College in the Schools
Student Handbook
Student Policy and Practice Guide
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College in the Schools
Student Administrative Policy and Practice Guide

Link to UMD College in the School’s Website (Control click to follow the link)
https://umd-general.umn.edu/students-transition/cits-pseo/college-schools/students

CITS Student Eligibility Guidelines

- Be a high school Junior or Senior
- Possess a 3.0 overall GPA or Complete a Course Permission Form approved and signed by their CITS teacher
- UMD makes the final determination on student eligibility

*Note: UMD CITS credit cannot be earned by independent study coursework

Registration

- Students cannot register for or drop a CITS course on their own through UMD.
- Partnering school districts send completed student participation forms to CITS program staff in June
- Schools send class rosters via email to bperushe@d.umn.edu by August 15.
- CITS teachers verify CITS class lists via the MyU Portal. Click on the Teaching Tab to access class lists.
- U Card images may be obtained on campus during campus visits or a scheduled high school UMD CITS Campus Visit. An official photo ID is required.

Cancellation

After registration, the high school teacher sends email notification to bperushe@d.umn.edu for students who add or cancel a course prior to UMD’s course add/cancellation deadline (end of UMD’s 10th week).

Course cancellation after the UMD deadline requires completion of a petition. Print a petition from the CITS Web site, link below. Sign, date, and fax the completed form to: 218-726-6244.

Cancellation prior to UMD’s cancellation deadline results in erasure of the CITS course from the student’s UMD transcript and no charge to the school. If processed after the cancellation deadline, the course cancellation may result in a “W” (withdrawal) on the student’s UMD transcript. Approval of a petition is based on recommendations by the high school CITS teacher, the CITS director /HS counselor, and the UMD SIT director.

If students transfer out of the course after the tenth week, they must officially cancel the course via an approved UMD petition or an “F” grade (failure to successfully complete the coursework) will automatically appear on their UMD transcript. The high school counselor or administrative
assistant should fax a completed, signed UMD petition form with the CITS teacher’s signature, date, high school counselor’s signature, and date to the CITS director at: 218-726-6244.

Students may cancel a course during the first ten weeks of UMD’s semester without penalty. Students typically continue enrollment in the high school course earning high school credit only.

After the end of the tenth week, students are required to petition to drop a course and to secure the permission of their CITS teacher. An official UMD petition is required. Students typically continue earning high school credit only for the course.

Deadlines:

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<tr>
<th>Day</th>
<th>Year</th>
<th>Milestone</th>
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<tr>
<td>September 12</td>
<td>2017</td>
<td>Fall registration deadline</td>
</tr>
<tr>
<td>November 17</td>
<td>2017</td>
<td>Fall 2017 drop deadline</td>
</tr>
<tr>
<td>January 9</td>
<td>2018</td>
<td>All-year drop deadline</td>
</tr>
<tr>
<td>January 23</td>
<td>2018</td>
<td>Spring 2018 registration deadline</td>
</tr>
<tr>
<td>April 6</td>
<td>2018</td>
<td>Spring 2018 drop deadline</td>
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**CITS Student Responsibilities**

Students are held accountable for meeting all course requirements and for observing deadlines, examination times, and other policies and procedures as stated on the class syllabus. Students must initiate and monitor their UMD email account. Attendance is one of the most important factors for student success in UMD classes. Scholastic dishonesty is not tolerated (see UMD official policy).

**Academic Integrity:**

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. In keeping with this ideal, UMD CITS courses will adhere to UMD’s Student Academic Integrity Policy. This policy sanctions students engaging in academic dishonesty with penalties up to and including expulsion from the University for repeat offenders.

**Student Conduct Code:**

Alleged violations of the Student Conduct Code (no matter how minor or severe) are matters of concern to the University. Allegations of such individual or group misconduct may be reported from the University police, departments, individual students, faculty, staff, or campus guests. All allegations of Student Conduct Code violations are forwarded to the conduct code coordinator.
to determine (1) if the alleged misconduct appears, as judged by available evidence, to violate the Student Conduct Code and (2) which item(s) in the Code may have been violated. Appropriate sanctions may be imposed to resolve each individual case.

**Attendance:**

School districts, schools, and teachers set their own attendance policy. Regular class attendance is expected.

**Grading Criteria:**

In many cases, especially in language classes and in writing classes, the learning and practice that occurs during regular class meetings simply cannot be "made up." Consequently, attendance in class may contribute to determination of the course grade.

**Grading Assessment:**

UMD uses A-F grading to establish the quality of performance achieved at different grade levels. CITS teachers define grade standards for their courses in conformity with the UMD department's policies. Using their best judgment and after consulting with the CITS faculty mentor, CITS teachers may choose to assign different grades for the high school course and for the UMD course. Only the UMD grade appears on the UMD transcript.

**Refunds:**

If a student cancels a class within the first ten weeks of the UMD semester, in a trimester, the first eight weeks, or an all-year course by January 9, 2018, the school district will not be billed for the student’s tuition. If a student officially cancels at any time after the above deadline, no refunds are granted.

**Scholastic Dishonesty:**

Scholastic dishonesty is "any act that violates the rights of another student with respect to academic work or that involves misrepresentation of a student's own work. Scholastic dishonesty includes (but is not limited to) cheating on assignments or examinations, plagiarizing (misrepresenting as one's own anything done by another), submitting the same or substantially similar papers (or creative work) for more than one course without consent of all instructors concerned, depriving another of necessary course materials, and sabotaging another's work" (CLA)
CITS Student Resources

- **UCard** (photo ID card used for discounts, including parking, photocopying and reduced-price tickets to UMD events)
- **Library card and services**
  
  UMD Library privileges are tied to UMD CITS registration activation, including online database access. Library student account activation, which allows students to check out materials and access Interlibrary Loan and Distance Learner Services (if you reside 51 miles or more from UMD), is linked to the printing and activation of your UMD U Card. Students receiving a UMD U Card should allow two days from the print date for full Library privileges to activate. For questions about your UMD email, Internet computer account, or you forget your password or need help configuring your home computer or software contact UMD computing services at: 218/726-8847.

- **DTA bus pass** (if registered for six or more credits)
- **University of Minnesota Duluth email account**

  *Initiate your UMD email account after your registration is active:*
  1. Request your UMD ID number from your CITS teacher.
  2. Log on to: http://www.umn.edu/initiate
  3. Type your UMD/student ID number and birthday.
  4. **TEACHERS:** UMD ID numbers are available on your class rosters. For example: 1133678 07/20/1991
  5. Type an 8-10 character password that includes upper and lower case letters, digits, and at least one symbol, for example: Joh17A+!. Memorize your password. If necessary, write down your password and keep it confidential. Note: Passwords are case sensitive, so please remember which letters you chose to capitalize.
  6. Click “Submit Form” and your Internet and email accounts are activated.
  7. **Students write down your UMD ID#, “username” and password.**

- **UMD Tutoring center access**
- **Computer lab basic access, including the Internet**
- **Access to download of UMD licensed software at reduced cost**
- **Customized campus visits for CITS classes, including training in using:**
  - Library electronic databases for research projects/papers
  - Interlibrary Loan services
  - Library Reference services
  - UMD website featuring grades, transcripts, the CITS handbook, and the UMD Calendar of Events with access to international/national presenters

- **Ten weeks at the beginning of each semester to drop college credit without penalty**
- **CITS program staff assistance with credit transfer issues**

CITS Student Transfer Credits and Grades

CITS students earn dual credit for coursework; CITS students earn credit for high school graduation requirements as well as university credits toward a future baccalaureate degree. CITS high school teachers determine the grades recorded at the high school and at UMD. The UMD CITS grade is based on criteria established by the UMD faculty member and approved by the respective UMD department. View grades online after the term ends.

A change of grade can occur under the following conditions:

- Students complete the work necessary to remove an “I” (Incomplete) from their record.
The petition process is completed and approval to change the grade granted due to extenuating circumstances.

Students earn UMD grades for all UMD CITS courses completed. An official UMD transcript is created upon registration and students are given a University of Minnesota unique identification (ID) number.

Transfer of Credit:

*Current high school students:*

Students may view or print their unofficial transcript online or request a copy in person at One Stop Student Services, 23 Solon Campus Center. Students are limited to one unofficial copy per day.

*After high school graduation:*

Students should request an official UMD transcript online at: http://www.d.umn.edu/registrar/transcripts.html for a fee of $15 per transcript using a major credit card. In person, students may request an official transcript at the One Stop Student Services, 23 Solon Campus Center, or mail a completed request with a $15 check payable to UMD for each official transcript; UMD address is located on the transcript form.