UMD is committed to providing educational opportunities and services that empower students to achieve academic success.
Students With Disabilities

To be eligible for disability-related services, students must have a documented disability as defined by the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, taking care of oneself, learning).

At UMD, Disability Services and Resources (DS&R) maintains disability-related documents, certifies eligibility for services, and determines and arranges reasonable accommodations. These accommodations are provided to ensure access to all University courses, programs, services, jobs, activities, and facilities, including those that are off-site, such as field trips, student teaching, internships, and fieldwork.

Inquiries regarding UMD’s policies and guidelines for accommodating students with disabilities may be directed to Disability Services and Resources, University of Minnesota Duluth, 236 Kirby Student Center, 1120 Kirby Drive, Duluth, MN 55812 (218-726-8217 or 218-726-7380 TTY; www.d.umn.edu/access).

Diversity Statement

“The University of Minnesota Duluth (UMD) values diversity as a means of enriching the educational experiences of all students. Studying and learning in a diverse environment helps prepare students to live and work in an increasingly heterogeneous and global society. As part of the educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in post-secondary institutions. UMD is committed to educating students in a diverse environment that recognizes the broader culture and society beyond northeastern Minnesota.

Therefore, UMD shall actively seek to recruit, admit, retain, and graduate a broad and diverse population of qualified students. The admissions process will maintain rigorous academic standards, while at the same time it strives to promote diversity among the student body.”

Preparation Requirements

All students seeking admission to baccalaureate programs at the University of Minnesota Duluth are required to complete, at a minimum, either the following requirements while in grades 9–12, or equivalent courses at an accredited post secondary institution.

1. Four years in English, emphasizing writing and including instruction in reading and speaking skills and literary understanding and appreciation
2. Three years in social studies, including U.S. history and geography
3. Three years in mathematics, including one year each of elementary algebra, geometry, and intermediate algebra
4. Three years in science, including one year each of biological and physical science
5. Two years in a single second language

It is also strongly recommended that courses in visual and performing arts and computer skills be taken as part of the college preparatory curriculum.

In exceptional cases UMD admits students deficient in these requirements with the expectation that any deficiencies will be made up before 60 credits, including transfer credits, are earned.

The Academic Progress Audit System (APAS) will be the vehicle used to monitor the completion of this requirement. If the requirement is not fulfilled by the time the student is scheduled to graduate, they will not be able to graduate.

Four-Year Graduation Plan

Incoming fall freshmen have the opportunity to participate in UMD’s Four-Year Graduation Plan. Under this plan, if a student is unable to graduate within eight continuous semesters of registration due to the unavailability of a course (or courses) in the initially declared major, the University will pay the tuition (minus other forms of financial aid exclusive of loans) for the unavailable course(s) in a fifth year. There is no penalty if a student signs the agreement and later decides to pursue another opportunity that may prevent graduation.
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in four years. Students who elect this plan must contact their collegiate student affairs office.

UMD’s Responsibilities

- Provide the student with appropriate advising on a continual and timely basis
- Assure the student that all required courses needed to complete the degree are available

Student’s Responsibilities

- Complete all high school preparation requirements by the time of initial registration
- Sign a Four-Year Graduation Agreement at or before the beginning of the first semester of registration
- Have a declared major upon admission
- Enroll in 30 credits per year and maintain continuous registration for eight semesters
- Remain in good academic standing as determined by the department and college offering the major
- Meet with adviser at specified times to discuss progress toward degree and appropriate course selection

Admission Procedures

Students can obtain admission information from the Office of Admissions and arrange campus visits by calling 1-800-232-1339 or 218-726-7171. Written correspondence regarding undergraduate admission to degree-granting UMD schools or colleges should be addressed to the Office of Admissions, University of Minnesota Duluth, 25 Solon Campus Center, 1117 University Drive, Duluth, MN 55812.

Students must submit admission applications by August 1 for fall semester and by November 15 for spring semester. When applying, students should follow these procedures:

1. Complete an application
2. Specify on the application the school or college—Labovitz School of Business and Economics, College of Education and Human Service Professions, School of Fine Arts, College of Liberal Arts, or College of Science and Engineering—that offers the intended program of study. UMD admits students directly into schools and colleges according to their intended degree program, preprofessional goals, or course interests. Students undecided about a major but leaning toward a specific area (e.g., science, business, humanities, teaching) should indicate this on their applications. Those who are undecided and are considering several areas of interest are enrolled in the College of Liberal Arts. (See the Colleges and Schools section for program descriptions and college locations.)
3. Attach the application fee ($35 for undergraduates and transfer students; $50 for international students) to the application
4. Request that appropriate official transcripts be sent to the Office of Admissions
   Freshmen—transcript(s) from high school(s)
   Transfer students—transcript from high school(s) and previous college(s)
   Admission will not be granted without these transcripts. Failure to reveal all prior college work is grounds for dismissal.
5. Freshmen must submit ACT or SAT scores plus writing assessment when they apply. High school students are advised to take the ACT or SAT during their junior year.
   Admission decisions are not made until applications are complete. Notification of admission decisions is made on a rolling basis.

Admission Requirements
The University of Minnesota Duluth values diversity as a means of enriching the educational experiences of all students. Studying and learning in a diverse environment helps prepare students to live and work in an increasingly multicultural and global society. As a part of the educational experience, students benefit when they interact with multiple diverse groups, including those who have been historically underrepresented in postsecondary institutions. UMD is committed to educating students in a diverse environment that recognizes the broader culture and society beyond northeastern Minnesota. Therefore, UMD actively seeks to recruit, admit, retain, and graduate a broad and diverse population of qualified students. Its admissions process maintains rigorous academic standards while promoting diversity among the student body.

Admission to UMD does not necessarily mean admission to a specific program, because some departments have more stringent requirements for degree candidacy than for initial admission to a college unit. Students should refer to the Colleges and Schools section for further information about admission to a particular program.

Freshmen—No Previous College Work
Students with no previous college work are admitted if their high school rank is at or above the 65th percentile, they have submitted results from the ACT or SAT plus writing assessment, and they have met all University course preparation requirements. Admission is contingent upon completion of high school diploma requirements.

Students with a high school rank below the 65th percentile or who have a General Equivalency Diploma (GED) are admitted selectively on a space-available basis.

Students with a high school rank below the 65th percentile are required to participate in an academic assessment process as part of their first registration. This assessment will identify areas in which improvement may be needed to assure a successful college experience. Enrollment in Supportive Services Program skills courses, some of which are offered for non-degree credit, may be recommended. For more information, see the Education, Service, and Research Centers section.

Freshmen—Fewer Than 26 College Credits Attempted
Students with previous college work but with fewer than 26 semester credits attempted (fewer than 20 semester credits for the College of Liberal Arts) are admitted if they have:
1. a high school rank at or above the 50th percentile;
2. received a high school or General Equivalency Diploma (GED);
3. a GPA of at least 1.80 in their previous college work; and
4. successfully completed at least 75 percent of all college work attempted.

Students seeking exceptions to admission requirements must petition the appropriate school or college. Petition forms are enclosed with letters of denial for students who are eligible to appeal.

Students who are not in the upper half of their high school class or who have a General Equivalency Diploma (GED) are selectively admitted on a space-available basis if they meet requirements 3 and 4 in the above paragraph.

Dismissed and Non-Degree-Seeking Students
Academically dismissed students who wish to register for UMD courses must apply to Continuing Education by completing an Application for Undergraduate Change of College form. Registration is on a space-available basis with signed permission from either the college (for the
College of Liberal Arts, the College of Education and Human Service Professions, and the College of Science and Engineering) or the department (for the School of Fine Arts). College of Liberal Arts students are limited to a maximum of seven credits with advisement through the CLA Student Affairs Office. For specific requirements of the Labovitz School of Business and Economics, see next page.

Non-degree seeking students are enrolled at the University through Continuing Education using a “quick enroll” process. Non-degree seeking students include, but are not limited to, individuals who want to take a class and are not in a degree program; students who are preparing for admission to a graduate program; teachers needing credits for a lane change and/or recertification; academically dismissed students from UMD collegiate units; students cross-registering to/from the College of St. Scholastica or the University of Wisconsin Superior; senior citizens registering under the Senior Citizen Higher Education Program; and individuals pursuing coursework for professional development or personal enrichment.

Non-degree seeking students are not required to pay an application fee, but they must file a separate non-degree seeking application and follow all registration policies and procedures. Non-degree seeking students in all colleges except the Labovitz School of Business and Economics may register on a space-available basis after all other students have registered.

Labovitz School of Business and Economics (LSBE)

Dismissed Students—Students dismissed by LSBE will not be eligible to register as a degree-seeking student in LSBE. Dismissed students may be eligible to apply to other UMD colleges, including Continuing Education, as a means of improving their GPA. However, permission to register in LSBE courses must be granted by the LSBE Student Affairs Office. If permission is granted, registration is on a space-available basis after all other students have registered. For more information, call 218-726-6594.

Pre-M.B.A. Students—Students who are working on prerequisites for LSBE’s M.B.A. program should consult with either the M.B.A. director or associate administrator for advisement and discussion regarding admission criteria by calling 218-726-8986.

College of Education and Human Service Professions (CEHSP)

Teacher Licensure—Students seeking a teaching license under a post baccalaureate contract should seek admission into CEHSP as new undergraduate students. Students should consult with the CEHSP Student Affairs Office, 218-726-7156, for advisement and discussion regarding admission criteria.

Senior Citizens

Minnesota residents who are 62 or older may take University courses for $10 per credit or audit them free of tuition if they meet necessary prerequisites and space is available after tuition-paying students are accommodated. Registration should be completed after the first day of the semester at the Continuing Education registration windows in the Darland Administration Building lobby. Course fees and computer access may be assessed. For more information, visit Continuing Education Registration in the Darland Administration Building lobby, or call 218-726-8113.

Graduate Students

Collegiate Graduate Programs

College of Education and Human Service Professions (CEHSP)—This college offers the master of education (M.Ed.) and master of special education programs (M.Sp.Ed.). Students interested in enrolling in these programs should refer to the appropriate headings in the CEHSP section of this catalog for information about admission criteria and procedures.

College of Liberal Arts (CLA)—This college offers the master of advocacy and political leadership (M.A.P.L.) which is designed for people in Minnesota and western Wisconsin with experience or interest in having an impact on and changing public policy through positions as local community or labor leaders, government relations specialists in businesses, nonprofit sector policy advocates, inter-governmental relations specialists, political operatives, lobbyists, elected and appointed officials, staff to policy-makers, and citizens. People interested in applying to the M.A.P.L. program should refer to the CLA section of this catalog for more information.

College of Science and Engineering (CSE)—This college offers the master of environmental health and safety (M.E.H.S.) which prepares graduates for professional careers in such fields as occupational safety, industrial hygiene, ergonomics, risk management, and environmental health. Students interested in applying to the M.E.H.S. program should refer to the CSE section of this catalog for information about admission criteria and procedures.
Graduate School
Any student with a U.S. bachelor’s degree or a comparable degree from a recognized college or university in another country may seek admission to the Graduate School. The Graduate School standard for admission is an undergraduate grade point average (GPA) of 3.00, although individual programs may require a higher GPA. Applicants should consult the program to which they are applying for more information about specific admission standards.

UMD offers the master of fine arts (M.F.A.) in art (emphasis in graphic design); master of arts (M.A.) in communication sciences and disorders, criminology, and English (emphases in literary studies, English studies, and publishing and print culture); master of science (M.S.) in applied and computational mathematics, chemistry, computer science, geological sciences, integrated biosciences, and physics; master of business administration (M.B.A.); master of electrical and computing engineering; master of engineering management; master of liberal studies (M.L.S.); master of music (M.M.); and master of social work (M.S.W.). It also offers the doctor of education (Ed.D.)

All-University M.S. and Ph.D. programs in toxicology and water resources science are offered jointly with the Twin Cities campus. In addition, several graduate programs operate at UMD under the aegis of graduate programs on the Twin Cities campus. These include cooperative programs offered at both the master’s and doctoral levels in biochemistry, molecular biology, and biophysics; microbiology, immunology, and cancer biology; pharmacology; and cellular and integrative physiology. For more information, consult the Graduate School section of this catalog or the Graduate School Office, 431 Darland Administration Building, University of Minnesota Duluth, MN 55812.

International Students
Citizens of foreign countries are encouraged to apply for admission to UMD. Applicants are evaluated on an individual basis, with consideration given to the academic record of each student in relation to the educational system of her or his native country. Students applying must show evidence of exceptional academic achievement, probability of success at UMD, and evidence of good health. The Test of English as a Foreign Language (TOEFL) is required of all students applying from outside the United States unless their native language is English. The TOEFL examination is offered worldwide at selected locations. Students who cannot obtain the TOEFL Bulletin of Information for Candidates, International Edition, and registration forms locally should write to the Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540, USA or visit www.ets.org/toefl.

Undergraduates with a TOEFL exam score of 550 (paper), 213 (computer), 80 (Internet) or above are considered for admission at any time and may be required to enroll in an English as a Second Language course following advisement. The operational standard for admission to the Graduate School is a TOEFL exam score of 550 (paper), 213 (computer), 80 (Internet). Individual programs may require a higher TOEFL score.

The University has a limited number of partial tuition waivers that it awards to foreign students on a competitive basis. Scholarships do not provide assistance for room, board, travel expenses, or student services fees.

For more information about these scholarships, see the International Student Handbook, available at www.d.umn.edu/admissions/istudents/IntlHandbook.htm.

University of Minnesota Medical School Duluth
The University of Minnesota Medical School Duluth gives priority consideration to applicants who are residents of Minnesota and who wish to become family practice or other primary care physicians in rural settings or American Indian communities. Applicants from other states, who demonstrate a high potential and motivation for practicing medicine in Minnesota, will also be considered for admission. The University is committed to providing equal opportunity to students from minority groups and educationally disadvantaged backgrounds, and the University of Minnesota Medical School Duluth encourages members of these groups to seek admission to its programs. Applicants must be U.S. citizens or permanent residents.

Undergraduates of UMD may apply to the Early Admission Rural Scholars Program after their sophomore year. Students in this program complete their undergraduate and medical degrees in seven years. Successful applicants to this highly selective program are Minnesota residents with motivation for primary care in rural or Native American communities and a record of strong academic performance. Interested students should contact the College of Science and Engineering pre-med advisers early in their freshman year.

University of Minnesota College of Pharmacy, Duluth
The College of Pharmacy offers the doctor of pharmacy (Pharm.D.) program on the Duluth campus. Graduates of this program are eligible to take the state licensure examination to practice pharmacy. For more information, refer to the Professional Schools section of this catalog.

Summer Term Students
Regular University courses are offered during one three-week session and one eight-week session, as well as special sessions, each summer at UMD. All regularly enrolled students may attend; visiting summer students are also welcome to register. Application fees are not required and usual admissions criteria and application procedures for freshmen and advanced standing students do not apply. However, students who plan to register for courses during the subsequent academic year must apply for regular admission, meeting admission requirements described previously in the sections on admissions criteria.

The Summer Term Catalog is available in early February. The catalog contains all necessary registration forms, explanations of procedures, and listings of course offerings. For more information, contact the Office of Summer Term, University of Minnesota Duluth, 104 Darland Administration Building, Duluth, MN 55812.

Planning to Transfer?
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.

2+2 Agreement
UMD and seven northeastern Minnesota community colleges have completed 91 comprehensive agreements in 21 major fields of study regarding college courses and credit transfers. The agreements, referred to as 2+2 transfer agreements, ensure the seamless transfer of credits to UMD in specific majors from the following community colleges: Fond du Lac Tribal and Community College, Hibbing Community College, Itasca Community College, Lake Superior College, Vermilion Community College, Mesabi Range Community and Technical College, and Rainy River Community College.

These 2+2 agreements facilitate transfer for northeastern Minnesota community college students by specifying exactly how community college courses and credits will be counted for each student upon transferring into a major at UMD.

Preparing for Transfer
Students who are currently enrolled in another college or university should:
- discuss their plans with the UMD transfer specialist, Office of Admissions, 25 Solon Campus Center (218-726-8800);
- call or visit UMD and obtain the following materials and information.
  1. A college catalog
  2. Information on admissions criteria and materials required for admission, e.g., portfolio, transcripts, test scores (Note that some majors have their own special requirements, such as a higher GPA.)
  3. Information on financial aid (how to apply and application deadlines)
  4. Information on housing
- after reviewing these materials, make an appointment to talk with an adviser in the college, school, or program they want to enter, making sure to ask about course transfer and admission criteria.

Students who are not currently enrolled in a college or university should begin the process by meeting with the transfer specialist at UMD to plan the necessary steps.

Understanding How Transfer of Credit Works
- The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and receiving institutions can affect the transfer of the credits earned.
- Institutions accept credits from courses and programs that are like those they offer. They look for similarity in course goals, content, and level.
- Not everything that transfers will help a student graduate. Baccalaureate degree programs usually count credits in three categories: liberal education, major/minor courses and prerequisites, and electives. The key question for a student to ask him- or herself is, “Will my credits fulfill requirements of the degree or program I have chosen?”
- If a student changes her or his career goal or major, she or he might not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission
Students should:
- complete the application as early as possible and enclose the application fee.
- request that official transcripts be sent from
Policies and Procedures

every academic institution previously attended, including high school(s). Upon receipt, UMD will evaluate transcripted credits for transfer. A transcript evaluation should tell which courses transfer and which do not. How previous courses specifically meet degree requirements may not be decided until a student arrives for orientation or has chosen a major.

• recheck to be certain UMD has received all of the necessary paperwork. Most colleges make no decisions until all required documents are in the file.
• call to check on the status of their application if they have heard nothing from UMD after one month.
• call the Office of Admissions and ask to speak with the transfer specialist if they have questions about their evaluations. Ask why judgments were made about specific courses. Many concerns can be cleared up if the student understands why decisions were made. Students who are not satisfied with their evaluations can appeal. See the following section.

Your Rights as a Transfer Student
• 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
• An explanation of the formal petition process in case there is a question regarding the transfer of credits

Usual petition steps are:
1. Student fills out a petition form. Any supplemental information a student provides 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 petition.
4. Student can appeal the decision to the college dean's office.
• At the student’s request, a review of his or her eligibility for financial aid or scholarships.

For help with transfer questions or problems, see the campus transfer specialist in the Office of Admissions. Students admitted to the College of Liberal Arts should contact the transfer specialist in the CLA Student Affairs and Advising Center, 306 Kirby Plaza.

Transfer Students from Outside the University—Fewer Than 26 Credits Attempted

Students with previous college work but fewer than 26 semester credits attempted (fewer than 20 semester credits for the College of Liberal Arts) are admitted if they have:
1. a high school rank at or above the 50th percentile;
2. received a high school or General Equivalency Diploma (GED);
3. a GPA of at least 1.80 in their previous college work; and
4. successfully completed at least 75 percent of all college work attempted. Students seeking exceptions to admission requirements must petition the appropriate school or college. Petition forms are enclosed with letters of denial for students who are eligible to appeal.

Students who are not in the upper half of their high school class or who have a General Equivalency Diploma (GED) are selectively admitted on a space-available basis if they meet requirements 3 and 4 in the preceding paragraph. See the Freshmen section for information about academic assessment.

See Preparation Requirements section for preparation requirements for all students seeking admission to baccalaureate programs at UMD.

Transfer Students From Outside the University—26 or More Credits Attempted

Students who will have attempted 26 or more semester credits of baccalaureate-level college work and have received a high school or General Equivalency Diploma (GED) should request admission with advanced standing. Official transcripts from all high schools and colleges or universities previously attended must be provided before a decision can be made. Advanced standing students who have completed the Minnesota transfer curriculum or an associate of arts or baccalaureate degree at another accredited college or university are exempt from UMD's liberal education requirements. Students are admitted on the basis of criteria established by the UMD school or college to which they are applying.

See Preparation Requirements section for preparation requirements for all students seeking admission to baccalaureate programs at UMD.

Labovitz School of Business and Economics—Students who have attempted 20 to 59 semester credits must have an overall GPA of at least 2.00 (the overall GPA is for all college work—ex-
cept courses defined by UMD as non-degree credit—attempted at any institution). Students who have attempted 60 or more semester credits must have an overall and an internal GPA of at least 2.00 (the internal GPA is for all work attempted in accounting, business law, economics, finance and management information sciences, and management studies, regardless of where or when taken). Additionally, students must have successfully completed at least 75 percent of all credits attempted, and have received a high school diploma or General Equivalency Diploma (GED). Students seeking exceptions to admission requirements must petition the School. Petition forms are enclosed with letters of denial for students who are eligible to appeal. Students with GPAs below a 2.50 may wish to consult with an adviser in the LSBE Student Affairs Office. Students admitted to the Labovitz School of Business and Economics are not guaranteed admission to upper division status (i.e., candidacy) status.

College of Liberal Arts—Students who have attempted 21 or more semester credits must have cumulative GPA of at least 2.00, have received a high school diploma or GED, and have successfully completed at least 75 percent of all credits attempted. Students with 60 or more semester credits (including both completed and in-progress credits) must declare a major when applying for admission.

College of Education and Human Service Professions, School of Fine Arts, College of Science and Engineering—Transfer students with 26 or more semester credits attempted must have a cumulative GPA of at least 2.00, have received a high school diploma or GED, and have successfully completed at least 75 percent of all credits attempted. Students seeking exceptions to admission requirements must petition the College. Petition forms are enclosed with letters of denial for students who are eligible to appeal.

College of Science and Engineering—Courses in which a grade of D has been earned (at an institution other than the University of Minnesota) cannot be used to meet the specified course requirements of the engineering degrees (bachelor of science degrees in chemical engineering, electrical and computer engineering, industrial engineering, and mechanical engineering) unless the following course in the sequence is completed with a grade of C or better. The bachelor of science degree programs in industrial and mechanical engineering require grades of C or better in all transfer work to be applied to the program. Admission into an engineering program does not guarantee admission to upper division status in the program. Upper division status is processed separately within each engineering department.

Students admitted to the College of Education and Human Service Professions are not guaranteed admission to upper division status in any programs.

Transfer Students From Within the University (Change of College)

Students who are transferring from one academic unit to another within the University of Minnesota must submit an Application for Undergraduate Change of College application. Students can obtain this form from 23 Solon Campus Center, their college’s Student Affairs Offices or online at www.d.umn.edu/feared/form.htm. Students should return the completed form to the college office on the campus to which they are transferring. Requests must be submitted by mid-term of the preceding semester. For current UMD students processing a change of college within UMD (allowing three days for processing), the request will be accepted up until the student registers for the upcoming term.

Labovitz School of Business and Economics, College of Education and Human Service Professions, School of Fine Arts, College of Liberal Arts, College of Science and Engineering—The academic criteria for students transferring from within the University of Minnesota are the same as those for students transferring from outside the University. Admission is contingent upon program capacity.

Readmission

Students previously registered at UMD may be readmitted if they meet the academic standing policy of their intended school or college and have no record holds. For questions contact the Student Affairs Office of the appropriate college or school.

Students seeking exceptions to the academic standing policy must petition the appropriate school or college. See the appropriate Colleges and Schools section of this catalog for each college unit’s policy or www.d.umn.edu/registrar/reenroll.html.

Orientation

Academic Orientation at UMD helps new students become integrated with the campus community by helping them understand the academic expectations of the University. During Academic Orientation, students learn about degree requirements, meet with an adviser, register for courses, and learn about the educational aspects of the University. A program for parents of freshmen is
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Registration
Registration for classes at the University takes place before each academic semester. Before they start their first semester, new students receive orientation-registration instructions. Students currently enrolled at UMD should refer to the UMD Web site, the UMD Statesman, and online Class Schedule for registration dates and procedures. A late fee is applied to any student whose initial registration occurs on or after the first day of classes. The fee is $50 during the first two weeks of the term and $100 beginning with week three.

Academic Advising
By providing support, direction, and guidance, advisers at UMD help students reach their educational goals, experience academic success, and graduate in a timely manner.

Both students and advisers have advising responsibilities. While students ultimately make their own decisions concerning their academic plans and careers, advisers assist them with decision-making processes and the exploration of options. Students are encouraged to establish a close working relationship with their academic adviser and meet regularly with him or her to develop a better understanding of their responsibilities, the requirements of their curriculum, and other regulations. The Student Affairs Office of the student's college of residence assigns each student an adviser.

While each student has an opportunity to work with a faculty adviser in their major field of study, professional advising staff may, in some colleges, serve as initial advisers for freshmen, transfer students, or for students who have not yet decided on a major. In other colleges, if the student has selected a major, as indicated on the Application for Admission, he/she is assigned a faculty adviser in the selected department. If the student's interests or major objectives change, the student should request a change of adviser at the Student Affairs Office of the college that offers the desired program or major.

The adviser's role is:

• to help students clarify their educational values and goals;
• to provide accurate information on educational options, policies, and procedures;
• to guide students toward an academic program in which they can be successful;
• to acquaint students with the campus program that can support their academic and personal success.

The student's role is:
• to prepare a plan for degree completion that incorporates all requirements and considers testing requirements, application dates, upper division requirements, and entrance and exit requirements;
• to develop competencies in using online academic planning, resources, including eportfolio and APAS;
• to read the catalog, course schedule books, program worksheets, Web sites, and other available materials to understand University and college policies;
• to meet with their adviser regularly to review the academic schedule for the following term and progress toward degree completion. This can help students understand any sequencing of courses within their majors or other issues related to the integration of courses into a comprehensive program of study.

Students are responsible for scheduling, preparing for, and keeping advising appointments; seeking out contacts and information; and knowing the basic requirements of their degree program. Students bear the final responsibility for making their own decisions based on the best information and advice available.

Uniform Syllabus Policy
During the first week of classes each student in every course should expect to receive a syllabus that contains essential information about the course.

Guidelines
Class Information consists of a description of a class and other essential information. It is recommended that the following be included in all syllabi:
1. Instructor’s name;
2. Instructor's office hours;
3. Instructor's office location, phone number, and e-mail address;
4. Course title and number, semester taught;
5. Class meeting times and location(s);
6. Final examination date and time;
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7. Short description of course objectives that may include the catalog description;
8. Required and recommended readings;
9. Grading policies, including the weight given to each graded component;
10. An outline of topics and course requirements, including approximate due dates for assignments and examination dates;
11. Special out-of-class requirements (computers, software, field trips, etc.);
12. Attendance requirements;
13. Assignment policies (late penalties, scope, size, etc.);
14. Make-up and incomplete policies;
15. Statement on participation by students with disabilities;
16. For any liberal education courses listed—the category that the course fulfills as well as the specific liberal education goals that are met by the course.
17. Statement on student academic integrity policy, see: www.d.umn.edu/assl/conduct/integrity.
18. Statement on student conduct code including classroom conduct, see: http://www.d.umn.edu/assl/conduct/code/

Auditing Courses
To audit a course, a student follows the same registration procedures and pays the same tuition and fees as for courses bearing credit. Audited courses do not carry credits or offer grades and may not be used to fulfill degree requirements, nor do they count towards financial aid eligibility. To register as an auditor, the "audit" option must be selected at the time of registration; upon completion of the term, a V (visitor) is recorded on the transcript. Registration for a course as an auditor must be completed before the end of the second week of the semester. Upon payment of normal tuition and fees, students may repeat an audited course for a grade. Both registrations would appear on the transcript.

Cancel/Add
Cancel/add requests can be processed after initial registration and according to appropriate policies and procedures. If students change their course schedules in any way (including changing a section of the same course), the change must be processed via Web registration. After the second day of the semester, instructor approval is required to add a course. Courses may be added during the first two weeks of the semester with course approval codes from the instructor or department; courses cannot be added after the second week. Students may cancel courses through the last day of the eighth week of the semester. After that date, students who believe they have an extenuating circumstance may submit a petition to withdraw from the course; approval of the petition would be given with the understanding that the student must be doing satisfactory work to receive a W. For courses canceled during the first two weeks of the semester, no record is maintained. Courses canceled during the third through eighth weeks are noted with a W on the transcript.

Student Classification
For the purpose of assigning registration priority, students are assigned to class years according to the number of credits they have completed. A student with fewer than 30 credits is classified as a freshman; 30 to fewer than 60, a sophomore; 60 to fewer than 90, a junior; 90 to 120, a fourth-year senior; greater than 120, a fifth-year senior.

Course Prerequisites
The student is responsible for adhering to all prerequisites specified in the course descriptions. Exemption from prerequisites can be granted only by the instructor, department, or college unit involved and by using course entry approvals.

Attendance at Another Campus/Cross-Registration
UMD undergraduates have the opportunity to register concurrently at the College of St. Scholastica (CSS) and the University of Wisconsin-Superior (UWS).

Students registering and paying fees for at least 12 credits at UMD can register for a combined maximum of two courses per term at the College of St. Scholastica and the University of Wisconsin-Superior. Class schedules for CSS and UWS must be requested from each school. Additional UMD tuition for cross-registered courses will be assessed as if the courses had been taken at UMD. Information and registration forms are available at window 1 or 2, Darland Administration Building lobby.

Students from St. Scholastica and the University of Wisconsin-Superior who are cross registering will register on or after the first day of the term at window 1 or 2, Darland Administration Building lobby. If registering for classes offered through Labovitz School of Business and Economics, students must contact the LSBE Student Affairs Office, 21 SBE, before registering.

Multi-Institutional Students
A consortium agreement exists among the four campuses of the University of Minnesota for purposes of allowing students to attend another University campus. Under this agreement students are allowed to attend another campus for one term during an academic year without losing their status or jeopardizing their eligibility for student financial assistance programs on their home campuses.

Multi-institutional students fall into two categories.
1. Students who are registered on two campuses for one term—For example, a student who is registered at UMD (home campus) but who wishes to take a distance learning course from another University of Minnesota campus (host campus).
2. Students who want to register at another University of Minnesota campus (host campus) instead of at UMD—For example, these are students who wish to take courses that are not offered at UMD.

Financial aid recipients should make sure that the course(s) they plan to take at another campus are eligible for financial aid. Financial aid programs administered by UMD’s Office of Financial Aid and Registrar (OFAR) cannot be applied to any extended-term courses. Please contact OFAR for further information.

Duluth students who are interested in applying to another University of Minnesota campus should contact the Student Assistance Center at 21 Solon Campus Center (218-726-8000) to request an Application for Attending Another U of M Campus as a Multi-Institutional Student. Applications can also be printed from the Web at www.d.umn.edu/fareg/forms.htm.

Students must complete the application, have it signed by their college’s student affairs office, and turn it in at the Student Assistance Center, 21 Solon Campus Center one month before the start of the term.

Forfeit of Enrollment

Unless first excused by the instructor, students who do not report to the first meeting of a class or laboratory section may forfeit their course enrollment, requiring their official withdrawal from the course.

Immunization Requirements

All students enrolled in a Minnesota college or university for more than one course must provide dates of immunizations against measles, mumps, rubella, diphtheria, and tetanus on the required form. Students must have two doses of MMR (measles, mumps, rubella) after their first birthday and have a DT (diphtheria, tetanus) booster within ten years of first registering at the University. The immunization form must include month and year of each immunization. Immunizations are not required if the student submits a statement signed by a physician showing that
- for medical reasons, the student did not receive an immunization; or
- the student has experienced the natural disease against which the immunization protects; or
- a laboratory has confirmed the presence of adequate immunity; or
- the student submits a notarized statement that the student has not been immunized as required because of the student’s conscientiously held beliefs; or
- the student was born before 1957.

All students, except those graduating from a Minnesota high school, must complete and return an immunization form, which can be obtained from UMD Health Services or online at www.d.umn.edu/hlthserv/pdf/immuniz.pdf.

Repeating Courses

Within the University of Minnesota System

Students may retake a course in which they received a grade of C- or lower or an N. Those wishing to retake a course in which they earned a grade of C or higher or an S must obtain department approval before registering for the course through a Permission to Retake a Course (or Equivalent Course) form. This form must be completed, approved, and submitted to the Student Assistance Center, 21 Solon Campus Center. Students may choose either to retake the UMD course at UMD or to take an approved equivalent course anywhere else within the University of Minnesota system. Only the last grade recorded is used in calculating the University of Minnesota GPA. Only the most recently completed credits can be applied toward graduation requirements.

Outside the University of Minnesota System

UMD students may take an equivalent course at an institution outside of the University of Minnesota system to replace a course previously completed at UMD only if department approval is granted before registering for the course through a Permission to Retake a Course (or Equivalent Course) form. Although this course may be used to meet UMD degree require-
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Withdrawal From the University
To withdraw from all academic coursework at the University, a student must officially cancel all courses via the Web at www.d.umn.edu/register, clicking on “Add or Change Classes” through the last day of the eighth week of the semester. Thereafter, withdrawal from classes is not permitted. After that date, students who believe they have extenuating circumstances may submit a petition to withdraw from the University. Students with outstanding financial obligations to the University are not eligible to receive grades or transcripts of coursework completed. All University property such as library books, athletic equipment, band equipment, laboratory materials, locker keys or locks, and athletic tickets must be turned in to the appropriate office. Students who have a student loan must also make arrangements for an exit interview in the Office of Financial Collections, 129 Darland Administration Building. Veterans must also notify the Veterans Resource Center, 102 Darland Administration Building.

Students Called to Military Duty
Students who are called to active military duty may withdraw from UMD. The University works with students to remove them from classes and resolve tuition and other financial issues. Students must submit a copy of their military orders and will be asked to complete a retroactive tuition petition. As a general rule, the petition is approved for a 100 percent refund unless there are negative financial aid implications for the student. Students are advised about what would be the most beneficial for their situation. Students who wish to continue their registration status while on duty have two options. The first is to make arrangements with professors to take an incomplete for coursework instead of canceling, particularly for students who are receiving financial aid. The professor and the student must agree on a plan for completion and file the plan with the department. The incomplete should be extended until the military duty is completed. The second option is to attempt to complete the work while on active duty.

If no agreement can be reached for an incomplete or for completing the work, the student should file for withdrawal from the course.

Students must contact their college office when they are ready to return to UMD if they have been away more than two semesters.

For specific issues or questions, please contact the Office of the Vice Chancellor for Academic Support and Student Life, 297 Darland Administration Building.

Scholastic Progress

Academic Progress Audit System (APAS)
Each student has an individualized APAS report, which can be generated, on the Web at www.d.umn.edu/Register. The report compares past and current coursework with the requirements of the student’s academic program. Advisers can help students understand various sections of the report and plan a course of study to satisfy degree requirements. Copies are available from the Student Assistance Center, 21 Solon Campus Center, the collegiate student affairs offices, or www.d.umn.edu/Register.

Students may call 218-726-8813 for further information regarding APAS.

Minnesota Course Applicability System (MnCAS)
MnCAS is an online student transfer support system collaboration between the University of Minnesota and the Minnesota State Colleges and University system. Students can access MnCAS at www.mn.transfer.org to obtain consistent and accurate information about how courses transfer and apply to academic program requirements.

Academic Standing
Each college unit at UMD establishes its own policy for academic standing. See the appropriate college section of this catalog for information.

Renewal of tuition waivers and scholarships awarded through the Office of Admissions requires maintenance of a 3.00 cumulative GPA.

Appeal and Petition
After consultation with the adviser, a student seeking exception to the academic policies of his or her college or school may petition the dean of the unit for exemption from a regulation.

Admission to Upper Division
Some college units require the filing of some type of upper division papers or degree requirement forms as a prerequisite to admission to upper
division status or candidacy for degree. Students should check the policies of their particular college unit for specific degree and program/major requirements.

All-University Degree Requirements
The Board of Regents, on recommendation of the faculty, grants degrees from the University of Minnesota. Degree requirements include the following.

- All undergraduate degrees require a minimum of 120 semester credits.
- Undergraduates must meet all course, credit, and grade average requirements of the University school, college, or division in which they are enrolled, including liberal education requirements and a COMP 3xxx-level or above advanced writing course.
- Undergraduates must meet the requirements specified by the school or college from which they will receive their degrees. Degree candidates must earn at least 30 semester degree credits or the equivalent awarded by UMD. For policies on obtaining more than one major or degree, see the degree requirements described for each of the college units in the Colleges and Schools section of this catalog.
- UMD graduates who would like to return for a second degree (e.g., a student received a B.B.A. and now is coming back to seek a B.Acc.) must complete only remaining degree and major requirements for the second degree.
- Graduate School students must meet only the academic and residency requirements of their graduate departments and the Graduate School.
- All students must meet all financial obligations to the University.
- Undergraduate prospective graduates must submit an Application for Degree online at www.d.umn.edu/registrar/eDegree/index.htm. The deadline to apply for spring, May session, and summer session is the end of the second week of spring semester. Fall graduates must apply by the end of the second week of fall semester. All degrees requested must be on the application. Graduates receive their diplomas approximately two months after completing degree requirements.

Credit Options

College Level Examination Program (CLEP)

Students may earn college credit for successful completion of some CLEP examinations. For additional information, contact the associate registrar, 139 Darland Administration Building, 218-726-8795 or see the Web site at www.d.umn.edu/registrar/transfer_Sem/CLEP/index.htm.

Advanced Placement
The College Entrance Examination Board sponsors advanced placement. High school students may earn college credit by receiving satisfactory examination scores (of typically 3, 4, or 5) on the College Entrance & Examination Board Advanced Placement Program examination. For a list of AP credit awards contact the Office of Admissions or see the admissions Web site at www.d.umn.edu/admissions/apchart.html.

International Baccalaureate
The International Baccalaureate is an accelerated course of study for high school students. Satisfactory examination scores (usually 5, 6, or 7) earn UMD credit in accordance with the University’s policies and practices. For more information, contact the Office of Financial Aid and Registrar (OFAR) at 218-726-8795.

Examinations for Proficiency
Neither credits nor grades are granted for courses satisfied through proficiency examinations. If proficiency is demonstrated, a notation is made on the student’s transcript that reads, “Course X satisfied by proficiency examination.” Proficiency may be certified for the beginning sequences of foreign languages. Through department evaluation to determine proficiency, a student may be allowed to start within the beginning sequence or at the intermediate level of a language sequence. Courses satisfied through proficiency examination do not reduce the total credit requirements for graduation. Courses listed as major requirements that are satisfied through proficiency examination do reduce the credit requirements in the major field.

Students are required to pay a $50 per credit fee in advance in order for a department to test for proficiency. In addition, a department may assess a service charge when giving a nationally standardized examination. No exceptions are made for students enrolled for the first time or after an absence from the University.

A student may not first take a University course and earn a grade, then take an examination for proficiency for that course content, then subsequently request that the original course grade be omitted from GPA calculation.
Examinations for Credit
Credit by examination is offered at the discretion and with the approval of the student’s collegiate academic department. Before considering an examination for credit, a student must consult the appropriate department to ascertain if such an examination is available. With these restrictions, this option is available to any currently registered UMD student. If a course is available for examination by credit, the student cannot be currently enrolled in that course. To earn credit by examination, the work must be of C quality (i.e., grade of C- or higher). If the work on the examination is below this level, no notation is made on the transcript. Only credits, not grades, are granted upon successful completion.

Credits earned through examination are not considered as regular, residence, or transfer credits. They are listed separately on the transcript and designated as being earned through examination. Once awarded, these special examination credits will remain on the student’s transcript unless the credits were awarded in error.

To take an examination for credit, the student must first obtain approval from the academic department, then fill out a Request for Special Examination form from the Student Assistance Center, 21 Solon Campus Center, where their current enrollment status will be verified, and complete the outlined procedures. Students are required to pay a $50 per credit fee in advance for each examination. In addition, a service charge may be assessed when a nationally standardized examination is given. No exceptions are made for students enrolled for the first time or after an absence from the University.

A student may not first take a University course and earn a grade, then take an examination for credit for that course content, then subsequently request that the original course grade be omitted from GPA calculation.

Incompletes
The temporary grade I (incomplete) is assigned only when a student has made, prior to the submission of final grades, an agreement with the instructor to complete the course requirements. The I remains in effect for one calendar year after the end of the semester in which the I was received unless a different time period has been arranged between the student and instructor. At the end of this period, the I is changed to an N or F unless the instructor has submitted a change of grade or has agreed to an extension of the incomplete. If an extension is permitted, it is the responsibility of the student to obtain and complete an Extension of Incomplete form, get the instructor’s signature, and submit the form to the registrar before the deadline.

Students will have their degree conferred with outstanding incompletes on their transcript for courses that are not required for their degree. If a student wishes to have a permanent grade entered for any incompletes, and have the degree GPA reflect those grades, the grades must be changed within 30 days from the end of the final term in which the degree was conferred. After 30 days, if a grade is submitted the degree GPA will not change. However, the cumulative GPA at the bottom of the student’s transcript will reflect the change.

Withdrawals
The permanent registration symbol W (withdrawal) designates official cancellation of a course and is posted by the registrar only on the basis of an official change in registration. The symbol is assigned in all cases of official cancellation only during the second through eighth week of classes; thereafter, withdrawal from classes is not permitted. After that date, students who believe they have extenuating circumstances may submit a petition to withdraw from classes.

Sequence Courses
The symbol X is reported in continuing courses for which a grade cannot be determined until the sequence is completed. The instructor will submit a grade for each X when the student has completed the entire sequence.

Grading Options
Courses are graded under one of three systems at UMD: mandatory letter grading, mandatory S-N grading, and optional grading in which a student may select either letter or S-N grading. With optional grading, students make their selection of grading system at the time of registration. Changes from the original selection may be made
Policies and Procedures

during the first two weeks of a semester by following the cancel-add procedure. The following restrictions apply to the various grading options.

• A student seeking a bachelor’s degree must earn a minimum of 90 degree credits in letter-graded courses.
• A student may not elect S-N grading in optional-graded courses that—for that student—fulfill major or minor requirements as determined by the department offering the major or minor.
• No more than 10 credits may be taken S-N during any one semester, with the exception of the semester during which a student seeking teacher licensure is engaged in practice teaching.
• No more than 10 credits of S-N graded courses may be applied toward liberal education requirements, and no more than 3 of these credits may be applied to any one of the 10 categories.

Academic Records

The Office of Financial Aid and Registrar (OFAR) maintains an official transcript for each student. The transcript is a complete record of all academic work attempted at UMD, a statement of cumulative credits transferred from other colleges or universities, or earned by examination or other acceptable methods.

Students may obtain official or unofficial copies of their transcripts online or by submitting a request in writing to UMD Transcripts, 139 Dardland Administration Building, 1049 University Drive, Duluth, MN 55812. There is a $5 charge for official copies plus an additional charge for international, Fed-X, or “rush” service. Students may also order official transcripts online and make payment with a credit card by visiting www.d.umn.edu/registrar/transcripts.html. Official transcripts can also be requested from the on-the-spot transcript service at the Student Assistance Center, 21 Solon Campus Center. There is no charge for these copies, but students are limited to one copy per visit.

Grades are not automatically mailed to students or their guardians but can be accessed online. Grades for a given academic semester are usually available three working days after the end of the semester.

Students can print or view a Web copy of their transcripts and grades by going to www.d.umn.edu/registrar/transcripts.html.

Access to Student Educational Records

In accordance with regents policy and federal law on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) In addition, posting lists of examination scores or course grades, or returning test materials to students in ways that make it possible for students to obtain information about other students’ scores or grades, is inappropriate. The policy does permit students to review their educational records and to challenge the contents of those records. Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class standing (freshman, sophomore, junior, or senior), major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must activate directory suppression via UMD’s Web site at www.d.umn.edu/register (link to “View/Change your Personal Information”) or notify the Student Assistance Center, 21 Solon Campus Center. The regents policy is available for review on the Web at www1.umn.edu/re-gents/policies/administrative/StudentRecords.html. For more information contact the Student Assistance Center, 21 Solon Campus Center (218-726-8000).

Students may grant the University permission to release information about their student records to a third party by submitting a completed Student Information Release Authorization form which is available on-line at www.d.umn.edu/forget/forms, or in person from the Student Assistance Center, 21 Solon Campus Center. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

Parent/Guest Access

A student may use the online, self-service application called Parent/Guest Access to provide a third party (a spouse, a parent, etc.) with view-only access to:
• Enrollment summary
• Financial aid status
• Grades
• Holds
• Student account
• View financial aid awards

Setting Up Online Parent/Guest Access

The student using Parent/Guest Access must be active in a program at a University of Minnesota campus. The student may invite a third party to be a guest viewer via an e-mail generated within
Excused Absence Policy

Credit Courses
Certain credit courses may have requirements that lead to absences from other credit courses. Information regarding the dates and extent of these absences should be included with registration materials and should be part of the syllabus for the course requiring these absences. This same information should be part of the curriculum proposal for the course.

Activities
There are several official noncredit activities of the University in which required student attendance may lead to absences from credit courses. These may include, but are not limited to, intercollegiate athletics, theatre performances, and University Singers performances. In all cases, these activities must be scheduled before the beginning of the semester and be included with students' registration materials.

Student Responsibilities
If class sessions will be missed because of requirements in other courses or because of official noncredit activities, students must contact their instructors during the first week of classes and make arrangements so that any course requirements unfulfilled due to these absences can be satisfied. In case of schedule changes, students must immediately contact their instructors and make any necessary arrangements regarding unfulfilled course requirements.

Instructor Responsibilities
In general, requested absences are permitted at the instructor's discretion. When permitted, the instructor must work with the student to develop a procedure by which unfulfilled course requirements can be satisfied. Instructors must inform students during the first week of classes whether scheduled absences will be considered excused absences based on their attendance policy, and whether the student will be allowed to make up work missed. In some cases, however, the nature of the course may make attendance throughout the semester absolutely necessary. In these cases, the student has the choice of taking the course and missing the activity or withdrawing from the course.

Supervisor Responsibilities
The individual supervising the course or activity leading to absences must give students a schedule of these absences on or before the first day of the semester in which they will occur. The supervisor
must also provide to students, in writing and in a timely manner, any changes to this schedule.

Final Examinations
The vice chancellor for academic administration must approve any excused absences from final examinations.

Appeals
Students—Any student who wishes an exception to this policy or believes the policy is being violated should submit a petition to the Office of the Vice Chancellor for Academic Administration.

Faculty/Staff—Any faculty or staff member who wishes an exception to this policy or believes the policy is being violated should report this to the Office of Vice Chancellor for Academic Administration.

Absence From Class for Religious Observances
The University permits absences from class for participation in religious observances. Students are responsible for informing instructors of absences at the beginning of the semester, meeting with instructors to reschedule any examinations affected by this policy, and obtaining class notes from other students. Instructors are requested to assist students in obtaining course materials and assignments distributed during class sessions.

Commencement Participation
Students may participate in spring commencement if they can demonstrate that they can fulfill all graduation requirements by the end of fall semester following spring commencement. Exceptions to this policy must be approved by the degree clearance officer in the Office of Financial Aid and Registrar and are granted only for very unusual and compelling reasons.

Student Academic Integrity Policy
A. Introduction
Academic dishonesty tarnishes UMD’s reputation and discredits the accomplishments of students. UMD is committed to providing students every possible opportunity to grow in mind and spirit. This pledge can only be redeemed in an environment of trust, honesty, and fairness. As a result, academic dishonesty is regarded as a serious offense by all members of the academic community. All faculty, staff, and students are expected to participate in maintaining the highest levels of academic integrity.

B. Scope and Purpose
1. This policy addresses violations of academic integrity by one or more members of the UMD student academic community. It provides for handling violations of the UMD Academic Integrity Policy and also identifies multiple offenders.
2. This policy does not apply to complaints brought by students regarding the University’s provision of education and academic services affecting their role as students. The UMD Student Academic Grievance Policy covers such claims.
3. This policy is consistent with the Board of Regents policy adopted June 13, 2003, dealing with Student Conduct Code. “(1) Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards or professional endorsement dishonestly; altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.”

C. Prohibited Conduct
All forms of academic dishonesty are prohibited, including (but not limited to):
• Submitting false records of academic achievement
• Cheating on assignments or examinations
• Submitting sentences or ideas as one’s own without proper acknowledgement or citation (plagiarizing)
• Altering, forging, or misusing a University academic record or forging the signature of any member of the University community
• Taking, acquiring, using, or circulating test materials without faculty permission
• Acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement
• Facilitating academic dishonesty by knowingly assisting another student to violate the Student Academic Integrity Policy, such as providing course work for another student to turn in as his or her own effort or taking an exam for another student
• Presenting as one’s own a plot, succession of ideas, or list/outline of another without proper acknowledgment
• Attending a class, completing an assignment, or taking a quiz/test in the name of another student
• Altering or viewing computer records, dispensing or releasing information gained via unauthorized access, modifying computer programs or systems, or interfering with the use or availability of computer systems or information (refer to UMD policy)
• Purchasing or otherwise presenting work as one's own when it was done by another person
• Submitting the same paper or work (or generally similar papers or work) to meet the requirements of more than one course without the approval and consent of faculty
• Depriving another student of necessary study or research materials or in any way impeding another student's work and pursuit of education
• Submitting falsified data, such as bibliographic resources and experimental data or altering graded academic work/quizzes/tests and resubmitting them in order to get a higher grade
• Using electronic devices for the unauthorized assistance in academic work, quizzes, or tests

D. Procedure for Handling Violations of the Student Academic Integrity Policy

1. Upon a suspected violation of this policy, the faculty member will meet with the student about the violation. If the faculty member decides to take action and impose a sanction that affects the student’s grade, the violation must be directly reported to the UMD academic integrity officer in the Office of the Student and Community Standards using the Report of Academic Dishonesty form. When a faculty member determines a student has violated the Student Academic Integrity Policy, the faculty member is responsible for imposing the sanction. Faculty members are not required to notify the department head when a sanction has been imposed.

2. If the student refuses to meet or disagrees with the faculty member, the faculty member completes the Report of Academic Dishonesty form and forwards it to the academic integrity officer, who mails a copy to the student. A student who disagrees with the allegations may appeal the case through UMD’s Academic Grievance Policy. To begin the appeal process, the student has 10 working days from the date on the Report of Academic Dishonesty to schedule a meeting with the department head. Winter, spring and summer breaks are taken into account. The timeline may be adjusted by mutual consent.

If the faculty member is the department head, the student needs to schedule the meeting with the assistant/associate dean of the college. The academic integrity officer will assist students through this process.

3. If the student disagrees with the academic integrity officer’s sanction, the case will go before the Student Behavior Judiciary Committee for a formal hearing. The student has 10 working days from the date of the sanction letter to make a written request to the academic integrity officer for a formal hearing. The conduct code process applies to multiple-offense cases.

4. The following are possible sanctions from faculty members and the academic integrity officer.

   - **Faculty member sanction**
     - Additional work
     - Grade reduction on an assignment/quiz/test, including an F
     - Grade reduction in the class, including an F
     - Re-examination
     - Other sanctions as deemed appropriate by faculty member

   - **First offense sanctions by UMD academic integrity officer**
     - Except in severe cases, the academic integrity officer does not impose additional sanctions for first offenses.

   - **Second offense sanctions by UMD academic integrity officer**
     - Permanent expulsion from UMD may occur
     - Warning/reprimand
     - Withdrawal of University funding
     - Suspension from UMD for a given period of time
     - Other sanctions deemed appropriate by academic integrity officer

   - **In most cases, a suspension from the University will occur on a second offense.**

   - **Third offense sanction**
     - In most cases, permanent expulsion from University will occur on a third offense.

E. Timelines
1. The faculty member must request a meeting with the student within 10 working days of becoming aware of the offense.
2. All reports of academic dishonesty should be filed by the faculty member within 10 working days of imposing the sanction.
3. A student who disagrees with the faculty member's sanction has 10 working days from the date on the Report of Academic Dishonesty to begin the grievance process. No sanction will be considered binding until the grievance process has been completed.
4. For multiple-offense cases, the academic integrity officer will request a meeting with a student within five working days from the date on the officer's initial letter.
5. A student who disagrees with the academic integrity officer's sanctions has 10 working days from the date on the sanction letter to request a formal hearing with the academic integrity officer. This request must be made in writing to the academic integrity officer.
6. Any of these timelines may be adjusted by mutual consent. Winter, spring, and summer breaks are taken into account.

F. Role of Academic Integrity Officer
All reports of academic dishonesty, along with copies of the evidence to support the sanction, must be filed with the academic integrity officer in 297 Darland Administration Building. The academic integrity officer sends a letter to the student restating the faculty member's sanction and requesting that the student acknowledge receipt of the Report of Academic Dishonesty. The academic integrity officer may make further sanctions based on multiple offenses of misconduct, harm done to the University, and/or harm done to other students. In cases of multiple offenses of misconduct, the academic integrity officer will request a meeting via letter and will include a statement of student rights. Failure to meet with the academic integrity officer results in a hold placed on the student's record, which prohibits the student from registering for classes and receiving official transcripts. Records of academic dishonesty will be maintained in the Office of the Vice Chancellor for Academic Support and Student Life for seven years in accordance with UMD policy.

G. Confidentiality
Materials, circumstances, and names relating to the alleged incident are confidential. All other University policies apply.

Student Academic Grievance Policy
A. Scope and Purpose
1. This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. Academic grievances must be based on a University rule, policy, or established practice claimed to be violated. (This policy does not limit the University’s right to change rules, polices, or practices.)
2. This policy does not apply to conflicts connected with student employment or complaints alleging violation of the University's policies of sexual harassment or academic misconduct. This policy does not apply to actions taken under the Student Conduct Code and the Student Academic Integrity Policy. Such claims shall be referred to the appropriate office for investigation and review. Any complaint alleging discrimination in the University/student relationship, other than sexual harassment, may be filed either under this policy or with the Office of Equal Opportunity and Affirmative Action, but not both.
3. This policy provides an efficient process, allowing for both informal and formal resolutions of conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not include monetary compensation or take disciplinary action against any employee of the University. If, as a result of the outcome of a student grievance, discipline is being considered, the appropriate disciplining member of the administration or his/her designee who will follow the procedures in the relevant contracts, where applicable, will conduct a separate investigation.

B. Informal Resolution
1. The first step of any resolution should be at the lowest level, between the parties involved or the parties and an appropriate administrator at that lowest level.
2. Grievances involving an instructor's judgment in assigning a grade based on academic performance may be resolved only through the informal resolution procedures.

C. Formal Resolution
1. Each college unit designates an academic
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grievance officer (generally the associate or assistant dean) who reviews formal complaints, interviews the parties involved, and recommends a course of action to the dean, who provides a formal resolution. In the case of involved units without an established faculty, the grievance officer will be a member of that staff.

2. There will be a UMD Academic Grievance Committee and a UMD academic grievance officer for grievances arising from actions of college deans or the vice chancellor of student affairs.

In the case of C. 1.: A complaint must be submitted in writing to the appropriate grievance officer, identifying the grievant, the respondent(s), the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought.

The grievance should be filed in the college unit in which the incident occurred. For graduate students, the appropriate unit is the Graduate School.

3. If any of the parties are not satisfied with the unit grievance officer’s resolution of the grievance, they may appeal to the UMD academic grievance officer located in the office of the Vice Chancellor for Academic Administration. Based on the written appeal and response, this officer will determine whether or not there are sufficient grounds to hold an appeal hearing.

The UMD Academic Grievance Committee will not hear a case de novo, but rather will determine whether the parties have been afforded due process. The committee reports its recommendation to the appropriate vice chancellor for review and action. If the recommendation is not accepted, the vice chancellor provides a written explanation of any nonconcurrence.

4. The decision of the appropriate vice chancellor is final and cannot be appealed.

D. Timelines

1. All complaints must be filed within 90 calendar days after the incident being grieved occurred. A response to the complaint must be filed within 15 working days.

2. Unit grievance officers shall provide a formal resolution, if required, within 30 working days of the date formal action is requested.

3. Appeals of the unit grievance officer’s actions must be filed within 15 working days.

4. Timelines may be adjusted if there are compelling reasons for delay offered by any of the parties.

5. The UMD Academic Grievance Committee (C. 3.) provides a recommendation to the appropriate vice chancellor within 30 working days of receiving an appeal of a unit grievance officer’s action.

Final Examination Policy

UMD policy requires that final examinations be administered at the time and place prescribed in the final examination schedule for all UMD courses offered for undergraduate credit. Exemption from this policy may be granted by the appropriate college dean. Requests for exemption should be initiated by the instructor of record for the course and forwarded through the department to the college dean for action, with an information copy to the registrar. Such requests are considered on a semester-to-semester basis.

Requests for permanent exemption for courses for which regular final examinations are inappropriate, such as independent study or seminar courses, should be initiated by the department responsible and forwarded to the college dean for action, with an information copy to the registrar. Such requests, once granted, remain in effect until modified by action of the department responsible.

Examination Scheduling Procedures

There are two formats for final examinations, regular final examinations and common final examinations. Regular final examinations are scheduled in accordance with the time and days of semester class meetings as indicated in the UMD Class Schedule. Unless otherwise indicated, such examinations are administered in the regular classroom for each course and section. Common final examinations may be scheduled for courses offered in three or more sections and must be requested by the department responsible for the instruction. The common examination schedule is established by the registrar and is published in advance of the semester final examination period.

All students are responsible for knowing the final examination scheduling information contained in the UMD Class Schedule and the UMD common examination schedule. Instructors are responsible for informing students of approved deviations from the published final examination schedules.

Examinations Outside of Regular Class Time

Examinations given prior to the final exam period are normally given only during the regular class sessions. Any such examinations to be held outside of regular class time, aside from take-home and make-up exams, shall meet the following conditions:

• The dates and times of the examinations shall
be listed in the syllabus and announced on the first day of class.
• The scheduling shall be approved by the department head and the collegiate dean. Alternative times shall be provided to any student who encounters an academic, work, or health-related conflict.

Final Examination Conflicts
UMD policy provides that no student may be required to take more than two final examinations on the same day. The regular final examination and the common examination schedules are constructed to minimize conflicts. Conflicts are resolved according to the following policy. Regular final examinations take priority over common final examinations and both take priority over examinations that have been shifted to a time deviating from the published examination schedule. When three or more regular final examinations fall on the same day for an individual student, the first and last scheduled examinations on that day take priority over others. When one regular final examination conflicts with two or more common final examinations, the first scheduled common final examination on that day takes priority over other common final examinations. When three or more common final examinations fall on the same day, the first and last scheduled examinations on that day take priority over others. When one or more common final examinations are scheduled at the same time, priority is given to the earliest class time as determined by the regular class schedule.

Makeup Examinations
When a student is excused from a final examination because of a conflict of more than two exams scheduled on the same day, a makeup examination will be scheduled during the final examination period on a day and at a time of mutual convenience to the student and faculty member concerned. If mutual agreement cannot be reached, the faculty member may specify any time during the final examination period that does not create additional conflict with the rest of the student's scheduled examinations.

Sexual Harassment and Sexual Violence
Sexual harassment in any situation is reprehensible. It subverts the mission of the University and threatens the careers and well-being of students, faculty, and staff. It is viewed as a violation of Title VII of the 1964 Civil Rights Act. Sexual harassment will not be tolerated at the University of Minnesota. For the purpose of this policy, sexual harassment is defined as follows: “Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program; (2) submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.”


Sexual harassment can occur between members of the same sex, and the victim as well as the harasser may be a woman or a man. The harasser can be a co-worker, a supervisor, an administrator in the same or another unit, or someone who is not an employee but visits the victim's work space. Any person who believes that she or he is being harassed, should—whenever possible—directly inform the harasser that the conduct is unwelcome and must stop. A victim can also inform his or her supervisor or administrator to help prevent future incidents and to prevent retaliation.

In April 1998, the University Senate approved the following statement: “Sexual harassment subverts the mission of the University and threatens the careers and well-being of students, faculty and staff. The harm may be compounded in cases of sexual harassment of students by faculty or subordinates by their supervisors because of the power differential inherent in such academic or employment associations and the damage such acts cause to the environment of mutual respect and trust necessary to teaching, learning, and working together.”

It is the University's goal to maintain a work environment free from sexual harassment. Supervisors and administrators must take timely and appropriate action when they know or have reason to know that behavior that might be sexual harassment is occurring. Supervisors and administrators who know of, or should have known of, the existence of sexually harassing conduct, can
be held individually responsible under the sexual harassment laws. Any campus community member who knows or suspects that sexual harassment is occurring at the University should contact a supervisor or administrator, or the director of the UMD Office of Equal Opportunity at 218-726-6849 or 218-726-6827.

Consenting romantic and sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client sexual relationships. In the view of the University Senate, the professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student’s actual freedom of choice should sexual favors be included among the professor’s other, legitimate demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into a sexual relationship with a student, or a supervisor who does so with an employee, where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

It is the responsibility of the administration of this University to uphold the requirements of Title VII and other laws prohibiting sexual harassment and/or sexual violence. The academic and working environment of the University must be kept free of these negative influences. Sexual violence is an extreme form of sexual harassment involving physical violence against an individual. Such incidents may constitute criminal violations and also are a violation of the sexual harassment policy of the University. Justice requires that the rights and concerns of both complainant and respondent be fully assured. The University shall make every effort to assure and protect these rights and shall undertake no action that threatens or compromises them.

In determining whether alleged conduct constitutes sexual harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. A determination of the suitability of a particular action will be made from the facts on a case-by-case basis.

For more information regarding this policy or your rights, please call the director of the UMD Office of Equal Opportunity at 218-726-6849 or the intake coordinator at 218-726-6827.

E-mail

E-mail is the University’s official means of communication with students. Students are responsible for all information sent via their University e-mail account. Students who forward their University e-mail account are still responsible for the information, including attachments, sent to the account.

Smoke-Free Campus Policy

As of September 1, 2007, smoking will be prohibited on all UMD property. The only exception to the policy is that University housing facilities will not have to be smoke-free until May 19, 2008. This action is in response to recommendations from the UMD Student Health Advisory Committee and the UMD Campus Safety, Health and Emergency Preparedness Advisory Committee.

The smoking ban includes indoor facilities and the campus grounds, as well as all University vehicles.

Student Conduct Code

Students are responsible for complying with the University’s Student Conduct Code, which is available in collegiate student affairs offices, UMD vice chancellors’ offices, and at www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

On December 8, 2006, the Board of Regents approved revisions to the Student Conduct Code. Substantive changes were made:

• Prohibitions against hazing and rioting are now included in the list of possible violations of the Code.
• The list of sanctions has been revised to more specifically describe possible sanctions for various violations. The additions to the list of possible sanctions include Restitution, Withholding of Diploma or Degree, and Revocation of Admission or Degree.
• The expansion of the jurisdiction for the Student Conduct Code to off-campus behavior.
Duluth Campus Proceedings

Definition of a Student
A student is defined as someone who is taking classes at UMD, both full-time and part-time. In rare instances, a person may also be a student if he/she has a continuing relationship with UMD but is not currently registered (e.g., person enrolls for classes from time to time, perhaps toward a degree). These will be decided on a case-by-case basis.

Jurisdiction
Alleged violations of the Student Conduct Code may occur:
- on campus;
- on property owned and/or controlled by UMD;
- on property or in housing units assigned by UMD;
- during activities that are sponsored or approved by UMD; or
- off-campus consistent with the Regents Policy Student Conduct Code.

Due Process Rights
Any student or student organization charged with violation of a University rule or standard must have the opportunity to receive a fundamentally fair hearing and access to at least one campus-wide appeal. This reflects the University’s concern for both substantive and procedural fairness for the accused student or student organization, including both the student’s/student organization’s and institution’s right to the resolution of a case within a reasonable period of time.

If a hearing is held, the accused student has the right to:
- hear all evidence against him/her;
- present his/her own case, including witnesses;
- be accompanied by an advisor or legal counsel in a non-participatory role;
- question adverse testimony;
- receive written notice of the hearing committee’s decision;
- an appeal if guilt is determined and if there are grounds for an appeal (grounds for an appeal are listed in the Procedures section under Level Three).

Procedures
The student discipline process is comprised of the following four levels.

Level One—Conduct Code Coordinator
Student and Community Standards (SCS)
The director SCS receives referrals or allegations from students, faculty, staff, and guests of the University about alleged violations of the conduct code. In the event the conduct code coordinator issues a complaint, the complainant is the University of Minnesota Duluth.

The conduct director SCS collects information, interviews the accused student(s), and provides the student(s) with a statement of his/her rights. Any student charged with a violation of the code will receive in writing a statement of the complaint including the range of possible sanctions and will be informed of the opportunity to receive a fair hearing.

In most cases, the director SCS will attempt an informal resolution of the case. This process engages the complainant and the accused in a series of discussions that seek to reach an agreement between the parties.

Other serious cases may warrant the creation of an ad hoc committee that is directly related to the case. The purpose of this is to assist the conduct code coordinator in informally resolving the case. This would be an informal committee meeting to decide a sanction for an informal resolution and not a formal hearing. There will be consultation with the University attorney, as appropriate.

The conduct code coordinator will provide his/her decision to the student in writing. The student may reject the conduct code coordinator’s decision. The student must inform the conduct code coordinator in writing within a reasonable time period set by the conduct code coordinator if he/she decides to reject the decision.

The sanction letter is not admissible by either party in subsequent steps in the UMD conduct code process. Only the original complaint, the evidence gathered in the investigation of the original complaint, and factual information gathered during the informal process will be admissible in further hearings.

The conduct code coordinator may refer the case to the Student Behavior Judiciary Committee (SBJC) for a formal hearing. The SBJC is a standing committee of the University.

Level Two—Student Behavior Judiciary Committee (SBJC)
If a student rejects an informal resolution, the director SCS will refer the case to the Student Behavior Judiciary Committee (SBJC) and will inform the vice chancellor for academic support and student life of an upcoming hearing.
Policies and Procedures

The SBJC is responsible for taking action on cases referred to it by the conduct code coordinator based on alleged violations of this code. The SBJC is comprised of an equal number of faculty/staff members and students. The SBJC is convened to hear the case to determine responsibility. The SBJC hears all referred cases. If more than one student is charged with misconduct in a related incident, a single hearing may be held for all of the students so charged. Parties may have counsel present, but counsel cannot actively participate in the hearing process. The SBJC hearings are closed unless the parties agree to an open hearing.

If the student is found to be responsible, the SBJC imposes the sanction. Unless the student appeals this sanction, he/she must fulfill the SBJC’s sanction and cannot revert to the sanction that had been imposed by the conduct code coordinator.

Procedures for conducting a hearing are on file in the Office of Academic Support and Student Life.

Level Three—UMD Campus Assembly Committee on Student Affairs

A student or student organization has the right to appeal the Student Behavior Judiciary Committee’s sanction.

Grounds for an Appeal

1. The decision was made without benefit of relevant evidence not reasonably available at the time of the initial hearing.
2. The initial hearing was procedurally unfair in that: (a) the original hearing deviated in a substantial way from the established hearing procedures; (b) during the first full hearing of the original complaint, due process was violated.
3. The sanction was inconsistent with the severity of the violation.
4. The decision was made contrary to the weight of the evidence.
5. The interests of the students, group, college, or University were not adequately or sufficiently weighed and considered.

Appellate Process/Appellate Body

The appeal proceeds to the UMD Campus Assembly Committee on Student Affairs, which is the campus appellate body on the Duluth campus. The conduct code coordinator informs the vice chancellor for academic support and student life of an appeal.

The appellate body reviews the specific grounds for appeal, which may or may not be granted. It does not become involved in rehearing an original complaint.

Procedures for conducting an appellate review are on file in the Office of Academic Support and Student Life.

Procedures for Filing an Appeal

The student must inform the conduct code coordinator if he/she decides to appeal. The conduct code coordinator will provide the student with an appeals petition form. The student must complete and sign the form, and submit it to the conduct code coordinator within 10 weekdays of the Student Behavior Judiciary Committee’s sanction.

Nature of an Appellate Review

The UMD Campus Assembly Committee on Student Affairs convenes to determine if a full appellate review is granted. If the appeal request is denied, the student must fulfill the sanction imposed by the SBJC. If the appeal is granted, an appellate review will be scheduled.

The appellate panel’s responsibility is to make a deliberative judgment regarding the specific grounds appealed—not to rehear the complaint. If the student is appealing on grounds that the sanction was inconsistent with the severity of the alleged violation, the panel may uphold, reduce, but not increase, the sanctions imposed by the SBJC.

Parties may have counsel present, but counsel cannot actively participate in the process. Appellate proceedings are closed unless the parties agree to an open review.

The UMD Campus Assembly Committee on Student Affairs has been designated by the chancellor to review appeals and be the only appeal review on this campus. The findings of the committee are sent to the chancellor in the form of a recommendation.

Level Four—Chancellor

The chancellor is the final authority on matters of student discipline on the Duluth campus.

Repeal of Contradictory Rules

These disciplinary proceedings for the Duluth Campus supersede any existing disciplinary policies and practices that are in contradiction. These proceedings were revised April 2004.