

the next 20% a B, and so on.)

3. Counting credits toward a University degree.

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

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

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

6. Repeating courses.

- a. An undergraduate student may repeat a course only once (except as noted in section 6(c)). The college offering the course may grant an exception to this provision. [Morris only] Students who receive a grade of S or C or higher may repeat a course only if space permits.
- b. When a student repeats a course before receiving his/her degree, (a) both grades for the course will appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course will count in the student's grade point average.
- c. Provisions 6 (a) and (b) of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."
- d. If an undergraduate student repeats a course after his/her degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.
- e. Bracketing is the practice of not including a course in the calculation of a student's GPA and not counting the course as satisfying any degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts (except as provided in 6 (c)). No department or college may bracket the courses of another department or college for any reason other than course repetition. An F may not be bracketed with an N. A University course may not be bracketed with a course taken at another institution. The Graduate School does not bracket courses.
- f. When a student enrolled in the Graduate School repeats a course, provisions 6(a) and (b) apply, but all grades for the course will be counted in the student's grade point average.

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

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

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

10. Compiling and reporting grading data.

- a. Data on the mean grade point average by designator and course level, on the percentage of As awarded by course level, and on overall collegiate grade point averages will be prepared for grades awarded each Fall Semester. Data should be reported for all undergraduate students. Cells in the tables with fewer than 10 grades should be suppressed, in order to protect the privacy of students, but the numbers should be included in the totals.
- b. The Office of Institutional Research will produce the required tables and provide them to the chair of the Senate Committee on Educational Policy and to the Office of the Senior Vice President for Academic Affairs and Provost.
- c. The data tables and graphs required in 10 (a) and (b) will be reported annually to the Faculty Senate. These data should also be provided to all deans and department heads and made available to faculty and students.

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

12. Alternative grading systems.

- a. Only the Senate Committee on Educational Policy will have the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible system-wide adoption. Such permission may be granted if the proposal does not interfere

significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems will be reported for information to the University Senate as soon as permitted and, after the specified period, will be re-evaluated, either to be discontinued, or with University Senate approval on recommendation from the Senate Committee on Educational policy, made part of the system-wide policy. Except for the provisions of this section 6, no college or program may use any grading system except for the one contained in this policy.

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

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.

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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- [Scholastic Committee Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time](#)
- [Student Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time](#)

FREQUENTLY ASKED QUESTIONS

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- [Grading and Transcripts FAQ](#)

ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Tina Falkner	612-625-1064	rovic001@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	ljwalker@r.umn.edu

DEFINITIONS

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Major/program requirements

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

Scholastic Dishonesty

Plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

RESPONSIBILITIES

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Office of the Registrar

Maintain the transcript

Instructor

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

RELATED INFORMATION

[RETURN TO TOP](#)

- Board of Regents Policy: [Conflict Resolution Process for Student Academic Complaints](#)
- Board of Regents Policy: [Student Conduct Code](#)
- Administrative Policy: [Credit and Grade Point Requirements for an Undergraduate \(Baccalaureate\) Degree: Twin Cities, Morris, Rochester](#)
- [Office of Student Conduct and Academic Integrity](#)
- [Request for Official Transcript](#)

HISTORY

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Amended:

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

Amended:

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

Amended:

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

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

September 2009 - Added question 2 to FAQ.

Amended:
April 2009

Effective:
April 2009



ADMINISTRATIVE POLICY

Date Revised
December 2009

Date Effective
April 2009

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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Tina Falkner](#)

Printed on: 07/21/2015. 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 Senior Vice President for Academic Affairs 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 coordinate 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)	Tina Falkner	612-625-1064	rovic001@umn.edu
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Morris Campus	Clare Dingley	320-589-6026	strandcd@morris.umn.edu
Rochester Campus	Laura Walker	507-258-8008	ljwalker@r.umn.edu

DEFINITIONS

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There are no definitions related to this policy.

RESPONSIBILITIES

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There are no specific responsibilities related to this policy.

RELATED INFORMATION

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- Board of Regents Policy: [Student Conduct Code](#)
- Administrative Policy: [Declaring an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester](#)

HISTORY

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Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009



ADMINISTRATIVE POLICY

Date Revised
January 2011

Date Effective
April 2009

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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [See Contacts Section.](#)

Printed on: 07/21/2015. 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

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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

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There are no procedures related to this policy.

FORMS/INSTRUCTIONS

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

APPENDICES

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- [Student Services Contact Information](#)

FREQUENTLY ASKED QUESTIONS

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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/Policies/Education/Education/READMISSIONLOA_APPA.html. 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/Policies/Education/Education/READMISSIONLOA_APPA.html. 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/Policies/Education/Education/READMISSIONLOA_APPA.html. 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.

ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
Student Services Contact Information	List of Contacts		
Policy Questions	Suzanne Bardouche	612-626-9159	bardouch@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	lwalker@r.umn.edu

DEFINITIONS

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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

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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

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- 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



ADMINISTRATIVE POLICY

Date Revised

October 2009

Date Effective

June 2005

Managing Student Records

Responsible University Officer: Director, Office of the Registrar

Policy Owner: Director, Office of the Registrar

Policy Contact: [Tina Falkner](#)

Printed on: 07/21/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

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

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

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

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

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

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

REASON FOR POLICY

[RETURN TO TOP](#)

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




PROCEDURES

[RETURN TO TOP](#)

- [Assuring Student Rights Regarding Education Records](#)
- [Accessing and Using Student Education Records](#)
- [Releasing Student Information](#)
- [Responding to Authorizations to Disclose Student Records](#)
- [Students Managing Their Education Records](#)

FORMS/INSTRUCTIONS

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

APPENDICES

[RETURN TO TOP](#)

- [Persons And Institutions That May Receive Information Without Student Permission](#)

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)	Tina Falkner	612-625-1064	rovic001@umn.edu
MGDPA	Susan McKinney Tracy Smith	612-625-3497 612-624-4100	612-626-4434 612-626-9624
FERPA	Tina Falkner Tracy Smith	612-625-1064 612-624-4100	612-626-1754 612-626-9624

DEFINITIONS

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Directory Information

Student's name, address, etc.

Legitimate Education Interest

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

Student Applicant

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

Student Education Records

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

University Official

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

RESPONSIBILITIES

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Custodian of Education Records

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

Vice Provost & Chancellors

Appoint the custodians of student education records.

Departments with Academic Records

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

Hearing Officers

Comply with the hearing procedures.

Registered Student

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

Office of the Registrar

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

University Officials

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

RELATED INFORMATION

[RETURN TO TOP](#)

Statutes:

- Minnesota Government Data Practices Act, Minn. Stat. section 13.01-.99.
- Family Educational Rights and Privacy Act, 20 U.S.C.A. section 1232g, and implementing regulations, 34 C.F.R. Part 99.

Related Policies:

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

HISTORY

[RETURN TO TOP](#)

Amended:

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

Effective:

June 2005



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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

Policy Contact: [Suzanne Bardouche](#), [Belinda Cheung](#)

Printed on: 07/21/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

1. Students must attend the first class meeting of every part of a course in which they are registered (including, for example, labs and discussion sections), unless they obtain prior approval from the instructor (or department, if appropriate) for an intended absence before the first class meeting; without such prior approval, a student may lose his or her place in the class to another student. The registration materials should alert students to the fact that they must attend the first session of a course, whether that session is a lab, discussion section, lecture, or some other class meeting.
2. If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the student should contact the instructor as soon as possible. In this circumstance, instructors have the right to deny admission to the class if other students have been admitted and the course is full. However, instructors should consider extenuating circumstances (e.g., weather) that may have prevented a student from attending the first class session.
3. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the instructor must be notified in advance of the absence and the reason; in this instance, the place for the student will be retained. (See Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)).
4. Students must officially cancel any course for which they have enrolled and subsequently been denied enrollment. Instructors will fail any such student who does not officially cancel a course.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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

PROCEDURES

[RETURN TO TOP](#)

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

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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. What is the necessary process for instructors to disenroll students from a course?

Instructors can contact their college's student services department or One Stop Student Services to request students be disenrolled for not attending the first class session.

2. How does this policy apply to on-line courses?

The policy extends to on-line courses as well as traditional in-person courses. Students must attend the first class meeting or obtain permission from the faculty member to be absent. If a student does not attend (e.g., log into the course in Moodle) the course instructor may request that the student be removed from the class.

3. Is it mandatory that a student be removed from a class if he/she misses the first class session?

Faculty members are not required to request that the student be removed from the class, but it is their prerogative to make such a request.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Suzanne Bardouche Belinda Cheung	612-626-9159 612-625-6977	bardouch@umn.edu cheun002@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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Officially cancel

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

RESPONSIBILITIES

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Students

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

RELATED INFORMATION

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- Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)

HISTORY

[RETURN TO TOP](#)

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009



ADMINISTRATIVE POLICY

Date Revised
December 2009

Date Effective
April 2009

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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Robert McMaster](#)

Printed on: 07/21/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

1. The University expects undergraduate students to graduate in a timely manner, defined here as four years. All departments and programs must have in place a published or publicly available curricular plan that enables students 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.
2. Admissions, collegiate, and registration materials must contain language emphasizing to students that they must complete at least 15 degree-applicable credits per semester on average to graduate within four years. All colleges and campuses are responsible for informing students of the average credit load necessary to graduate in four years.
3. The University must adopt policies, and further publicize existing policies, which will facilitate timely graduation for most students (within four years). The Office of the Senior Vice President for Academic Affairs and Provost will engage in regular conversations with the Senate Committee on Educational Policy about these policies and their effectiveness.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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Timely graduation is an underlying foundational principle for undergraduate education at the University. This policy outlines related guidelines to reinforce timely graduation. 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.

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

[RETURN TO TOP](#)

There is no FAQ for this policy.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Robert McMaster	612-626-9425	mcmaster@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	lcarell@r.umn.edu

DEFINITIONS

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There are no definitions for this policy.

RESPONSIBILITIES

[RETURN TO TOP](#)

There are no specified responsibilities for this policy.

RELATED INFORMATION

[RETURN TO TOP](#)

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

HISTORY

[RETURN TO TOP](#)

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



ADMINISTRATIVE PROCEDURE

Resolving Student Conduct Code Violations - Crookston

Related Policy: [Resolving Alleged Student Conduct Code Violations](#)

In accordance with Board of Regents Policy: *Student Conduct Code*, these procedures explain the Crookston Campus's process for actions initiated against students or student organizations by the campus under the Code.

These procedures are concerned with assisting students in understanding and accepting the consequences of their behavior in relation to themselves and to others. The procedures are designed to guarantee the rights of the accused and to protect the welfare of all members of the University community. While students are entitled to the full process established in these procedures, it is expected that most complaints can be heard and settled informally.

A student who fails to comply with the University disciplinary policies, procedures, and sanctions is subject to discipline, including suspension or expulsion. Likewise, student organizations that fail to comply are subject to revocation of official student organization status and the accompanying privileges and benefits.

AUTHORITY

The Board of Regents Policy delegates authority to the President and President has delegated this authority to the Chancellor of the University of Minnesota Crookston Campus for Student Conduct Code issues on the Crookston Campus. The Chancellor of the campus has, in turn, delegated the authority to develop policy and procedures, and to take formal disciplinary action to an organized faculty/staff-student committee of the UMC Campus Assembly. The Constitution of the UMC Campus Assembly established the Student Conduct Committee as the body responsible for formal disciplinary action on the Crookston Campus.

JURISDICTION

1. **SOURCE OF AUTHORITY:** The University of Minnesota, Crookston Campus, Student Conduct Committee is responsible for receiving, investigating, and acting upon complaints of alleged misconduct of members of the student body and official student organizations. The Student Conduct Committee consists of nine members — four non-student members, four student members, and the Associate Vice Chancellor for Student Affairs and Enrollment Management (Conduct Code Coordinator) who serves as an officer of the committee without a vote. Authority to act in emergency student disciplinary situations remains with the Conduct Code Coordinator and the Chancellor if the emergency warrants it.

2. **POWERS:** The Student Conduct Committee will establish disciplinary procedures and regulations to maintain standards of conduct and order within the student community commensurate with the educational goals of the college. Further, the Student Conduct Committee is empowered to take appropriate disciplinary action to insure that these standards are maintained, while at the same time protecting the student's rights to an impartial hearing and offering the maximum opportunity for guidance and rehabilitation to offending students.

The scope of Student Conduct Committee action, in general, will be to interview, deliberate, and, if necessary, take appropriate action in any student disciplinary case referred to it in an appropriate manner. Such action will at once aim at the protection of the individual student, other students, and the institution.

The Committee has the right to impose any of the sanctions outlined under the Regents Student Conduct Code, including suspension or expulsion, or in the case of student organizations, revocation of official student organizations status and the accompanying privileges and benefits.

The Student Conduct Committee may delegate authority for disciplinary action to other groups or individuals such as the Residence Hall Judicial Board whose actions are subject to review by the Student Conduct Committee.

The right to review and recourse is available to the individual student, other students, and the institution through appropriate channels.

CONDUCT CODE COORDINATOR

A request for disciplinary action can be initiated by members of the student body, faculty, staff, or by administrators. All alleged violations of the conduct code and inquiries concerning possible violations, sanctions, and procedures to hear cases arising from such violations are directed to the Conduct Code Coordinator. The Conduct Code Coordinator performs any investigation which is necessary to determine whether a complaint should be issued or the matter dismissed or referred. Where more than one student is alleged to have violated the conduct code in a related incident, complaints or hearings may be consolidated. The Conduct Code Coordinator makes determinations regarding such consolidation. Incidents occurring in the residence halls may initially be handled by the Director of Residential Life and/or the Residential Hall Judicial Board. Those cases may be referred or appealed to the Conduct Code Coordinator.

At the conclusion of the investigation the Conduct Code Coordinator decides: (1) whether the allegations of misconduct, if proved, would appear as judged by available evidence to constitute a violation of the Student Conduct Code; (2) which item(s) in the Code may have been violated; and (3) whether the complaint should be referred to the Student Conduct Committee or handled on an informal basis by the Conduct Code Coordinator. When the Conduct Code Coordinator initiates a complaint, it is a preliminary formulation subject to modification prior to transmittal to the Student Conduct Code Chairperson.

The Conduct Code Coordinator may refer an alleged violator to a professional counseling agent or agency as part of a sanction. A referral for professional counseling could also occur when, in the judgment of the Conduct Code Coordinator, the case involves a relatively minor offense that is determined to be not particularly suited to University adjudication. The Conduct Code Coordinator has the option to pursue adjudication if the student fails to follow-through with this type of referral. Students involved in cases handled by the Conduct Code Coordinator are informed in writing of any meetings required, of their options for formal or informal resolution of the dispute, and provided with a copy of the procedures to be followed and the names of the members of the Student Conduct Committee. At this same time a description of the alleged violation will be provided to the Chair of the Student Conduct Committee. The Conduct Code Coordinator informs the accused student(s) of adverse evidence and offers the student(s) an opportunity to explain mitigating circumstances. A written record of the findings will be made. The Coordinator handles such cases on an informal person-to-person basis with emphasis on educational development whenever the success of such an approach appears possible. However, the Coordinator is authorized to make findings of fact and to impose sanctions.

Should the student(s) wish to have a formal hearing or reject the findings of the Coordinator the matter is referred to the Student Conduct Committee. The Coordinator may decide before ruling on a case that the complaint is too serious or complex, that the complaints against the student(s) are too numerous, that the evidence is too conflicting or irreconcilable for informal resolution, or that the handling of the matter by the Coordinator is not in the best interests of the University.

Under any of these circumstances, the Coordinator will refer the matter to the Student Conduct Committee. When a case is referred to the Committee after preliminary handling by the Coordinator, factual information gathered during the investigation of the complaint may be made available to the Committee, but records of any informal proceedings involving the Coordinator and the accused student(s) cannot be introduced in a subsequent Student Conduct Committee hearing.

PROCEDURES

Requests for disciplinary action (complaints) may be brought before the Student Conduct Committee as a result of: (1) referral by the Conduct Code Coordinator, (2) an appeal by the accused student of the Conduct Code Coordinator's decision, or (3) an appeal by the accused student of the Residential Hall Judicial Board's decision.

In order to carry out its objectives, while at the same time offering maximum protection of students' rights to an impartial hearing and adequate appeal procedure, the Student Conduct Committee will take action when a complaint is made with the Committee, in writing, describing the act, and naming those accused of misconduct.

Once the complaint has been made to the Student Conduct Committee, the Chairman and the Conduct Code Coordinator will discuss the complaint with the Committee. If the charge is supported by substantial evidence and the Committee decides to act, these procedures will normally be followed.

1. The student will be notified in writing of the nature of the complaint and the time and place set for the hearing. The notification will inform the student that the Student Conduct Committee is a hearing body that does not require attorney representation. If the student(s) or student organization chooses to be represented by an attorney, however, the Associate Vice Chancellor for Student Affairs and Enrollment Management may designate an attorney to represent the University at a Committee hearing. The accused student(s) or student organization may choose to represent himself or herself or to have a lay (non-attorney) advocate to advise or represent them. The name of any adviser, advocate, or attorney must be submitted to the Conduct Code Coordinator at least two working days in advance of the preliminary hearing.
2. The Committee Chairperson may request a preliminary conference with the University presenter, the accused student(s) and their adviser(s), and the Student Conduct Code Coordinator. Although the preliminary conference is a closed meeting, the Chairperson may allow additional individuals or staff members to be present. Attendance at a preliminary conference is not required. The purpose of the conference is to discuss procedural matters in order to expedite the Committee hearing. The Chairperson reports any decisions reached at the preliminary conference to the Committee at

the time of the hearing. If a party elects not to attend the preliminary conference, any motion at the Committee hearing based on inadequate knowledge of the procedures, or challenges to committee membership may be denied.

3. Any evidence to be introduced at the hearing, and the names and relevance of all witnesses to be called, must be submitted to the Conduct Code Coordinator at least two weekdays prior to the hearing. Such information must be made available for inspection to both the person making the complaint and the accused student and his/her representative.
4. At the hearing, both the person making the complaint and the accused student will be given an opportunity to explain their position. Evidence and interested parties on both sides may be introduced. The hearing may include confrontation and cross-examination, if necessary and appropriate.
5. Students have the right to hear all evidence against them, and to question adverse testimony.
6. The Student Conduct Committee, in a closed session, will reach its decision and will inform in writing the interested parties of any action taken.
7. If any of the parties is dissatisfied with the decision, they will have the right to appeal to the Chancellor for a review of the action taken.
8. The Conduct Code Coordinator will implement the action of the Committee in the name of the Committee.

APPEAL STRUCTURE

Action of the Conduct Code Coordinator or other University staff members can be appealed to the Student Conduct Committee. The final source of appeal on the Crookston Campus for action by the Student Conduct Committee is to the Chancellor of the Campus.

APPEAL OF RESIDENT HALL JUDICIAL BOARDS AND STUDENT CONDUCT COMMITTEE DECISIONS

The Student Conduct Committee conducts hearings of appeals of Resident Hall Judicial Board decisions. The Student Conduct Committee does not have appellate jurisdiction over its own actions. In those instances in which the Committee has acted in accordance with its original jurisdiction and authority, appeal of its decision is made to the Chancellor.

GROUND FOR APPEAL

The committee or individual receiving the request for an appeal will only be concerned with reviewing and deciding only those matters raised in the written appeal. Under no circumstances will an appellate body become involved in re-hearing an original complaint. The following will be recognized as grounds for appeal within the University's disciplinary system.

1. The decision was made without benefit of relevant evidence not reasonably available at the time of the initial hearing. (If this ground is favorably reviewed, the case will be returned to the original body for presentation of the new evidence.)
2. The hearing was procedurally unfair, in that:
 - a. The original hearing deviated in a substantial way from the body's established hearing procedures.
 - b. During the first full hearing of the original complaint, a student's right established under University policy was violated.
3. The sanction was clearly inconsistent with the severity of the alleged violation of rules or policy.
4. The decision was made contrary to the weight of the evidence.
5. The interests of the residents, group, college, or the University were not adequately or sufficiently weighed and considered.

The grounds for appeal as specified will not preclude the filing of an appeal in other instances that can be documented or supported as a valid claim for review. If a new ground is to be proposed by the appellant, the ground should be clearly stated and documented in the written request for the appeal.

In any written requests and initial hearings on appeals, the mere assertion of any of the stated or created grounds for appeals alone will not constitute sufficient reason for an appellate body to accept the appeal for review. The statement of grounds must be supported in writing and at the initial hearing with reasoned argumentation and, if possible, with specific references to testimony, procedures, or rulings that support the assertions.

PROCEDURES FOR FILING AN APPEAL

Depending on the level of a decision, a request for an appeal to the Student Conduct Committee or the Chancellor must be filed with the University's Conduct Code Coordinator. The request for an appeal must be filed in writing within ten work days (excluding University-observed holidays) of the decision of the original hearing body. The request should state the grounds on which the person or group believes the original hearing body clearly erred and offer preliminary argumentation to support their claims according to the criteria specified below. In matters involving requests for appeals, the Conduct Code Coordinator's sole function is to forward the

request for appeal to the Chairperson of the Student Conduct Committee or the Chancellor. The Conduct Code Coordinator will forward a request for appeal upon receipt of the written request.

In all cases in which the disciplinary action includes suspension or expulsion, there will be an automatic review by the Chancellor of the Campus.

NATURE OF APPELLATE REVIEW

In the hearing of a disciplinary appeal at any level of adjudication within the University, the appellate body will focus on the central questions: Has the previous adjudicative agency clearly erred? The Student Conduct Committee when serving as an appellate body will initially meet to determine whether the grounds for appeal are sufficient as presented to warrant a formal review. This hearing is based on the written request for an appellate review and whatever argument is necessary to support the written request. Only in unusual cases will grounds for an appeal not cited in the written request be allowed to be added at the time of this first hearing. This initial hearing will not involve the substance of the appeal, only the merits of the grounds as presented.

If the appellate body finds the grounds as established sufficient and convincing to warrant a formal review, they will commence such a review within one month and conclude within a reasonable amount of time thereafter.

In addition, the appellate body may review the record of proceedings of the previous adjudicative agency prior to the actual appellate hearing. All student disciplinary hearings are closed hearings.

If, as part of the appeal, new evidence that is demonstrated not to have been reasonably available at the time of the original hearing and that is also demonstrated as potentially having a substantial impact on the outcome of the original hearing is introduced, the complaint will be returned to the previous adjudicative agency for a hearing of the new evidence. The appellate body will, in other cases, accept the factual determinations of the previous agency if it determines that the agency had a reasonable basis for its findings. This is done with the understanding that a choice between one or two or more permissible interpretations of evidence or testimony is not clearly erroneous. An appellate body will also accept the determinations of the previous agency regarding policy interpretations and sanction dispositions if such determinations cannot be shown to be clearly erroneous in light of the record. If the appellate body determines that the previous agency did not sufficiently weigh or consider the interests of the University, college or group or clearly lacked a reasonable basis for making its findings, applying or interpreting a policy, or determining its sanctions, the appellate body will proceed in a manner to amend or reverse the previous agency's decision. If the appellate body decides that the previous agency clearly erred in a matter involving substantial procedural unfairness, they may dismiss the case, amend or reverse the previous decision, or return the case for a rehearing. If an appellate body determines that in a procedurally based appeal a rehearing at the original hearing level is appropriate, attention should be given to the possibility that the original body has become incapable of rendering a fair hearing and, dependent on the nature of the alleged procedural unfairness, the appellate body may consider the possibility of mandating alternate panel membership.

If the determination of the original agency regarding the appropriateness of sanctions or the application of policy is overruled on the basis of disagreement rather than clear error, the original hearing body will be informed in writing of the basis for the decision so that guidelines for the application of future sanctions or policy interpretations can be made. In all cases, the previous adjudicative agency will be notified of the disposition of any appeal.

Adopted by Student Conduct Committee, May 18, 1988.

Reviewed and Approved by Student Conduct Committee, December 8, 2011.

UMC CAMPUS PROCEDURES FOR SCHOLASTIC DISHONESTY

The Senior Vice Chancellor for Academic Affairs serves as the Academic Integrity officer at the University of Minnesota, Crookston. A report of Scholastic Dishonesty is to be filed with the Academic Integrity Officer if an incident has occurred for which faculty have taken specific action. The specific form can be obtained from the Academic Affairs Office.

Cases of dishonesty may be handled as a scholastic matter or as a student conduct code matter at the discretion of the instructor. Instructors choosing to treat the case as a scholarship matter have the authority to decide how the incident of dishonesty will affect the student's grade in the course. If the instructor has treated the case as a scholastic matter involving the grade in a course and the student has a grievance related to this action, that grievance would be processed as outlined in on UMC's campus policy website at <http://www3.crk.umn.edu/info/policies/grievance.htm>. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC's Student Conduct Code Coordinator for resolution under the University's Student Conduct Code.



ADMINISTRATIVE PROCEDURE

Retention of University Records

Related Policy: [Managing University Records and Information](#)

Retention of Information:

Information must be kept according to time frames established in the University-wide Records Retention Schedule or unit specific retention schedules. Information may be kept longer than is necessary, but must not be destroyed before the retention period has been met.

Any records or information that are part of pending or current litigation may not be destroyed, regardless of the record retention schedule. Contact the Office of General Counsel if you have questions about the status of a case.

Retention of information is based on the content of the information, not the medium. For example, electronic mail is a way of transmitting information, not a record itself. Individual emails should be retained and/or deleted based on the content of each message.

Managing Information:

Records may be transferred from one storage medium to another, e.g. paper copy to a scanned image, as long as the integrity of the information remains intact.

If the record is transferred to another storage medium, the original may be destroyed once the information is verified. This should be done not only to save time and space, but to ensure the appropriate copy is used when accessing the information.

Information should be protected according to Administrative Policy: [Securing Private Data, Computers, and Other Electronic Devices](#).

Contact [University Archives](#) for those materials scheduled for transfer or offer to University Archives.

Destruction of Information:

Destroy University information according to Administrative Procedure: [Destruction of University Records](#).

If the information you want to destroy is not listed in the University-Wide Records Retention Schedule or individual unit retention schedules, contact the Records Information Management Office.

RECORDS STORAGE

If storing University records at Rosemount, follow Guidelines for Storage of University Records at Rosemount. Contact the Records Information Management Office at 612-625-3497 or mckin018@umn.edu.

Follow Guidelines for Record Storage for storing University records in other places.



ADMINISTRATIVE POLICY

Date Revised
December 2009

Date Effective
April 2009

Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

Policy Contact: [Susan Van Voorhis](#)

Printed on: 07/21/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

A. Examinations During the Term

1. Examinations during the term (e.g., mid-terms) will normally be given only during the regular class sessions, except that make-up exams may be given at other times arranged to accommodate student class schedules. Exams may be held at times other than the regularly scheduled class period only under unusual circumstances, and only if approved by the dean of the college in consultation with the Vice Provost and Dean of Undergraduate Education or the appropriate decision-making office on the coordinate campuses. Any regularly scheduled examination to be held outside of regular class time must be listed in the published class schedule.
2. Accommodation must be provided by the examining department(s) to any student who encounters an academic conflict, such as between an examination scheduled outside of regular class time and the regular class period of another course, or between two exams scheduled to be held simultaneously outside of regular class time.
3. Comprehensive examinations, which require reflection, study, and application of the work of the entire semester, are strongly encouraged, but must be given during the final examination period. The only examinations allowed during the last week of classes are those equivalent in scale, scope, length, and percent of grade to other examinations given in that class during the term. Although late-semester examinations may rely on cumulative knowledge of the work of the course during the semester, such examinations must not be comprehensive in nature if they are given other than during the final examination period. In a course where only one examination is given during the term, that examination may not be given during the last week of classes.
4. Take-home examinations are specifically exempted from this section of the policy.

B. Final Examinations

1. All classes that normally permit undergraduates to enroll will follow the standard examination schedule. Final examinations on the Twin Cities campus will extend over a six-day period. It is not a violation of this policy for a faculty member to use secure online test-taking, authorized by the academic unit, that permits students to take an exam at a time of their choosing rather than at a scheduled final examination time. Coordinate campuses will each determine the length of their final examination period.
2. Final examinations normally will be two clock hours (120 minutes) long.
3. Instructors may offer take-home final examinations (but see 7(c) below).
4. Instructors may schedule longer examinations with the approval of their department, which will arrange longer use of the examination room with the appropriate campus scheduling office. Instructors and departments must decide in advance of scheduling a course if the examination is to exceed two hours, and must work with the campus office that schedules central classrooms on scheduling the location of the exam. Any examinations that exceed two hours must be noted in the class schedule, in order that students are informed and can try to fit the longer examination in their schedule of final examinations. Accommodation must be provided by the examining department to any student who encounters a conflict

with another final examination because of this lengthened examination time.

5. For courses that do not run for a full semester, the final examination will be administered (or due, in the case of take-home or other out-of-class examinations) on the last day of the course, except that short courses that end with the semester may use the final exam time scheduled for that course.
6. The requirement that the final examination period on the Twin Cities campus be six days will not apply to units that have been granted an exemption from the University calendar by the Senate Committee on Education Policy.
7. Final examinations at times other than regularly scheduled.
 - a. **Examinations outside the final examination period.** Instructors are permitted to schedule their final examinations outside of the scheduled examination days only under extraordinary circumstances and with the approval of their dean and the campus academic officer. (For the Twin Cities, this is the Vice Provost and Dean of Undergraduate Education.)
 - b. **Moving an examination within the final examination period.** When an instructor and students conclude they wish to move the final examination for the course to a different time and/or day during the final examination period, the change must be (1) proposed by the instructor, (2) have the concurrence of the department chair, and (3) must be approved unanimously by written secret ballot by students in class when the vote is taken.
 - c. Laboratory practicums may be given during the final week of classes during the normal lab period, and take-home or other out-of-class finals may be distributed prior to the final exam week but may not be due before the scheduled final exam for that course.
 - d. Students with final examination conflicts, or with three (or more) final examinations in one calendar day, will be expected to notify and provide documentation to instructors as soon as possible during the term. Instructors are expected to make appropriate accommodation to eliminate the conflict. In the event none of the instructors agrees to make appropriate accommodation, the student should contact his or her advisor. If a student has three or more examinations in one day because one exam date was changed, the instructor who changed the exam must make the accommodation. Note: this section does not cover cases where a student has three (or more) examinations within a 24-hour period, only cases where he or she has three (or more) examinations from morning to evening the same day.
 - e. **Summer term final examinations.** Final examinations for summer terms will be scheduled during the regular meeting time of the course on the last day.

C. Study Days

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

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

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

Exclusions

This policy is not applicable to the Duluth campus.

Special Situations

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

This policy defines exams, outlines common scheduling practices and guidelines, to allow students and faculty to plan for study day and exam week, with a minimum of scheduling conflicts.

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.

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

DEFINITIONS

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There are no definitions related to this policy.

RESPONSIBILITIES

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There are no specific responsibilities related to this policy.

RELATED INFORMATION

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There is no related information for this policy.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009



Teaching and Learning: Student Responsibilities (Twin Cities, Crookston, Morris, Rochester)

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Vice Provost and Dean of Graduate Education

Policy Contact: [Suzanne Bardouche](#), [Belinda Cheung](#), [Danita Brown](#)

Printed on: 07/21/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

1. **Satisfying prerequisites.** Students should not register for courses in which they lack the prerequisites unless they have permission from the instructor.
2. **Responsibility for class work.** Students are responsible for knowing all information contained in the syllabus. Students are responsible for meeting all course requirements, observing all deadlines, examination times, and other course procedures.
3. **Attending class.**
 - a. Students are expected to attend all meetings of their courses. They may not be penalized for absence from class, however, to participate in religious observances, for approved University activities, and for other reasons in accordance with the policy on Makeup Work for Legitimate Absences. Students should notify instructors as soon as possible about such absences. (See Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)).
 - b. Students must attend the first class meeting of every course in which they are registered unless (1) they obtain approval from the instructor before the first meeting or (2) they provide notice to the instructor they must miss class because of a recognized religious holiday (see the policy on Mandatory Attendance at First Class Session and Consequences for Absence). Otherwise, they may lose their places in class to other students. (See Administrative Policy: [Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester](#)).
 - c. Students are responsible for being on time and prepared for all class sessions.
4. **Maintaining academic integrity.** Students are expected to maintain academic integrity, including doing their own assigned work for courses. If it is determined that a student has engaged in scholastic dishonesty, the instructor may impose an academic consequence (e.g., giving the student a grade of "F" or an "N" for the course), and the student may face additional sanctions from the University. (See Board of Regents Policy: [Student Conduct Code](#), Section VI, Subd 1, Scholastic Dishonesty, and Administrative Policy: [Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester](#)).
5. **Seeking help and accommodation.**
 - a. Students are responsible for seeking academic help in a timely fashion.
 - b. Students who need special accommodations are responsible for working first with the relevant University offices and then with the instructor at the beginning of the course.
6. **Respecting intellectual property.** Students may not distribute instructor-provided notes or other course materials, except to other members of the same class or with the express (written) consent of the instructor. Instructors have the right to impose additional restrictions on course materials in accordance with copyright and intellectual property law and policy. Students may not engage in the widespread distribution or sale of transcript-like notes or notes that are close to verbatim records of a lecture or presentation.
7. **Keeping classroom in good order.** Students may be responsible for helping straighten up a classroom at the end of a

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

- 8. Use of personal electronic devices in the classroom.** Instructors determine if personal electronic devices (such as cell phones and laptops) are allowed in the classroom. Students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. Students are not permitted to record any part of a class/lab/other session unless explicitly granted permission by the instructor. If the student does not comply, the student may be asked to leave the classroom.
- 9.** Guests may not be brought to class without permission from the instructor.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

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

PROCEDURES

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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.

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FREQUENTLY ASKED QUESTIONS

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- 1. Is it permissible for a student to bring his or her child to class?**

All guests, including a student's family members, may not attend class with the student without permission from the instructor.

ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Danita Brown Young Suzanne Bardouche Belinda Cheung	612-626-1242 612-626-9159 612-625-6977	dbyoung@umn.edu bardouch@umn.edu cheun002@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	lcarell@r.umn.edu

DEFINITIONS

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Prerequisite

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

Scholastic Dishonesty

Plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

RESPONSIBILITIES

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Responsibilities are specified in the Policy Statement.

RELATED INFORMATION

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- Board of Regents Policy: [Student Conduct Code](#)
- Administrative Policy: [Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester](#)
- Administrative Policy: [Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester](#)
- Administrative Policy: [Teaching and Learning: Instructor and Department Responsibilities \(Twin Cities, Crookston, Morris, Rochester\)](#)
- Administrative Policy: [Makeup Work for Legitimate Absences](#)
- [Higher Learning Commission, Criteria and Requirements for Accreditation](#)

HISTORY

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Amended:

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

Amended:

May 2013 - Major Revision, Comprehensive Review.

1. Incorporates language from two related policies (Appropriate Use of Class Notes and Course Materials, and Use of Personal Electronic Devices in the Classroom). These policies are proposed for elimination.
2. Expands the language around academic integrity. The reference now is on scholastic dishonesty, which would include cheating, plagiarism, etc.

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

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

Effective:

April 2009

Supercedes:

Classroom Expectations Guidelines



ADMINISTRATIVE POLICY

Date Revised

March 2014

Date Effective

April 2009

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

Responsible University Officer: Senior Vice President for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Undergraduate Education

Policy Contact: [Suzanne Bardouche](#)

Printed on: 07/21/2015. 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

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There are no procedures related to his policy.

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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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

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Rochester Campus Procedures	Laura Walker	507-258-8008	ljwalker@r.umn.edu

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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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Transfer Authority

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

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- [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



ADMINISTRATIVE POLICY

Date Revised
December 2013
Date Effective
September 2001

Using Email as Official Student Communication

Responsible University Officer: Director, Office of the Registrar

Policy Owner: Director, Office of the Registrar

Policy Contact: [See Contacts Section.](#)

Printed on: 07/21/2015. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

POLICY STATEMENT

The University provides students with an email account upon the student's matriculation to the institution. This account is free of charge and currently is active as long as the student remains active.

A University assigned student email account is the University's official means of communication with all students. Students are responsible for all information sent to them via their University assigned email account. If a student chooses to forward his or her University email account, he or she is responsible for all information, including attachments, sent to any other email account.

REASON FOR POLICY

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To better serve our students, upon matriculation students are informed that their University assigned email account is the primary means of communication from the University community and that they will be held responsible for the information in the email. Email is the primary method of communication between students and the University. It is imperative that students understand that information will be communicated to them via their University assigned account while they are students.

PROCEDURES

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There are no procedures associated with this policy.

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APPENDICES

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FREQUENTLY ASKED QUESTIONS

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1. Are other forms of communication (i.e., social media or websites) considered official communications?

While the content found in these forms of communication should match information included in emails sent to students, the content of the email is considered the official information.

ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
Policy Information	Susan Van Voorhis	612-625-8098 612-626-1754 (fax)	vanvo002@umn.edu
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Morris	Judy Korn	320-589-6011	kornjr@morris.umn.edu
Rochester	Laura Walker	507-258-8008	ljwalker@r.umn.edu

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Student

Any undergraduate, graduate and professional students. Student status starts upon matriculation. Student status may depend upon credit load.

Student Information

Any information related to student activities at the University of Minnesota.

Matriculation

The time a student has submitted his or her deposit for attendance.

RESPONSIBILITIES

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Faculty and staff

Communicate information to students via email with sufficient time for the student to act upon/respond to the information included in the message.

Student

Routinely check assigned University of Minnesota email account to review relevant information.

Registrars on each campus

Maintain policy. Respond to student requests.

RELATED INFORMATION

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- Administrative Policy: [Acceptable Use of Information Technology Resources](#)
- [Internet Account Initiation](#)

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Amended:

December 2013 - Comprehensive review, minor revision. Improves the clarity of the policy by minor adjustments to the language and a new FAQ.

Amended:

April 2008 - This policy now applies University Wide, rather than to the Twin Cities Campus Only.

Effective:

September 2001