University of Minnesota
Mission Statement
The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University’s mission, carried out on multiple campuses and throughout the state, is threefold: Research and Discovery—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multicultural and multicultural world.

Outreach and Public Service—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

Mission Statement
(Adopted by the Board of Regents, July 1992)
The University of Minnesota, Crookston provides teaching, research, and service, including associate degrees and selected baccalaureate degrees, with a focus on applied undergraduate instruction and research in agriculture, business, environmental sciences, human resource development, and appropriate interdisciplinary studies.

The University of Minnesota, Crookston provides a University link to the region for technology transfer and outreach, with emphasis on meeting the needs of a rural populace who require lifelong learning, training, and retraining to capture opportunities that maximize their existing resources and strengths.

Purposes
The purposes of the University of Minnesota, Crookston are to identify and provide
1. foundations of undergraduate education focusing on active learning, technology, communication, career/life adaptability, human relations, decision making, ethics, global perspectives, and environmental perspectives;
2. undergraduate education that leads to applied, career-oriented associate or baccalaureate degrees;
3. equal access to education for the academically underprepared, disabled, and culturally diverse;
4. assistance in career planning, educational planning, and human development;
5. continuing education that responds to the needs of people of the service area;
6. academic programs, support services, and activities that enhance students’ personal, cultural, intellectual, occupational, and social development;
7. research and outreach that support and encourage the region’s economic and cultural growth and advancement.

Accreditation
UMC’s associate and bachelor’s degree programs are accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, Suite 2400, 30 North LaSalle Street, Chicago, IL 60602. Business associate degree programs are accredited by the Association of Collegiate Business Schools and Programs. The dietetic technician program is approved by the American Dietetic Association. The natural resources program is accredited by the North American Wildlife Technology Association.
The Community

Crookston is located in the Red River Valley, one of the world’s richest agricultural areas. Immigration to the area began when the St. Paul & Pacific announced in 1872 that a railroad route was to extend to the Canadian border and would cross the Red Lake River where the city now stands. In 1879 the existing settlement was incorporated and named Crookston, after Colonel William Crooks, chief engineer of the railroad.

The early economic foundation of the area was based on fur and lumber trade, but quickly changed to farming. Starting as a trail point near a river crossing for the squeaky Red River fur carts, the young town soon became a center for sodbusters. For 20 years it was also a major timber center. Since World War II, Crookston has prospered from the development of large agricultural products processing plants and related industries. Today, agriculture is the key to the city’s economy. Among its outstanding industrial enterprises are the largest plant for edible sunflower seed processing in the world. New industries include a fiberglass and injection molding plant, a metal fabrication plant, and a city bus manufacturer.

Crookston’s location provides opportunities for hunting, fishing, cross-country skiing, and other outdoor activities. The community also has abundant recreational facilities, including a regulation nine-hole golf course, a twelve-lane bowling alley, a movie theater, two indoor skating arenas, an indoor community swimming pool, an outdoor athletic complex with multiple softball diamonds and tennis courts, and an attractive campsite in a city park. The Red River Valley Shows host many popular special events and horse shows. Crookston is only 30 minutes from Grand Forks, North Dakota, which has a population of more than 70,000 and offers additional opportunities for shopping, entertainment, and other services.

Facilities

College—UMC has a 237-acre campus located on the northern edge of Crookston, Minnesota. Instructional programs. More than half of the general purpose classrooms are equipped with an overhead projection system and electrical power and Internet access at every student seat. Instruction is supported by computer and two-way, audio-video interactive television connections to other higher education institutions and high schools. Facilities built within the last decade include an indoor animal science arena and equine stable; an enlarged library and learning resource center addition; a food service and hotel, restaurant, and institutional management building; a large indoor physical education and intercollegiate athletic facility; an outdoor recreational and athletic complex; an expanded student center; a head house and four production greenhouses; and an environmental science facility.

Northwest Agricultural Experiment Station—This facility serves the prairie and adjacent land area of northwestern Minnesota. Its activities are a part of the total agricultural research program of the University of Minnesota. The experiment station, located adjacent to the UMC campus, owns about 1,500 acres. The station provides laboratories, fields, and herds for use by UMC students enrolled in agriculture programs.

Agricultural Utilization Research Institute (AURI)—This institute is a nonprofit corporation created by the state of Minnesota to strengthen its rural economy by developing new uses for Minnesota farm products. AURI’s role is to build working partnerships that combine Minnesota’s diverse agricultural resources with business innovators and applied science expertise. The state headquarters and Northern Regional Office are in UMC’s Owen Hall Annex.

Red River Trade Corridor (RRTC)—RRTC is a cooperative economic development effort among Minnesota, North Dakota, South Dakota, and Manitoba. Governed by a board of business and community leaders from the four jurisdictions, RRTC actively serves as a reference point for economic development information in the Red River region by building communication among businesses, increasing business and trade activity, and helping the region become a key player in North American and international trade.

Northern Great Plains Rural Development Commission—This commission was established by the U.S. Congress in 1994 to prepare a 10-year rural development strategy for the 5-state region of Iowa, Minnesota, Nebraska, North Dakota, and South Dakota. In March 1997, the 10-member commission presented its final report to the U.S. President, Congress, Secretary of Agriculture, and each state’s governor and legislature. The commission is implementing several of its priority recommendations and exploring the possibility of creating a permanent organization to carry on its work.
Admission

Admission Requirements

Freshmen Students: No Previous College Work—Students with no prior college work will be admitted if they have: (a) graduated from an accredited or approved high school or have a General Equivalency Diploma (GED), and (b) submitted results from the ACT Assessment. UMC encourages students from underrepresented populations and students with disabilities to apply. Students who have not been granted a standard high school diploma must pass the GED test before they are admitted as a regular student. Minnesota residents age 19 or older can take the test at the UMC Counseling and Career Center. The UMC Counseling and Career Center is an ACT assessment residual testing site for students who were unable to test on a national test date.

Transfer Students: Fewer Than 40 Credits Attempted—Students with prior college work but with fewer than 40 quarter (or 26 semester) credits attempted will be admitted if they have: (a) graduated from an accredited or approved high school or have a GED, (b) submitted the ACT Assessment, and (c) have a GPA of 2.00 in their previous college work. Students with previous college work below 2.00 will be admitted based on the academic progress standards (see page 19).

Transfer Students: 40 or More Credits Attempted—Students who have completed 40 or more quarter (or 26 semester) credits of college work should request admission with advanced standing. Students will be admitted if they have a GPA of 2.00 in their previous college work. Students with previous college work below 2.00 will be admitted based on the academic progress standards (see page 19).

Admission Procedures

To be considered for admission, applicants must

1. submit a completed UMC admission application.
2. submit the nonrefundable $25 application fee.
3. request that appropriate official transcripts be sent directly to the UMC Admissions Office.
   a. Freshmen: high school transcript or General Equivalency Diploma (GED) scores.
   b. Transfer students with fewer than 40 quarter (or 26 semester) credits attempted: high school transcript and transcript(s) from previous college(s).
   c. Transfer students with 40 quarter (or 26 semester) or more credits attempted: transcript(s) from previous college(s).
4. Freshmen and transfer students with fewer than 40 quarter (or 26 semester) credits attempted must submit ACT test scores.

Admission decisions are not made until applications are complete. Students are notified of admission approximately one week after their application is received.

Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. For more information, contact the
Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the Office of the Registrar, 109 Selvig Hall.

Nonresidents—All applications and supporting transcripts should be received approximately six weeks before the term of entrance.

In general, nonresident tuition is charged to students whose permanent homes are outside Minnesota or who have not established residency in Minnesota for at least a calendar year before initial registration at UMC. Residency refers to the establishment of a permanent family home in Minnesota for purposes other than college attendance. Classification as a nonresident may be changed when a student meets Minnesota residency requirements.

Under reciprocity agreements, residents of North Dakota, South Dakota, Wisconsin, and Manitoba who attend UMC may pay a specially designated tuition rate. To obtain current figures and necessary forms, contact the UMC Office of Admissions or the appropriate office listed below:

- **North Dakota Residents**—Reciprocity Program, North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58501
- **South Dakota Residents**—Reciprocity Program, South Dakota Board of Regents, Box 41, Brookings, SD 57007
- **Wisconsin Residents**—Reciprocity Program, Wisconsin Higher Educational Aids Board, 137 East Wilson Street, Madison, WI 53707
- **Manitoba Residents**—Office of Admissions, University of Minnesota, 4 Hill Hall, Crookston, MN 56716.

Questions concerning residence should be directed to the Office of the Registrar, University of Minnesota, Crookston, MN 56716.

International Students—Students from many countries attend UMC. They contribute a cosmopolitan influence and participate in all aspects of campus life (including the Multicultural-International Club). To be admitted, international students must have completed studies equivalent to those required to graduate from high school in the United States. Complete and official academic transcripts, records, and certificates from secondary schools, colleges, and universities attended, in the original language and in English translation, must be sent with the admission application to the Office of Multicultural and International Programs, University of Minnesota, Crookston, MN 56716, USA. The same procedure should be followed if students have completed any college or university work.

To determine the English language proficiency of prospective international students, the Test of English as a Foreign Language (TOEFL) is normally required. To be accepted, students usually need a minimum score of 500. The college code number to be written on the TOEFL application is 6893. For dates and locations of the examination, write to TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA.

To be considered for admission, applicants must submit:
1. a completed application for undergraduate international students;
2. a declaration and certification of finances (part of the application);
3. two character references;
4. a $25 nonrefundable application fee in U.S. currency;
5. official transcripts of high school and any college records accompanied by an English translation, if necessary; and
6. TOEFL scores.

When all of the required materials have been received and the application reviewed, the applicant will be notified of the admissions decision.

Two Regents’ Tuition Scholarships that provide a full tuition waiver are available for international students.

Students not holding U.S. citizenship and entering this country on a student visa pay tuition as nonresidents. On-campus work for international students is very limited and off-campus employment is approved by the Immigration and Naturalization Service (INS) based on fully documented unforeseen economic circumstances. Contact the Office of Multicultural and International Programs for more information.

To obtain forms for college application, Regents’ Scholarship, and certificate of finances, write to the Office of Multicultural and International Programs, University of Minnesota, Crookston, MN 56716, USA.

Advanced Standing—Students from postsecondary institutions or those with appropriate military schooling may transfer to UMC and receive advanced standing credit. To obtain an application for admission, contact the Office of Admissions, 4 Hill Hall, University of Minnesota, Crookston, MN 56716.

Applicants who have completed any college study, satisfactorily or unsatisfactorily, must request that an official transcript from every school attended be sent directly to the Office of Admissions. A student may not register until his or her transcript(s) is received and admission granted.

Individuals who have completed studies at vocational institutes, technical colleges, nonaccredited private institutions, or military schools may transfer credits, within their academic discipline, to UMC. Students should contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218/281-8547) for questions about credit transfer.

Postsecondary Enrollment Options Act—
Minnesota high school students in grades 11 or 12 may enroll at UMC under the Postsecondary Enrollment Options Act if they meet admissions requirements. High school students must have a cumulative GPA of 2.00 or a C average. Students interested in the program should contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218/281-8569).
Midwest Student Exchange Program—The Midwest Student Exchange Program is an interstate initiative established by the Midwestern Higher Education Commission (MHEC) to increase educational opportunities for students in its member states. This program enables residents from Kansas, Michigan, Minnesota, Missouri, and Nebraska to enroll in designated institutions and programs at reduced tuition levels outside their home state. Information about the program can be obtained from the Office of Admissions.

Adult Special Students—Those who want to complete individual courses or groups of courses to meet personal needs may be considered for admission as “adult special” students. Adult special students are not candidates for degrees, although they may later seek degree candidacy. Information about changing classification from adult special to a degree candidate may be obtained from the Office of Admissions.

To obtain forms to apply for adult special status, contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218/281-8569).

Senior Citizens—Minnesota residents age 62 or older may enroll in University of Minnesota classes when space is available after all tuition-paying students have been accommodated, provided they have completed specified prerequisites. Those taking a course without credit pay no fees unless materials or other special charges are required. Those taking a course for credit pay $6 per credit as well as any special fees. For more information, contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218/281-8547).

Planning to Transfer?

Transferring to UMC

• Coursework for transfer must be comparable to courses offered by the University and be appropriate and applicable to the specific degree program entered at UMC.

• Students with associate degrees will receive 90 credits upon transfer. Students will normally be able to complete a baccalaureate degree in a comparable program by earning an additional 90 credits. The appropriate division chairperson/program director will determine which additional courses are required to complete the baccalaureate degree.

• Transcripts for students without associate degrees will be evaluated on a course-by-course basis.

• Individuals with baccalaureate degrees wishing to complete a program at UMC will be required to meet the college residency requirement (30 of the last 90 credits must be UMC credits) and all major field requirements of that program.

• UMC will post to the permanent record the total number of credits completed at another institution. This means that 1) only courses in which a grade of D or better has been earned will fulfill specific course requirements in general education and the major field; 2) all courses not used to fulfill general education and major field requirements will be considered electives; and, 3) a transfer student’s GPA will be calculated using only courses completed at UMC.

• If students do not agree with UMC’s transfer decision, they may appeal to the academic division chairperson/program director. Dissatisfaction with this appeal decision may be submitted to the Vice Chancellor for Academic Affairs. Appeal forms are available at the Academic Affairs Office, 302 Selvig Hall.

Minnesota’s public colleges and universities are working to make transfer easier. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer to Another College or University

• Discuss your plans with the campus transfer specialist Richard Christenson, 312 Selvig Hall (218/281-8275).

• Call or visit your intended transfer college. You should obtain the following materials and information:
  —college catalog
  —transfer brochure
  —information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores).
  Note that some majors have limited enrollments or their own special requirements such as a higher GPA.
  — information on financial aid (how to apply and by what date)

• After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take.

Understanding How Transfer of Credit Works

• The college or university to which you transfer decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.

• Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level.

• “Like” transfers to “like.”

• Not everything that transfers will help you graduate. Baccalaureate degree programs usually
count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”

- If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

**Applying for Transfer Admission**

- Application for admission is always the first step in transferring. Fill out the application as early as you can prior to the deadline. Enclose the application fee.
- Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.
- Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
- If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.
- After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
- If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

**Your Rights as a Transfer Student**

As a transfer student, you have rights to

- a clear, understandable statement of an institution’s transfer policy.
- a fair credit review and an explanation of why credits were or were not accepted.
- a copy of the formal appeals process.

Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help. 2) Department or committee will review. 3) Student receives, in writing, the outcome of the appeal. 4) Student can appeal decision to UMC Vice Chancellor for Academic Affairs.
- At your request, a review of your eligibility for financial aid or scholarships.

_for help with your transfer questions or problems, see your campus transfer specialist._

Even winter can be fun! Learn to cross country ski, snowshow, or snowmobile—or just kick back with friends.

**Credit Transfer to Another Institution**

The acceptance and applicability of credits earned at the University of Minnesota toward a degree at another institution are determined by that institution. If you wish to have your UMC degree credits transferred to another institution, send a written request for an official transcript to the Office of the Registrar, University of Minnesota, Crookston, 109 Selvig Hall, 2900 University Avenue, Crookston, MN 56716. Enclose $3.00 for each official transcript.

**University of Minnesota Conversion to Semesters Fall 1999**

In fall 1999, the University of Minnesota will convert from a quarter to a semester system. Instead of three quarters (fall, winter, spring), UMC will have two semesters (fall, spring). It will continue to offer summer sessions. Semesters will be 15 weeks of instruction plus final examinations. Because semester credits are equal to 1 1/2 quarter credits, students will generally take one-third fewer courses to graduate under the semester system.

The conversion to semesters should enhance the learning experience. Every effort will be made to ensure that students who start their education under the quarter system will be able to apply all the coursework they have completed toward their degree under the semester system, that the equivalent number of credits needed for graduation will not increase, and that courses will be scheduled so that time to graduation will not increase.

In fall, 1998, more specific information regarding program changes will be available to students and advisers to help students plan their programs and make the transition.
Registration, Orientation, and Placement Testing

New students register on selected dates or during orientation. Each new student receives a letter specifying orientation and registration dates. At orientation, students become acquainted with the campus, meet classmates, and plan academic and cocurricular activities.

To help students succeed in college courses, UMC requires a placement test for all entering students with fewer than 39 credit hours. Test results determine appropriate, mandatory placement in specific courses. Students who score below the 25th percentile in two or more basic areas must take GnEd 1000—Freshman Year Seminar and the appropriate reading, writing, and/or math courses. After completing the basic skills courses, students are retested. Students who do not achieve the 25th percentile must take more basic skills courses.

Expenses for 1997-98

Per-Credit Tuition—Resident tuition is assessed on a per-credit basis. The average credit load is 16 credits per term. Nonresidents are assessed tuition at a per-credit rate nearly 3 times the amount of the Minnesota resident rate. Residents of tuition-reciprocity states are assessed tuition on a per-credit basis at a rate annually negotiated between the states.

Student Services Fee—$83.50 (for students taking 6 or more credits per term). Refer to a current Class Schedule or the Student Handbook for a description of this fee.

Orientation Fee—$25.00 (required of all degree-seeking students enrolled for the first time and taking 6 or more credits).

Transcript Fee—$3.00 for each official transcript.

Estimated quarterly expenses

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<th>Nonresident</th>
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<td>Board and room</td>
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<tr>
<td>Cost per quarter</td>
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Technology Access Fee—Students registered for 12 or more credits pay a technology access fee of $320 per term; students registered for 8 to 11 credits pay $180 per term; and students registered for 3 to 7 credits pay $50 per term. This fee provides access to computers, laser printers, the Internet, and on-line library card catalogs. The fee is subject to review and approval by the Board of Regents. The required course INM 1010—Introduction to Information Technology teaches students how to use their notebook computer and understand its many applications.

Special Fees—A towel and equipment fee for certain physical education courses and a science laboratory breakage fee may be charged. The fee for the college yearbook is currently $3.50, payable the initial term of registration each academic year. The yearbook fee is assessed to all students registered for 6 or more credits.

Estimated Costs—The approximate cost for a Minnesota resident living on campus during the 1997-98 academic year is $9,297. This figure includes lower division tuition, 150-meal board contract, room, fees, books, and supplies. Personal expenses, such as clothing, entertainment, and travel, are not included in this amount. Students should allow from $800 to $1,500 for these costs.

Late Fees—Students who register after classes begin must pay a late registration fee of $15. Students who pay tuition and fees after the quarterly due date printed on the fee statement are assessed a late payment fee of $15. Fee payment is considered part of registration, and registration is not complete until fees are paid. An installment fee of $10 will be assessed if full payment of the outstanding balance is not paid by the first due date of a term.

Commencement is a time for laughter and tears. Friends help you avoid “hat hair.”
Financial Aid

UMC’s financial aid program provides assistance to students who would otherwise be unable to afford a college education. Financial aid is available for both full- and part-time study.

Application

Students can apply for financial aid before being admitted to UMC although a Financial Aid Notification (FAN) will not be produced until the student has been admitted. Students must submit a completed Free Application for Federal Student Aid (FAFSA) to be considered for aid. UMC’s deadline for priority consideration for the academic year (September-May) is the preceding March 31.

Students are encouraged to apply early because many funds are distributed on a first-come, first-served basis. Applications received after the priority date are considered for any remaining funds.

Students should submit their FAFSA at least six weeks before the start of the term they plan to begin their studies. Students who submit their applications after the following dates probably will experience delays in receiving aid for which they are eligible.

Eligibility

Financial aid is intended to supplement, not replace, family resources. Families should think of themselves as the primary source of college funds. UMC, government agencies, and other funding programs expect students to contribute as much as possible. Factors used in evaluating eligibility include parents’ annual income, family assets, family expenses, student’s income and assets, family size, and number of family members attending college. More financial contribution is usually expected from a family with a higher income.

The amount of students’ financial need is the difference between UMC’s estimate of what it will cost to attend UMC and the amount the federal and state governments expect students and their families to contribute to their education, based on information provided on the FAFSA.

The financial aid students receive is determined by financial need and the eligibility criteria for various scholarships, grants, loans, and college work-study programs. Often, more than one source of funds is awarded to a student.

Each year new federal and state legislation impacts financial aid eligibility. Financial aid is not guaranteed from one year to the next. Students must apply each year and should not assume that they will be eligible for the same amount of aid awarded in previous years.

University of Minnesota and UMC Scholarships

Students may use the Freshman Scholarship Application to apply for many scholarships awarded according to special interest, background, or abilities. Scholarship recipients must be enrolled full time (12 credits). Application deadline is March 1.

Minnesota high school seniors who rank in the top 5 percent of their senior class are also encouraged to apply for the University of Minnesota Presidential Scholarship. High school seniors who are members of a racial or ethnic minority and have demonstrated high academic potential are encouraged to apply for the University of Minnesota Morton S. Katz and President’s Outstanding Minority Scholarships.

Application deadline for these scholarships is February 1. Further information and applications may be obtained from UMC’s Office of Admissions or from high school counselors.

Returning UMC students should inquire at their academic division office about scholarship opportunities and a Returning Student Scholarship Application.

Satisfactory Academic Progress for Financial Aid Eligibility

To remain eligible to receive financial aid, students must be making satisfactory academic progress toward earning their degree.

UMC requires students to meet four conditions to remain eligible:

1. Students must be registered for courses and cannot have been suspended or dismissed.
2. a. Students in baccalaureate degree programs remain eligible up to a maximum of 270 attempted credits or until they have earned a B.S. degree.
   b. Students in associate degree programs remain eligible up to a maximum of 150 attempted credits or until they have earned an A.S./A.A.S. degree.
3. Students must successfully pass two-thirds of the credits they attempt as measured at the end of each academic year.
4. Students must have a cumulative GPA of at least 2.00 at the end of the second academic year (six terms) of study or academic standing consistent with UMC’s graduation standards.

Students who do not meet these requirements because of extenuating circumstances may submit a petition appealing the decision to the Office of Student Financial Aid, 4 Hill Hall. A more complete policy statement on the “Standards of Progress for Financial Aid Eligibility” is included in the Student Handbook or may be obtained from the Office of Student Financial Aid.

For more information, contact the Office of Student Financial Aid, University of Minnesota, Crookston, 4 Hill Hall, 2900 University Avenue, Crookston, MN 56716 (800-UMC-MINN or 218/281-8561 or 8562).
Student Affairs

The offices and departments that comprise Student Affairs at UMC emphasize the uniqueness and worth of each individual and advocate services and methods that help each person develop or realize his or her full potential. The activities are based on beliefs that the campus environment should promote academic freedom and individual responsibility, participation with a diversity of persons and experiences enriches the development of students, all aspects of students’ participation in the University community should further their learning and development, and all staff who have contact with students have an educational role.

Student Affairs contributes toward students’ educational development by providing programs and services that

• promote students’ increased self-understanding and personal development;
• improve students’ understanding of their role and responsibilities to others, to society, and to themselves;
• assist students to overcome barriers that may prevent them from completing their education;
• integrate students’ classroom and non-classroom living and learning experiences within the University community;
• promote student understanding of, and appreciation for, a variety of human differences; and
• promote student understanding of the appropriate balance between the needs of students and needs of the broader University community.

Student Affairs

• represents students’ interests and needs to the administration and other relevant University policy-making bodies;
• provides efficient administrative services and consumer information services needed for student admission, orientation, registration, and financial assistance;
• provides a variety of on-campus living and dining options to facilitate student attendance at the University;
• provides health care and wellness education and promotes healthful living for students;
• provides services and programs for students with special needs;
• provides counseling for students with intellectual, emotional, interpersonal, moral, social, and vocational development concerns;
• provides for the social, athletic, and recreational needs of students;
• provides security services to maintain a safe and secure living and learning environment;
• provides educationally relevant non-classroom developmental, service, and leadership opportunities;
• assists students and student organizations to interact more effectively with the University community;
• provides a diversity of social opportunities and cultural experiences for all student groups;

• assists students in clarifying career goals and objectives, exploring options for further study, and securing employment; and
• serves as a creative, collaborative advocate for an optimal learning environment for all.

Academic Assistance Center

The Academic Assistance Center, 217 Owen Hall, offers academic help to all students. UMC recognizes that many students need additional skill development and academic support to enhance their ability to succeed.

Opportunities for improving skills are available through

• developmental courses in reading, writing, and math
• independent study, classes or modules using computer-assisted, videotaped, or multimedia instruction
• supplementary study aids in many content areas using various technologies
• programs for developing study strategies
• peer tutoring in most subjects
• organized study groups
• supplemental instruction in designated courses

The center cooperates with the Office of Students With Disabilities and provides some of the testing, taping, and tutoring services requested through that office. Appropriate hardware and software enable students with visual impairments to use most computerized programs.

Cooperative Campus Ministry

UMC offers a unique opportunity to its students in the form of an ecumenical campus ministry. This ministry does not try to convert anyone. It affirms beliefs, values, and faith. Cooperative Campus Ministry is about faith—faith in God, faith in oneself, and one’s future. Cooperative Campus Ministry invites everyone to form a community, strengthen relationships, and broaden their horizons.

Cooperative Campus Ministry is located on the second floor of the Bede Student Center and meets every Wednesday night. It is one of the most active clubs on campus. The ministry’s director is governed by a board of representatives from contributing denominations.

Children’s Center

The Children’s Center is a comprehensive child care facility offering early childhood programs for children of UMC students, staff, and faculty as well as the community at large. The center provides early education experiences for infants, toddlers, preschool, and school-age children. The major function of the center is to offer students enrolled in the early childhood education program the opportunity to gain practical experience in working with children. The center maintains a safe and healthy learning environment, provides a supportive social-emotional atmosphere, and helps children learn how to learn through self-directed learning processes and problem solving. The Children’s Center is accredited by the National Academy of Early Childhood Programs.
Counseling and Career Center

The Counseling and Career Center helps UMC students define and accomplish personal and educational goals. It provides services for students with disabilities and career, health, and counseling services.

Counseling—UMC offers professional counseling services for students with personal, social, educational, and career development concerns. Services include

- individual counseling
- group counseling
- advocacy for student needs
- crisis intervention
- programs, seminars, and workshops
- consultation
- referral sources
- outreach
- evaluation and research

Counseling can complement the academic life of students by helping them gain personal insights and more clearly define personal, social, educational, and career plans.

Counseling offers students the opportunity to explore their feelings and discuss their concerns in a confidential setting. All records and counseling communication are confidential.

Career Center—UMC helps students develop, evaluate, and implement career plans. It provides career development and placement services to all University community members. Specialized services include

- student jobs and internships
- employer home pages
- individual and group career counseling
- career interest assessment
- occupational exploration
- computerized career planning
- electronic registration packet disk
- employment opportunity exploration (on and off campus)
- Web-Walk-Up
- Web registration
- career fair information
- career development laboratory
- General Education Diploma (GED) and other testing services
- referral services
- alumni services

Career Center resources and information are provided to help students and alumni find career-related employment.

The Career Center laboratory provides written and video materials about employer organizations, as well as information on job search strategies, computerized guidance information, college catalogs, computer resources, and transfer information for those students who wish to continue their education.

The Counseling and Career Center’s hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Evening and weekend counseling and career planning sessions can be arranged. The Counseling and Career Center is located in 106 Bede Hall. Appointments can be made in person or by calling (218) 281-8586 or (218) 281-8585.

Health Service—The Student Health Service offers medical care to all students. The center is operated by a registered nurse who assesses and treats minor illnesses, refers students to appropriate agencies when warranted, and provides educational programming for understanding and preventing illness.

Students referred for medical care are responsible for costs. Transportation to an off-campus health care agency is the student’s responsibility. There are no restrictions on the number of visits a student may make to Student Health Service. Over-the-counter medications are also available at no charge.

All students must have health insurance and are required to complete a health history form and immunization record, which are filed at the Student Health Service office.

Students are encouraged to visit the Health Service located in Bede Hall. The center is open from 8:30 a.m. until 4:00 p.m. Monday through Friday when classes are in session. Appointments can be made by calling (218) 281-8512 or (218) 281-8586.

Services for Students With Disabilities—UMC’s Office for Students With Disabilities (OSD) promotes and ensures program and physical access for students with documented disabilities. OSD also helps University personnel meet their obligations under state and federal statutes. OSD provides the following services on request for enrolled and prospective students.

- Information about disability services
- Referral
- Individual orientation
- Counseling
- Career development assistance
- Academic accommodations
- Advocacy
- Faculty and staff consultation
- Educational programming related to disability issues

Students who require interpreting services should contact OSD about the availability of those services in the region well in advance of the anticipated date of enrollment.

For more information, contact the Office for Students With Disabilities, University of Minnesota, Crookston, 119 Bede Student Center, Crookston, MN 56716, or call (218) 281-8587. TDD users may call (218) 281-8565 or use the Minnesota Relay Service at 1-800-657-3529.

Dining Services

Dining Services provides the campus community with dining flexibility and convenience. Morsels, a convenience store located on the first floor of the Conference Center, offers a debit card to students living off campus, faculty, and staff. Everyone is welcome to purchase a meal plan.

Students living on campus receive a debit card for their contract meal plan which also includes Morsels dollars. Meal balances and money are transferable between Brown Dining Room and Morsels. The meal plan is only good in Brown Dining Room and weekends in Morsels.
External Relations

The External Relations Office coordinates activities associated with Alumni Relations, the Development Office, grants, the Retired Senior Volunteer Program (RSVP), and University Relations.

Alumni Relations—The primary responsibility of Alumni Relations is promoting a positive relationship with alumni. A network of newsletters, correspondence, and telephone communications is maintained to provide alumni with pertinent information.

Membership in the UMC Alumni Association is automatically granted to all graduates and former students. Former students, those satisfactorily completing 45 quarter hours of college work, become associate members.

The UMC Alumni Association
• promotes the general welfare of UMC as an educational institution.
• stimulates and encourages the interests of alumni, students, and former students in furthering of programs and progress at UMC.
• encourages respect for the high standards upon which UMC is founded.
• acts as a focal point through which alumni opinions can be directed to the administration.
• fosters interest in alumni programs among UMC students.
• serves UMC in every way possible.

The UMC Alumni Association coordinates alumni events, reunions, Homecoming, socials, a golf tournament, and an annual Alumni Recognition Banquet, and supports several scholarships and student activities.

Development Office—This office raises money for UMC. In performing this role, staff rely on written and personal communication with prospective donors. The office also secures funding from private external foundations, corporations, and state and federal agencies. UMC conducts several fund drives targeting UMC faculty and staff, UMC Teambackers, UMC alumni, Northwest School of Agriculture alumni, the Northwest Educational Improvement Association, businesses, and industry.

Grants—The grants section of the Development Office helps UMC personnel obtain grants from external sources to promote education, research, and outreach. Generally, grant proposals are written by parties who will be directly involved in the proposed project. However, the office does offer consulting services to faculty and administrators who require external financial assistance to implement a particular program or activity.

Retired Senior Volunteer Program (RSVP)—RSVP is a volunteer placement program for persons age 55 and older. RSVP offers men and women exciting opportunities for personal development and satisfaction by volunteering their time, energy, and creativity while serving their communities. RSVP also offers its volunteers benefits such as supplemental insurance coverage, mileage and meal reimbursements, and an annual recognition event. By providing seniors with a variety of community-defined, community-supported volunteer projects, it allows them to make choices that match their time, skills, and interests with the knowledge that the opportunities they choose will be meaningful to them and their community.

University Relations—This office serves as the public information and relations arm of UMC. It concentrates much of its outreach efforts on hometown publicity releases about students. Notable achievements and campus activities of students are reported regularly to the students’ local newspapers and radio and television stations.

News and feature articles about UMC’s students, faculty, staff, and programs are widely disseminated to news media and other publications locally, statewide, nationally, and internationally on the World Wide Web. The office produces the weekly radio interview program UMC Insight, which is broadcast over several area radio stations, and writes and edits alumni and development publications.

To keep employees better informed of the college’s events and news, University Relations publishes the weekly UMC Bulletin. The office coordinates communication in the Brief, a weekly University-wide publication, and regularly submits ideas to other publications. University Relations also helps coordinate special events.

Media Resources/Library

Media Resources is in Kiehle Building and includes the library and audiovisual and printing departments.

Library—The UMC library is housed in a modern facility in Kiehle Hall. Its mission is to be the major provider of information supporting the educational programs of the campus as well as its research and service needs. The library collection consists of books, journals, magazines, newspapers, pamphlets and audiovisual materials. In addition to these traditional resources, the UMC library provides an increasing number of electronic library tools.

The library subscribes to more than 1,000 journals and magazines in electronic format. Many other databases are also located on UMC’s electronic card catalog (PALS), including the Business Index, Magazine Index, Academic Index, and ERIC. There are also a number of other CD-ROM databases and references, including AGRICOLA and the Hospitality Index located on the UMC Local Area Network (LAN). Users can access the library remotely 24 hours a day, 7 days a week by dial-up or via the Internet.

The library is open 8:00 a.m. to 10:00 p.m. Monday through Thursday, 8:00 a.m. to 4:30 p.m. Friday, and 5:00 p.m. to 9:00 p.m. Sunday. To access the library from a remote site (such as a dorm room or apartment) using a modem, dial (218) 281-8412 or Telnet to 199.17.255.9. The library’s information/reference desk telephone number is (218) 281-8399.
Multicultural and International Programs

The Office of Multicultural and International Programs helps students of diverse cultural, ethnic, racial, and linguistic backgrounds adjust to the college environment. The programs provide students with advocacy services, general counseling, and advising in personal, academic, and extracurricular activities. They also serve the UMC community by providing opportunities for understanding and appreciating diversity. Students are introduced and encouraged to take advantage of the several international education exchanges and activities offered by UMC.

The office is in 12 Hill Hall. Appointments can be made in person or by calling (218) 281-8508.

Multicultural-International Club—A multicultural-international club consisting of students from the United States and citizens of other countries is active at UMC. The club holds periodic meetings and schedules social, educational, and cultural activities such as international dinners, exhibitions, retreats, and seminars.

International Agricultural Exchange Association (IAEA)—Under this program, UMC students majoring in agriculture participate in paid internships in Western Europe, Australia, or New Zealand.

Study Abroad—UMC encourages students to take advantage of the many opportunities available for study abroad. The Office of Multicultural and International Programs works cooperatively with other University of Minnesota international offices to offer students a variety of options that vary in length, academic focus, language of instruction, location, and cost. Contact the office for more information (12 Hill Hall, 218/281-8508).

Outreach and Continuing Education

Using technology, the Office of Outreach and Continuing Education links the University with people and communities in northwest Minnesota.

The office was established in 1994 as a partnership among UMC, the Minnesota Extension Service, and University College (formerly Continuing Education and Extension). It administers collaborative programs with other University units, including the Colleges of Architecture and Landscape Architecture, Human Ecology, Education and Human Development, Veterinary Medicine, and Agricultural, Food, and Environmental Sciences; Humphrey Institute of Public Affairs; School of Public Health; University Tourism Center; and University of Minnesota, Duluth. Other collaborative efforts have been initiated with business, industry, government, and public and private organizations and agencies in the region.

UMC is committed to lifelong learning and provides several distance education alternatives. It offers graduate programs through distance education and group independent study and independent study via e-mail, the Internet, and computer diskette. Fifteen courses are available for electronic delivery and UMC is developing several more.

To serve education and helping professionals, two distance-learning projects at UMC provide access to University of Minnesota master’s degree programs. The master of education (M.Ed.) in human resource development is offered by the Department of Work, Community, and Family, which is part of the College of Education and Human Development on the Twin Cities campus. The M.Ed. in cross-disciplinary study of young children and families is offered by the University’s Duluth campus. Both programs use distance-learning technology, including interactive television and the Internet.

To serve individuals, groups, and organizations in northwest Minnesota, UMC offers diverse continuing education activities, including:
- daytime, evening, and weekend credit courses
- workshops, conferences, seminars, and institutes throughout the year
- customized training offered on site and at UMC
- selected regional and statewide programs
- Elderhostel programs
- technology training for K-12 educators

UMC is a charter member of the IBM Global Campus. The Office of Outreach and Continuing Education is a University College Greater Minnesota Center.

For more information, contact the Office of Outreach and Continuing Education (218/281-8681) or access UMC’s home page at http://www.umc.edu on the World Wide Web.

Residential Life/Security Services

Three residence halls and three apartment complexes provide coeducational on-campus housing for 458 students. All rooms are furnished. Residence halls also have recreational, laundry, and kitchen facilities.

To maximize the positive, developmental experience of living in campus housing, residents are responsible, through hall councils and committees, for formulating and implementing policies, standards, and activities.

Students who plan to live on campus should return the housing application card that is mailed with the admission notification of acceptance.

For more information, contact the Office of Residential Life, 119 McCall Hall (218/281-8531).

Security Services—The Office of Residential Life and Security Services is responsible for law enforcement and security on campus. The department professional staff consists of a director, assistant director, and part-time officers. Officers are on duty primarily during the evening hours.

It is University policy to encourage the reporting of all crimes committed on campus and to assist victims of those crimes. Monthly campus crime reports are printed in the UMC Bulletin and the weekly campus newsletter.
Information regarding UMC crime statistics is available at the Office of Residential Life/Security Services, 122 McCall Hall (218/281-8530). In an emergency, dial 911 or 9-911 (on campus).

The department emphasizes crime prevention by minimizing crime opportunities and encouraging students and employees to be responsible for their own and others’ safety.

**Sports**

**Intramural and Recreational Sports**—The Intramural Program offers a diversified range of activities to meet the needs and interests of a large percentage of students, both men and women. Intramural sports are a great way to participate in a sport without the pressure of joining a varsity team. Activities include basketball, flag football, hockey, racquetball, soccer, softball, tennis, and volleyball.

**Intercollegiate Athletics**—The Intercollegiate Athletic Program is an integral part of the student experience at UMC. Athletics provides a rallying point for school spirit. The fine winning tradition established by UMC teams has provided a focal point for student interest and enthusiasm. UMC participates in women’s sports (basketball, soccer, softball, tennis, volleyball) and men’s sports (baseball, basketball, football, hockey). UMC is a member of NAIA Division II and competes in the North Dakota College Athletic Conference.

**UMC Fitness Center**—The modern UMC Fitness Center, with many of the latest conditioning machines, is one of the best-equipped centers in the area. The center is available at no charge to students enrolled for six or more credits. It is also available to faculty, staff, and the community for a membership fee. The Fitness Center is in Knutson Gym.

**Student Activities**

Students may participate in a wide range of cocurricular activities. Special events include Ag Arama, Homecoming, and Sno Daze. Student committees plan a variety of activities, including concerts and film, lecture, and comedy programs. Campus Ministry and the Concerts and Lectures Committee also sponsor events that appeal to special student interests. There is intercollegiate competition in crop and livestock judging. Music and drama programs are presented regularly by the college for campus and public audiences. Approximately 25 organizations are officially recognized by the Student Forum.

**Service Learning**—Some UMC courses may incorporate a hands-on, service dimension. For example, in a zoology course students may study deformed frogs and explain their findings to children at a local elementary school, or in a drawing and design course help paint a community mural. Opportunities may be a one-time or ongoing commitment and range from tutoring to Habitat for Humanity to sandbagging. For more information about volunteering, contact Student Activities and Service Learning, 120 Bede Hall (218/281-8505).

**Student Center**

The campus Student Center, located in Bede Hall, serves as a meeting place and lounge for students and staff. It provides office space for student services, including the Counseling and Career Center, student activities, student government, health services, outdoor recreational equipment rental, the post office, and the service learning office. Cooperative Campus Ministry, the student publication office, billiards, ping pong, and various table games are available on the second floor.

The Student Center is open 8:00 a.m. to 9:00 p.m. Monday through Friday.

**Bookstore**—The bookstore sells textbooks and supplies for all classes, as well as clothing and novelty items relating to UMC. It is located in Bede Hall. Bookstore hours are 8:00 a.m. to 3:00 p.m. Monday through Friday.

**Student Conduct Code**

UMC is committed to maintaining a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems. To safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to ensure protection of the University’s interests as it seeks to carry out its mission on behalf of the citizens of Minnesota, certain minimum standards have been adopted as contained in the University’s Student Conduct Code. The complete text of the code is contained in the Student Handbook, located on UMC’s World Wide Web site. Printed copies may be obtained from the Bede Info Desk. All students at UMC are responsible for knowing and complying with these standards. Failure to comply may result in disciplinary action up to and including suspension or expulsion.

**University Sexual Assault Victims’ Rights Policy**

If you are the victim of a criminal sexual assault on UMC property, you may file a criminal charge with the Crookston Police Department by calling 911. If you would like assistance in notifying the proper law enforcement and campus authorities, call the Office of Residential Life/Security Services at (218) 281-8531, 8:00 a.m. to 4:30 p.m. Monday through Friday; after office hours and on weekends at (218) 289-0604. The local Violence Intervention Project (Crisis Line 1-800-660-6661) can also provide assistance. You also have the right to assistance from the State of Minnesota Crime Victim Reparations Board (1-800-642-0395) and the Office of the Crime Victim Ombudsman (1-800-247-0390).

After receiving your complaint, the University will investigate and respond to it. You may participate in any University disciplinary
proceeding concerning your complaint. If you wish, you may also have a support person present with you. You have the right to be notified on the outcome of any University disciplinary proceeding concerning your complaint, subject to the limitations of the Minnesota Government Data Practices Act.

The University will follow the direction of law enforcement authorities in obtaining, securing, and maintaining evidence relating to your sexual assault incident. University authorities will also assist in preserving materials which are relevant to a University disciplinary proceeding.

At your request, the University will assist you as is reasonable and feasible (in cooperation with law enforcement authorities) in shielding you from your alleged assailant. This may include providing you alternative work, academic, or living arrangements if these options are available and feasible.

Veterans Benefits

The courses offered by UMC have been approved for veterans and their dependents eligible for educational benefits under Chapters 30, 31, 32, and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 106 (educational assistance program), reserve and national guard personnel may be eligible for educational benefits. Students should contact the Office of the Registrar or their local Veterans Administration office to obtain applications and determine eligibility and entitlement.

At the Office of the Registrar, 109 Selvig Hall, students can get help with any problems they have with the Veterans Administration (e.g., getting their check, filling out forms) and find out about the services available to veterans on campus.

Veterans may receive credit for appropriate military training. The registrar will determine the number of credits acceptable for transfer.

Veterans or veterans’ dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

* Register for at least 12 credits per term to receive full benefits; 9-11 credits for ¾ time, 6-8 credits for ½ time, 4-5 credits for less than ½ time. (Veterans Administration pays tuition only for 1-3 credits. These credits must apply toward a degree.)
* Maintain satisfactory academic progress toward graduation.
* Report any changes in course load (cancellations, additions) to the Office of the Registrar (and repay benefits, retroactive to the start of the term, for any course dropped 30 days after the start of a term, or for any course not completed if the cancellation or incomplete changes their enrollment status: half time, three-quarters time, or full time).

1997-98

Academic Calendar

Fall Quarter 1997
September 8 .......... Fall quarter classes begin
November 14 .......... Last day of instruction
November 17-21 ...... Final examinations
November 21 .......... End of fall quarter

Winter Quarter 1998
December 1 .......... Winter quarter classes begin
December 20-January 4 Christmas break
January 5 .......... Classes resume
January 19 .......... Martin Luther King, Jr. holiday
February 28 .......... Last day of instruction
February 24-27 ...... Final examinations
February 27 .......... End of winter quarter

Spring Quarter 1998
March 9 .......... Spring quarter classes begin
April 10 .......... Good Friday, classes excused
May 18 .......... Last day of instruction
May 18-22 ...... Final examinations
May 22 .......... Commencement
May 22 .......... End of spring quarter

Summer Session 1998—Term I
June 1 .......... Summer Session I classes begin
July 2 .......... End of Summer Session I

Summer Session 1998—Term II
July 6 .......... Summer Session II classes begin
August 7 .......... End of Summer Session II

1998-1999

Academic Calendar

Fall Quarter 1998
September 10 .......... Fall quarter classes begin
November 17 .......... Last day of instruction
November 18-21 ...... Final examinations
November 21 .......... End of fall quarter

Winter Quarter 1999
November 30 .......... Winter quarter classes begin
December 19-January 3 Christmas break
January 4 .......... Classes resume
January 18 .......... Martin Luther King, Jr., holiday
February 22 .......... Last day of instruction
February 23-26 ...... Final examinations
February 26 .......... End of winter quarter

Spring Quarter 1999
March 8 .......... Spring quarter classes begin
April 2 .......... Good Friday, classes excused
May 17 .......... Last day of instruction
May 17-20 ...... Final examinations
May 21 .......... Commencement
May 21 .......... End of spring quarter

Summer Session 1999—Term I
June 1 .......... Summer Session I classes begin
July 2 .......... End of Summer Session I

Summer Session 1999—Term II
July 6 .......... Summer Session II classes begin
August 6 .......... End of Summer Session II
Registration

Registration is the student’s responsibility. After registering for specific courses for the coming quarter and paying fees, the student has a contract with UMC whereby the college agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements. Errors, late registration, failure to observe established procedures, or excessive changes in registration not only cause an imposition on others, but are costly and time-consuming for the individual and the college.

Information about registration procedures may be obtained from the Office of the Registrar. Registration dates are listed in the academic calendar section of the quarterly Class Schedule. Students should make sure they have completed specified prerequisites before registering for a course. Students must have completed 46 or more credits to take upper division (3xxx) courses.

Faculty Advisers—In choosing courses each term, every degree-seeking student is assisted by an assigned faculty adviser. The adviser guides the student in program planning, course selection, and progress toward graduation. Adviser changes must be approved by the student’s division or program director’s office.

Credit Load—The normal course load for each term is 15 to 18 credits. To graduate with a bachelor’s degree in four years, you must average 15 credits per term. Dropping below that average may increase the time you must spend in school. A credit requires an average of 3 hours each week in lecture, laboratory, recitation, and/or preparation. Students must register for a minimum of 12 credits in order to maintain full-time status (full-time status is defined as 15 credits for Minnesota State Grant eligibility). To carry more than 18 credits, students should have a minimum of a 2.50 GPA. To carry more than 20 credits, students should have a 3.00 cumulative GPA. Students planning to register for 19 or more credits must secure permission from the Scholastic Standing Committee. Petition forms for approval of an overload of credits are available in the Office of the Registrar.

Student Classification—Student classification is determined by credits completed successfully: freshman, 0-45 credits; sophomore, 46-90 credits; junior, 91-135 credits; senior, 136 or more credits. Freshmen and sophomores are classified as lower division students, juniors and seniors as upper division students.

Changes—After completing registration, students may change their program only with the approval of their adviser. The form for this procedure is available at the Office of the Registrar. Students may not add courses to their schedule after the second week of classes. After six weeks, cancellation of a class without a grade will be permitted only if the student has done passing work up to the time of withdrawal.

Students are held responsible for the requirements of a course in which they have registered until they officially cancel the course. A course is not considered officially canceled until the cancellation form is submitted to the Office of the Registrar.

Holds—If you have a hold on your record, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition, fees, or library fines) or for disciplinary or scholastic reasons. You will usually be notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office where it may be cleared, is available from the Golden Eagle Informer Line, 281-UofM (8636), and also appears on the Student Access System.

To remove a hold from your record, you must first pay the debt owed, correct the scholastic deficiency, or be cleared by Student Affairs. For most debts you will receive a billing statement, which you will submit with payment at the Business Office; you may present the receipted billing statement to the department or office that authorized the hold as evidence that the debt has been paid.

When you clear any hold, the unit imposing the hold will electronically remove the hold from your record. (In some cases you may be given a paper release. You must then take this release to the Office of the Registrar.) Units may, on occasion, issue a temporary hold release. This release allows you to either receive one transcript or register during the quarter in progress.

If, in order to register, you pay a Student Accounts Receivable hold for a previous quarter with a personal check that is returned because of insufficient funds, you will be sent a notice by the Business Office. Your current registration may be canceled if you fail to respond to this notice and pay your debt.

Auditing—On occasion a student, with the approval of the faculty adviser, may audit (i.e., register without credit) a course that is not within the prescribed program of study. An auditor must officially register for the course and pay the same tuition charged for regular enrollment. The auditor is not required to complete assigned coursework or take examinations and is not awarded a grade or credit for the course. Audited courses are not eligible for financial aid.

Priority Registration—Priority registration allows a student with a documented disability to register at the beginning of the registration queue. Requests for priority registration may be made by the student or the student’s academic adviser to the Office for Students With Disabilities. For more information, contact the office at (218) 281-8587. TDD users may call (218) 281-8565 or use the Minnesota Relay Service at 1-800-657-3529.
Class Attendance

After enrolling in a course, students become accountable for all the course requirements. Students who miss a class due to illness or other reasons beyond their control may request the instructor’s assistance in making up the coursework missed. Any problem associated with absence from class is to be resolved between the individual student and the instructor. Attendance policies are established by the individual instructor and published in the course syllabus. A more complete policy statement on class attendance is published in the Student Handbook.

You must attend the first class meeting of every course in which you are registered unless you have obtained the instructor’s approval for your absence before the first meeting. Without this prior approval, you may lose your place in class to another student. If you wish to remain in a course in which you were absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you admission if the course is full.

The days, hours, and locations of classes are specified in the Class Schedule, which is published just before the registration period each term.

The college operates on a three-quarter academic year with two additional summer terms. Students may enroll during any term and attend continuously or intermittently.

Request for Reenrollment

Students previously registered at UMC may apply for reenrollment by completing the Request for Reenrollment (available at the Office of the Registrar) one month in advance of the start of the term in which they wish to return. Students absent for one term or more (summer excluded) are classified as returning students. Returning students who have attended other postsecondary institutions must submit official transcripts from each previously attended institution.

Final Examinations

Examination week is part of the regular academic term and must be taken into account by students when planning any other activities or work outside of school hours. The final examination schedule is printed in each term’s Class Schedule. Students are expected to know the hours for their final examinations and attend them when scheduled. Only when a conflict between examination times or a schedule of more than three examinations in one day occurs may students seek adjustment of their examination schedule. Under these circumstances, students should contact the appropriate division chairperson/program director.

A student who is unable to take an examination due to verified illness or absence or other legitimate reason is entitled to a make-up examination as soon as possible at a time mutually acceptable to the student and the instructor, and in accordance with any special terms that may be announced by the instructor at the beginning of the term. It is a student’s responsibility to notify the instructor, as far in advance as possible, of a scheduled event requiring his or her participation and absence from class.
Grading Policy

1. This policy is effective fall quarter 1997 for the Crookston, Morris, and Twin Cities campuses, replacing all previous grading policies. It may not be applied retroactively to any grades or symbols awarded before that time.

2. The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course.

   In addition, there are registration symbols that do not carry grade points or credit.

3. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.

4. No student may receive a bachelor’s degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without pluses or minuses).

   Each campus, college, and department may choose not to accept academic work receiving a D (with or without a plus or minus).

   Each campus, college, and department determines to what extent and under what conditions each grading system is used, may specify what courses or proportion of courses must be on one system or the other, and may limit a course to either system.

5. When both grading systems are available, students must choose one when registering for a course. The choice may not be changed after the end of the second week of classes (the first week in summer terms).

6. The University’s official transcript, the chronological record of the student’s enrollment and academic performance, is released by the University only at the student’s request or in accord with state or federal statutes; mailed copies have the University’s official seal printed on them. Students may obtain an unofficial transcript, except when they have a transcript hold on their record.

7. The University calculates for each student, both at the end of each grading period and cumulatively, a grade point average (GPA), the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Both the periodic and cumulative GPA appear on each student’s record.

8. When a student repeats a course, all grades for the course appear on the transcript, the course credits may not be counted more than once toward degree and program requirements, and only the last enrollment for the course counts in the student’s GPA.

9. Students may petition the college scholastic committee or other appropriate body about this policy.

10. The following grades (with grade points as indicated) and symbols are used on transcripts:

   A .... 4.00 ... Represents achievement that is outstanding relative to the level necessary to meet course requirements.
   B+ .... 3.67
   B .... 3.00 ... Represents achievement that is significantly above the level necessary to meet course requirements.
   B- .... 2.67
   C+ .... 2.33
   C .... 2.00 ... Represents achievement that meets the course requirements in every respect.
   C- .... 1.67
   D+ .... 1.33
   D .... 1.00 ... Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.
   F .... Represents failure and indicates that coursework was either completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. The F carries 0.00 grade points and the credits do not count toward any degree program. Credit hours are included in GPA calculations.
   S .... Represents achievement that is satisfactory (equivalent to a 2.00 or higher and meets or exceeds course requirements in every respect). The S does not carry grade points and is not included in GPA calculations, but the credits count toward the student’s degree program if allowed by the department.
   N .... Represents no credit and indicates that coursework was either completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. The N does not carry grade points and the credits do not count toward any degree program. Credit hours are not included in GPA calculations.
   I .... Incomplete, a temporary grade that indicates coursework has not been completed. The instructor assigns an I when, due to extraordinary circumstances, the student was prevented from completing coursework on time. An I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student’s next term of enrollment.

   For undergraduates and adult special students, work to make up an I must be submitted within 72 hours of the last final examination of the student’s next term of enrollment; if not submitted by that time, in the sixth week of the next term the I will automatically change to an F (if A-F registration) or N (if S-N registration).

   The instructor is expected to turn in the new grade within four weeks of the date work is submitted. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or N, it may be converted to any other grade by petition of the instructor (or department if the instructor is unavailable) to the college.

   K .... Indicates the course is still in progress and a grade cannot be assigned at the present time.
   T .... Transfer, a prefix to the original grade that indicates credits transferred from another institution or from one University college or campus to another.
   V .... Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.
   W .... Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student’s transcript. The W is recorded if the student withdraws from the course during the third through sixth week of class (second or third weeks of summer terms). Withdrawal in the seventh or later week of classes (fourth or later in summer terms) requires college approval.

   Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a W, at any time up to and including the last day of class for that course.
   X .... Indicates a student may continue in a sequence course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student completes the sequence.
**Grade Reports and Transcripts**

The Office of the Registrar maintains student academic records on a computerized system. These records show all coursework for which you were registered as of the end of the second week of each quarter and the grades and symbols awarded for that work. A transcript of your record is mailed to you in June but you may obtain a certified transcript for $3 or an unofficial copy at no charge at the Office of the Registrar. Also, official, certified transcripts will be sent at your written request for $3 per copy to whomever you designate. Telephone requests are not accepted. Fall and winter quarter grades are available electronically on the Student Access System. Grades are also available on the Golden Eagle Informer Line, 281-Uof M (8636). Spring quarter grades appear on the transcript mailed in June; summer session grades are mailed separately.

**Examinations to Earn Credit**

**Course Challenge Examination**—Students currently admitted or enrolled at UMC may obtain credit for any course through a process called a course challenge. This process—by means of a written or an oral examination in place of course enrollment—demonstrates that a student is proficient in the course material.

Some of the provisions of the course challenge:

- A student may challenge a course only once.
- A student may not challenge a course that has been previously taken for credit at UMC or at another college or university.
- The course must be challenged before the last date to add a course for that term.
- Academic divisions/departments are responsible for preparing and administering challenge examinations.
- Students must obtain division chairperson/program director approval and pay $30 before a challenge examination is administered.
- The results of a successful challenge examination are entered on the student’s permanent record as a P (pass) and are not included in the computation of the cumulative GPA. No permanent record entry results from a failed challenge examination.

Applications for course challenge examinations may be obtained in the Office of the Registrar. The forms contain additional procedural information.

**Advanced Placement Policy**—UMC will award four or five credits for advanced placement scores at or above the minimum score of three, consistent with the equivalent course at UMC.

**College Level Examination Program (CLEP)**—

Two kinds of examinations are offered by CLEP. General examinations measure achievement in the five basic areas of liberal arts and subject examinations measure achievement in specific college courses.

UMC accepts scores of the general examinations in humanities, mathematics, science, and social science. Credit is awarded according to the following schedule.

- 25–49 percentile—4 credits
- 50–74 percentile—6 credits
- 75 percentile and above—8 credits

No grade is recorded for these credits and they are not calculated into the GPA.

CLEP credits awarded at another institution are not automatically accepted by UMC. The student must submit the original transcript of CLEP scores for evaluation. All scores are evaluated according to UMC policy and appropriate credit is awarded.

**Competency Assessment Package (CAP)**—The Competency Assessment Package evaluates prior learning. See your adviser for information and guidelines.

**Academic Fresh Start Policy**

Currently enrolled students who have interrupted their college/university education for a period of five years or more may petition to exclude selected prior UMC coursework with grades of D and F from their GPAs. Such courses and their actual grades appear on the student’s academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may exercise this option only once by submitting a written request to the Office of the Registrar.

**Satisfactory Progress**

UMC students are expected to make satisfactory progress and maintain at least a C average (2.00 GPA) in their selected curricula. Students should see their course instructor or faculty adviser as soon as academic difficulty arises rather than wait until an unsatisfactory grade is received.

Eligibility for student financial aid is governed by a separate Standards of Progress for Financial Aid Eligibility policy. See financial aid section for more information.

**Repeating Courses**—Students may, without special permission, repeat any course in which they received a D or F. Students are encouraged to repeat courses in which they have earned F grades, although they need not repeat a failed course unless it is a prerequisite for another course or is required for graduation. Only the grade points earned in the last attempt are figured into the cumulative GPA; however, the original grades remain on the permanent record along with the grades earned for the second attempt. Students who repeat a course must fill out the appropriate form in the Office of the Registrar.

**Deficiency Reports**—Reports of unsatisfactory academic progress and failing grades are mailed to the campus mailbox of relevant students. These
students are encouraged to visit with their instructor, faculty adviser, or a counselor to discuss their difficulties.

**Academic Probation**—Students are placed on academic probation if they do not meet the following standards.

<table>
<thead>
<tr>
<th>Credits Completed</th>
<th>With Permanent Grades</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-23</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>24-35</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>36-47</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>48 and beyond</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

During the term of probation, students must earn a minimum GPA of 2.00 (C) and complete their academic probation action plan with their adviser. They must return the completed action plan to the Office of the Registrar to be eligible to register for the next term. Students on academic probation who earn a 2.00 or higher GPA during the term of probation continue on probation if their cumulative GPA is below academic standards. Students who fail to achieve a 2.00 GPA during the term of probation are suspended.

**Exclusion From College**—Students may be excluded from the college under any of the following conditions.

1. **Suspended for Low Scholarship**—A student on academic probation who fails to meet the terms of probation will be suspended. Students in these circumstances may be required to withdraw from the program for one academic term on the first incidence of suspension and one calendar year on the second.

2. **Discontinued**—A student who is pursuing a course of study but is handicapped by uncontrollable conditions, such as ill health or necessary outside work, may be required to discontinue registration until these conditions have improved. When discontinuance happens during the term, the courses for which the student is registered may be recorded as canceled without a grade if the condition is verified.

3. **Disciplinary Action**—A student may be suspended by the Student Conduct Committee.

**Readmission**—The Scholastic Standing Committee reviews appeals for readmission by students who have been suspended for not meeting the terms of their academic probation. Appeals for readmission after a suspension notice has been sent to students must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies. On the first occasion of an academic suspension, students are readmitted if they agree to the conditions of the academic contract.

Credits earned at other institutions during the period of suspension may not be applied toward graduation from UMC unless permission to earn such credit is granted in advance by the Scholastic Standing Committee.

Students previously suspended are readmitted on probationary status. Continued enrollment depends on satisfactory performance.

**Cancellation Out of College**

Students who decide to withdraw from college after registering for courses must cancel their registration by completing a form available at the Office of the Registrar. Completing the cancellation process is crucial in order to determine potential tuition and fee refunds and ensure that students do not receive F grades for all courses in which they are registered. Until notice of cancellation is received, space in the courses for which students registered is reserved. Tuition and fees continue to accrue regardless of nonattendance.

**Refunds**—Students who cancel all or part of their registration are entitled to tuition and fee refunds based on the date of official cancellation. The tuition refund policy for all students except those attending the University for the first time is as follows.

For students attending the University for the first time, the tuition refund policy is as follows.

**Graduation**

**Requirements**—To qualify for the associate in applied science or the associate in science degree, the candidate must complete a minimum of 96 to 110 credits (depending on the degree and the major selected) with a GPA of 2.00 (C). To qualify for the bachelor of science degree, the candidate must complete a minimum of 180 credits with a minimum GPA of 2.00 (C). At least 30 of the last 90 credits must be completed at UMC. The faculty reserves the right to change requirements for the various curricula. However, the credits required for the degree will not exceed the total specified at the time the student enrolled.

General education, major, and elective requirements for graduation are specifically outlined for each program of study in subsequent sections of this bulletin.

**Procedure**—Degree candidates must file an application for degree with the Office of the Registrar by the end of the second week of the term before the term in which degree requirements will be met. Applications may be filed as early as two terms before completion of requirements.

Attendance at the commencement ceremony is optional. Students registered for courses that complete their degree requirements may participate in commencement exercises. This includes the student’s spring quarter, summer session, and up to 16 credits of fall quarter registration.
Honors—Candidates for the associate or bachelor’s degree who earn a 3.25 GPA graduate *cum laude*; those with a 3.50 GPA graduate *magna cum laude*; those with a 3.75 GPA graduate *summa cum laude*. The honor is recorded on the student’s academic record and diploma.

A student who has completed 90 or more degree requirement credits for the baccalaureate degree and 50 or more degree requirement credits for the associate degree from UMC have honors computed only from the cumulative GPA at UMC. Students completing less than 90 degree requirement credits for the baccalaureate degree or less than 50 degree requirement credits for the associate degree from UMC receive similar distinction if their cumulative record and record at UMC each meet the requirements.

Notebook Computer Inventory Policy

Students must have their computers inventoried or obtain noncontract cards at the UMC Computer Help Desk before registration each term.

Classroom Behavior

Students are entitled to a classroom environment conducive to learning. Students whose behavior is disruptive either to the instructor or other students will be asked to leave and will be subject to disciplinary action under the terms of the Student Conduct Code.

Scholastic Dishonesty

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. 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 scholastic matter have the authority to decide how the incident will affect the student’s course grade. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC’s Student Conduct Code coordinator. A more complete policy statement is included in the *Student Handbook*.

Grievances

The University makes every effort to provide a supportive educational environment. Students who believe their rights have been violated have access to a system of appeals established by the University for resolving grievances or problems. All students are encouraged to resolve the issue with those students or University employees most directly involved. A complete policy statement and description of procedures are included in the *Student Handbook*.

Change of College Within the University

Students who wish to change from one college, school, or campus of the University of Minnesota to another must meet the requirements of the unit to which they are transferring. Application for transfer should be made at the registrar’s office on the campus where students are currently or were last registered. Students should apply as far in advance of the date of transfer as possible.