University of Minnesota Twin Cities
2020-22 Graduate Policies

This document serves as an official historical record for a specific period in time. The information found is subject to change without notice. Colleges and departments make changes to their degree requirements and course descriptions frequently. More information is available at catalogs.umn.edu.

For current information, refer to:

- Program search: z.umn.edu/publicprogramsearch
- Course search: z.umn.edu/publiccoursecatalog
- University policies: policy.umn.edu

University of Minnesota Twin Cities
3 Morrill Hall, 100 Church St. S.E., Minneapolis MN 55455

Table of contents

Policy	Page
Academic Calendars	1
Academic Unit Authority over the Curriculum and Major	5
Addressing Student Academic Complaints	10
Admission for Master's and Doctoral Degrees	14
Application of Credits for Students Earning Graduate Degrees	18
Appointments as Director of Graduate Studies	22
Awarding Posthumous Degrees	25
Class Scheduling	28
Course Enrollment Limits and Cancellation	36
Course Numbering	39
Credit Requirements for Master's and Doctoral Degrees	42
Directed Study, Directed Readings, and Directed Research Courses	45
Doctoral Degree: Completion	48
Doctoral Degree: Performance Standards and Progress	52
Educational Materials Conflict of Interest	58
Eligibility to Serve on Graduate Examination Committees	61
Enrolling in Overlapping or Back-to-back Classes	64
Establishing, Enforcing, and Waiving Prerequisites	67
Evaluation of Teaching	70
Expected Student Academic Work per Credit	75

Grade Accountability	79
Grading and Transcripts	82
Instructional Time per Course Credit	90
Leave of Absence and Reinstatement from a Leave: Graduate Students	93
Maintaining Records of Student Work	97
Makeup Work for Legitimate Absences	100
Managing Student Records	105
Mandatory Attendance at First Class Session and Consequences for Absence	109
Master's Degree: Completion	112
Master's Degree: Performance Standards and Progress	116
Post-baccalaureate Certificate Plans Approved by the Board of Regents	120
Readmission and Changes to Master's or Doctoral Degree Objectives	123
Resolving Alleged Student Conduct Code Violations	126
Scheduling Examinations, Final Examinations, and Study Days	131
Student Travel and Education Abroad: Health and Safety	135
Syllabus Requirements	146
Tailgating	150
Teaching and Learning: Instructor and Unit Responsibilities	153
Teaching and Learning: Student Responsibilities	158
University-Administered Graduate Student Fellowships and Traineeships	162
Using Email as Official Student Communication	166
Withholding Diplomas and Official Transcripts from Students	169

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Academic Calendars: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Stacey Tidball	Apr 17, 2019 **Effective Date:** Apr 8, 2009

Policy Statement

Academic calendars must be established at least four years in advance so that students may plan their schedules and University units may plan events. Changes in dates to previously approved calendars must be made at least two years before the start of the academic year of that calendar.

The proposed and approved calendars must meet the requirements stated in section A and B below.

A. Fall and Spring Semesters

1. The academic calendar has a fall and a spring semester, each of which includes a minimum of 70 days of instruction, a maximum of 75 days of instruction, and approximately one week of final examinations (including Saturdays but not Sundays).
2. Courses shorter or longer than the semester are subject to the approval of appropriate college or academic unit review committees.

B. Summer Term

The academic calendar has a summer term, which has May and summer sessions. A May session includes a minimum of 14 instructional days. Summer term starts after spring term is complete and concludes prior to the first day of fall semester.

No college or academic unit will be obligated to offer courses during summer term.

C. Revisions of Calendars

Requests for changes in dates to previously approved Twin Cities/Rochester and Morris calendars must be submitted to the Senate Committee on Educational Policy at least two years in advance of that academic year.

All calendars and any subsequent revisions or exceptions must be approved by faculty governance.

Exclusions

This policy is not applicable to the Duluth campus.

Professional schools are permitted to have calendars that vary from the requirements of this policy.

Reason for Policy

Establishing an academic calendar at least four years in advance allows students to plan their degree programs and enables University units to schedule events at times that do not conflict with other key activities. This policy implements requirements of federal financial aid regulations.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **Can each campus set its own academic calendar?**

   Yes, each campus is responsible for setting its own academic calendar. The Faculty Senate approves the University of Minnesota, Morris and University of Minnesota, Twin Cities calendars. The University of Minnesota, Duluth and University of Minnesota, Crookston calendars are transmitted to the Faculty Senate for information only. The University of Minnesota, Rochester follows the Twin Cities academic calendar.

2. **Can instructors assign work to students prior to the beginning of the academic term?**

   No. Instructors cannot assign work until the term starts.

3. **Does the University of Minnesota hold regularly scheduled classes the day before a holiday?**

   Yes. Scheduled classes, including evening classes, are held the day before a holiday. For example, classes are held the Wednesday evening before the Thanksgiving holiday. Refer to the current academic calendar for University holidays.

4. **When may a school or program have a calendar that varies from the campus calendar?**

   Schools and programs must follow the standard, approved campus calendar with an exception provided for professional school programs (i.e., D.D.S., D.V.M, J.D., L.L.M., M.D., Pharm.D. degrees).

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*

Subject	Contact	Phone	Email
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Duluth Campus	*Vickery French*	218-726-7104	*vfrench@d.umn.edu*
Morris Campus	*Robin Van Eps*	320-589-6015	*rvaneps@morris.umn.edu*
Rochester Campus	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

There are no definitions associated with this policy.

Responsibilities

Campus Office of the Registrar or Campus Calendar Contact

Submits the academic calendar proposal annually to the Senate Committee on Educational Policy.

Faculty Senate

Reviews and approves final academic calendars (Twin Cities/Rochester and Morris); receives Crookston and Duluth calendars for information.

Senate Committee on Educational Policy (SCEP)

Reviews and approves final academic calendars (Twin Cities/Rochester and Morris) prior to forwarding to the Faculty Senate for approval.

Related Information

Campus Calendar Information

University calendars are available on the *University Senate office website* once approved. Each campus publishes dates and deadlines on their One Stop website.

- *Twin Cities*
- *Crookston*
- *Morris*
- *Duluth*
- *Rochester*

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

History

Amended:

April 2019 - Comprehensive Review, Minor Revision. 1. Incorporates minor edits to improve understandability and removes the December 23rd date for end of fall term due to equity concerns. 2. Re-wrote summer term section to increase accuracy across all our campuses and remove extraneous information about sessions.

Amended:

December 2009 - Policy now applies to the Crookston campus.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Academic Unit Authority over the Curriculum and Major: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Jessica Kuecker Grotjohn, Karen Starry	Jun 2, 2016 **Effective Date:** Apr 8, 2009

Policy Statement

Departments, colleges, and campuses have the authority to establish, change, and discontinue academic plans and sub-plans that appear on official University transcripts, subject to appropriate consultation with other units and subject to the final approval of the Board of Regents. (See Administrative Policy: *Adding, Changing or Discontinuing Academic Plans*).

Establishing and changing academic plan requirements

1. Academic units (departments, colleges, and campuses) have the authority to establish their curricula and the requirements, including prerequisite courses, for academic plans, subject to the final authority of the Board of Regents. Academic plans include:
    - undergraduate degrees,
    - graduate degrees;
    - professional degrees;
    - majors;
    - minors;
    - undergraduate certificates; and
    - post-baccalaureate certificates.
2. Academic units have the authority to add to or remove courses, including prerequisite courses, from academic plans. The additions or deletions of courses from the academic plan requirements must be in accordance with Board of Regents policies and in compliance with rules established by the college and campus.
3. Changes to academic plans must have an effective date, based on the start of an academic term (e.g., fall semester 2018). Changes to requirements may not be made in the middle of an academic term. Changes to academic plans should be announced far enough in advance so that students, including continuing students and prospective first-year and prospective transfer students, can plan accordingly.
4. Students must follow the requirements of the academic plan in effect during the term in which they entered the plan. Academic units may offer the choice of moving to the new requirements to currently enrolled students who have already been admitted to an existing academic plan. However, the academic unit cannot mandate a new requirement of students who are currently enrolled in the plan without having sought and received prior approval of the dean of the college or the appropriate official on a campus.
5. Academic units must clearly communicate their policies and decisions regarding new or revised requirements for academic plans to prospective and current students. This includes changes to a major, minor, or certificate program, including changes in required prerequisites.

Expiration of old credits

To ensure that students receiving a degree or certificate will be up-to-date in the discipline, an academic unit (a department or comparable unit) may decide not to accept course work towards satisfying requirements for the

major, minor, or certificate if the course was taken too long ago.

Students returning from an approved leave of absence are subject to the specific conditions/requirements identified in Administrative Policy: *Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester*.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Departments, colleges and campuses are best suited to determine curricula and requirements for majors and minors, for graduate and professional degrees, and to add or remove course offerings. It is in students' best interests if changes in requirements do not occur frequently or arbitrarily, and students are provided with advance notice of such changes.

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

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **What is a change in major requirements?**

   The academic department(s) responsible for a major may add, delete, or modify the published degree requirements for a major in that department. As examples, required courses may be added or deleted, or changed; admissions requirements for a major may be changed.

2. **What are some examples of the levels of academic unit authority**?

   A department, or a group of departments working collaboratively, has the authority to establish the course requirements for a major, minor, or certificate program, including prerequisite requirements; for example, the particular courses required to receive an M.A. degree in History.

   A college has the authority to establish college-wide requirements for particular types of academic programs, for example, a second language requirement for a B.A. degree granted within that college.

A campus has the authority to establish campus-wide requirements for groups of academic programs. Some examples are a first-year writing requirement for all undergraduate degrees, the minimum number of credits required for a baccalaureate degree, and a minimum GPA requirement for graduation.

3. **How does expiration of old credits show on a student's transcript?**

"Expiration of old credit" refers to coursework a student has completed too long ago for that subject matter to be current in the discipline. The academic unit may determine that the student must take additional, current coursework in that subject matter in order to fulfill the requirements for an academic program. The prior credits are not removed from the student's transcript; however, they do not count toward satisfying requirements for the particular major, minor, or certificate.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* *Karen Starry*	612-624-1328 612-625-2815	*jkuecker@umn.edu* *starry@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Janet Ericksen*	320-589-6015	*ericksja@morris.umn.edu*
Rochester Campus	*Jeffrey Ratliff-Crain*	507-258-8006	*ratliffj@r.umn.edu*

Definitions

Academic Program

Undergraduate, graduate, and professional degrees, majors, minors, and certificates that appear on official University transcripts.

Academic Major

A student's main field of specialization during the student's undergraduate or graduate studies. The major is recorded on the student's transcript.

Academic Minor

A student's declared secondary field of study or specialization during the student's undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

Certificate

A particular set of courses or coursework that typically addresses new knowledge or practice areas emerging from technological, social, or economic changes to which particular professions or occupations must adjust. The certificate is recorded on the student's transcript.

Curriculum

The set of courses offered by a unit.

Responsibilities

Academic Department(s) Responsible for the Academic Program

- Maintain complete, up-to-date descriptions of the requirements for its academic programs, including all prerequisite courses
- Determine requirements for admission to particular academic programs/plans.
- Maintain up-to-date curricular offerings, regularly scheduled, in order to allow students to make timely progress toward completing an academic program.
- Provide full and timely information regarding course content and scheduling.
- Clear students for graduation, certifying that they have met the requirements for the major, minor, or certificate.
- Review and provide final approval for requests for waivers of particular requirements for the major, minor, or certificate.

College/Campus

- Maintain up-to-date descriptions of the collegiate and campus requirements for academic programs within that college and campus.
- Review and provide final approval for requests for waivers of particular academic program requirements at the college/campus level.

Executive Vice President and Provost

- Review and recommend approval of academic proposals for Board of Regents consideration and final action.

Board of Regents

- Review and provide final approval of proposals for new, changed, or discontinued academic programs/plans.

Related Information

- Administrative Policy: *Adding, Changing or Discontinuing Academic Plans*
- Administrative Policy: *Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

June 2016 - Comprehensive Review, Major Revision: 1. Defines "academic plan" to include majors, minors, and certificates (i.e., to include all academic plans that are documented on the transcript). Certificates were not included in the past, as their requirements were not formally documented in PCAS until two years ago. 2. Provides examples of levels of academic units authority in FAQ #5, to clarify for advisors and faculty who has authority over a particular requirement. 3. Includes a definition of a certificate, consistent with the definitions in other policies 4. Outlines the responsibilities at the department/program level, college/campus level, SVPP level, and Regents level. 5. Aligns with Administrative Policy: Adding, Changing or Discontinuing Academic Plans.

Amended:

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

Amended:

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

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Addressing Student Academic Complaints

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Executive Vice President and Provost	• Jessica Kuecker Grotjohn, Karen Starry	Oct 1, 2014
			Effective Date: Nov 1, 2008

Policy Statement

Each campus will develop and maintain processes for the good faith review and resolution of student academic complaints that will:

- encourage informal resolution of alleged violations at the lowest unit level;
- allow for a formal resolution mechanism if not resolved informally; and
- provide for appeal to a final decision maker.

The final decision following appeal is not appealable further within the University.

Scope

Student academic complaints are brought by students regarding the University's provision of education and academic services affecting their role as students and must be based on a claimed violation of a University rule, policy, or established practice.

Student academic complaints do not include student complaints regarding:

- their University employment
- disciplinary action under Board of Regents Policy: *Student Conduct Code*
- grades
- University admission decisions

Relief Available

Resolution of complaints under this policy may include student reinstatement or other corrective action for the benefit of the student, including refunds, but may not award monetary damages, or direct disciplinary action against any employee of the University.
This policy does not limit the University's right to change rules, policies, or practices related to the provision of academic services and education.

Reason for Policy

To implement Board of Regents Policy: *Conflict Resolution Process for Student Academic Complaints*, and to comply with law, including Title IX. This policy provides a framework for resolving student academic complaints that is simple and fair and allows for both informal and formal resolution of conflicts. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

Procedures

- *Conflict Resolution Process for Student Academic Complaints: Twin Cities*
- *UMC Student Academic Grievance Procedures*
- *Duluth: Student Academic Complaint Resolution*
- *Morris: Student Academic Grievance Procedure (see page 44)*
- *Rochester: Grievance Procedures*

Forms/Instructions

- UM 1698 - *Student Academic Complaint* *um1698.doc*

Appendices

- *Guidelines for Colleges: Hearings Under the Conflict Resolution Process for Student Academic Complaints: Twin Cities*

Frequently Asked Questions

1. **I am a student with a complaint, and I don't know where to direct it. Where can I get information and advice?**

   The University of Minnesota takes student complaints and grievances seriously and has processes in place to ensure that complaints and addressed appropriately and in a timely manner. Helpful resources and information about the channels for student complaints are provided on the *One Stop student services web site*.

2. **I don't agree with the grade I received from my instructor. Is there anything I can do?**

   While grades are not subject to complaint, you are entitled to an explanation for the grade assigned. If you are not able to get an explanation for the grade from your instructor, consult the appropriate director for undergraduate students or department chair. Students also may wish to seek assistance from the Student Conflict Resolution Office. An instructor's judgment is assigning a grade is not a subject for a formal hearing, and can only be reviewed through these informal processes.

3. **I have been dismissed by my college for academic reasons. What steps can I take to challenge the dismissal? What is my enrollment status while the dispute is pending?**

   If your college or program has an appeal process for dismissals, you must follow that process before filing a student academic complaint. Your enrollment continues while the appeal is pending. If your appeal is denied, your enrollment ends and you may file a student academic complaint at that point. If your academic complaint is successful, you then would be reinstated as a student.

4. **A student has a complaint about sexual harassment by a University employee. Where should the student go?**

   A student with a complaint of sexual harassment by a University employee (1) can seek assistance from the campus equal opportunity office (see Administrative Policy: *Sexual Harassment, Sexual Assault, Stalking and Relationship Violence*) or (2) can bring a student academic complaint under this policy and procedure, where applicable. If the student chooses the latter, the University will provide training for resolving the complaint under this procedure to all administrators and other staff who are authorized to investigate or resolve student complaints of sexual harassment. Colleges can contact the Office of General Counsel (612-624-4100) or the campus's equal opportunity office to arrange the training.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* (undergraduate) *Karen Starry* (graduate)	612-624-1328 612-625-2815	*jkuecker@umn.edu* *starry@umn.edu*
Crookston	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Duluth	Gerald Pepper (undergraduate) Erik Brown (graduate)	218-726-7274 218-726-8891	*gpepper@d.umn.edu* *etbrown@d.umn.edu*
Morris	Janet Ericksen	320-589-6015	*ericksja@morris.umn.edu*
Rochester	Jeffrey Ratliff-Crain	507-258-8006	*ratliffj@r.umn.edu*

Definitions

Student Academic Complaint

Complaints brought by students regarding the University's provision of academic services and education affecting their role as students.

Sexual Harassment

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 work or academic environment in any University activity of program.

Responsibilities

Academic Complaint Officer

Comply with the Conflict Resolution Process for Student Academic Compliants procedures.

Chancellor

Ensure that campus has processes consistent with policy.

College

Schedule a hearing should the Academic Complaint Officer refer the matter to a College Hearing Panel.

Office of the General Counsel

Provide legal advice to the University and provide legal representation to the University respondent when the student is represented by a lawyer.

Executive Vice President and Provost

Ensure that campus has processes consistent with policy.

Related Information

- Board of Regents Policy: *Conflict Resolution Process for Student Academic Complaints*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

October 2014 - Comprehensive Review. Minor Revision. Edits were made to clarify existing procedures and action steps.

Amended:

April 2009 - Added question and answer to FAQ about what to do when Students have a complaint about sexual harrassment by University Employees.

Effective:

November 2008

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Admission for Master's and Doctoral Degrees

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Dean Tsantir	Jun 20, 2017
			Effective Date: May 1, 2012

Policy Statement

The University establishes minimum admission requirements for master's and doctoral degrees. Colleges and graduate programs may set additional or more stringent requirements (e.g., an undergraduate GPA standard). Colleges and graduate programs must publish and maintain their admission requirements.

Graduate programs make all admission decisions. All applicants must be informed of admission decisions. The central graduate admissions system is used to deliver the official confirmation of admission decisions to applicants on behalf of the graduate program.

I. General Admission Requirements for Degree Seeking Students

a. Applicants must hold a bachelor's degree from a regionally accredited U.S. college or university or a comparable degree from a recognized college or university in another country by the time of their matriculation in their graduate program.

    i. Students may be admitted and may matriculate in a graduate program at the discretion of the program while simultaneously completing their baccalaureate work, with the program's permission, if they have no more than seven semester credits or two courses remaining to complete their bachelor's degree.

    If the student does not complete the work for the baccalaureate degree by the end of the first term of enrollment in the graduate program, a hold is placed on the student's graduate registration until the graduate program determines that the student has completed the baccalaureate degree.

    At the discretion of the program, current University students in officially approved integrated bachelor's/master's degree programs may be admitted to the master's program prior to the award of the bachelor's degree if allowed under the admission requirements of the integrated program.

b. International applicants must meet the minimum standards for English language proficiency of the University as maintained and published by the central graduate admissions office. Colleges and programs may set higher minimum standards for English language proficiency.

c. Applicants must provide unofficial transcripts from all post-secondary institutions attended. If they are admitted, applicants must provide official transcripts before they register and enroll at the University.

d. Applicants may be admitted on a trial basis, contingent upon satisfying specific requirements. Graduate programs that choose to admit applicants on a trial basis must ensure that these requirements are communicated in the notification of admission. A timeframe for satisfying the requirements must be specified. If the specified requirements are not satisfied before the expiration of the timeframe, the student may be terminated from the program.

II. Admission for Graduate Professional Development

Colleges and graduate programs may offer admission for Graduate Professional Development to applicants who wish to enroll in a graduate program but who may not wish to complete a graduate degree. Applicants for Graduate Professional Development must apply and be admitted to the college and program in which they plan to pursue

coursework. Applicants for Graduate Professional Development must meet the admission requirements specified in I.a, b, c, and d.

III. Concurrent or Sequential Graduate Degrees

Applicants who wish to pursue degrees concurrently in different graduate programs and/or different colleges must apply and be admitted to each college and program in which they plan to pursue a degree.

Applicants who have already been awarded a University graduate degree or a post-baccalaureate certificate and are seeking to obtain an additional degree must apply and meet the admissions criteria for their new graduate program and/or degree objective.

IV. Deferred Admission

Admitted applicants may request, from the graduate program, a deferral of their admission to graduate study for up to one full academic year without re-applying. If the deferral is approved and matriculation does not occur within the one-year period, the applicant must re-apply.

V. Acceptance of Financial Support

In the event that a college or graduate program offers an applicant admitted for fall semester financial support, the student may not be compelled by the college or graduate program to accept the financial support offer prior to April 15 of the year of admission. [*Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants*]

VI. University Employees

In order to protect against potential conflict of interest, University employees holding academic appointments above the rank of instructor or research fellow must obtain permission from their college and supervisor or department chair to accept an offer of admission to pursue a University master's or doctoral degree in the same field, or a closely related field, in which they are also employed.

VII. Exceptions

a. This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M. and M.B.A. (Twin Cities) degrees.
b. Programs may request from their collegiate dean or unit's chief academic officer (or designee), an exception to the requirement that admitted students hold a U.S. Bachelor's or comparable degree.
c. Programs may request from their collegiate dean or unit's chief academic officer (or designee) an exception to the required use of the University's central graduate admissions application system for admission, readmission, and changes to master's and doctoral degree objectives.

Reason for Policy

The University's admission standards are highly selective and competitive, and reflect the institution's identity as a leading public and land grant research university. Decisions on admission should ensure that students admitted to a program have appropriate preparation for graduate work in a particular discipline and at the intended degree level.

Procedures

- *Use of the Central Graduate Admissions Application System*

Forms/Instructions

- UM 1770 - *Request for Exception: Admitting Students Who Do Not Hold a U.S. Bachelor's or Comparable Degree* *um1770.docx*
- UM 1768 - *Request for Exception: Use of the University's Central Graduate Admission Application System for Admission, Readmission and Changes to Master's or Doctoral Degree Objectives* *um1768.docx*
- *University of Minnesota Central Graduate Admission Application System*

Appendices

- *Template Form: Request for Academic Employee to Accept Admission to a University Master's or Doctoral Program*

Frequently Asked Questions

- *FAQ: Admission for Master's and Doctoral Degrees*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Dean Tsantir*	612-625-1303	tsan0006@umn.edu

Definitions

Recognized college or university

A college or university in another country that is comparable to a regionally accredited U.S. college or university. This information is available through the University's central graduate admissions office.

Responsibilities

Colleges

- Publish and maintain admission requirements.
- Ensure that all information relevant to enrollment (e.g., legal, terms of financial support, if awarded) is communicated to the student in the collegiate confirmation of admission.
- Review letters generated by the University's central graduate admission application system and letters sent by graduate programs to ensure conformity with collegiate policy and University policy governing financial support.

- Request exceptions from the Executive Vice President and Provost (or designee) to the requirement to use the University's central graduate admission application system.

Programs/Departments

- Publish and maintain admission requirements.
- Provide timely communication with applicants throughout the admissions process.
- Request exceptions from their collegiate dean, or the unit's chief academic officer (or designee) to the requirement that applicants hold a bachelor's degree from a regionally accredited U.S. college or university or an equivalent degree from a recognized college or university in another country.
- Request from their collegiate dean, or unit's chief academic officer (or designee) an exception to the required use of the University's central graduate admissions application system for admission, readmission, and changes to master's and doctoral degree objectives.

Central Graduate Admissions Office

- Authenticate and review domestic and international transcripts and credentials.
- Advise programs on comparability of non-U.S. colleges and universities with regionally accredited U.S. colleges and universities.
- Advise programs regarding admission of students not meeting the University's minimum standards for English language proficiency.
- Issue the official confirmation of admission decisions on behalf of the program using the central graduate admissions application system.
- Issue the student visa form I-20.
- Create the official University student record for admitted applicants.

Related Information

- *Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants*
- *English Language Proficiency Information*
- *Office of Human Resources Academic Job Codes and Titles*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision. 1. Clarifies the language specifying the role of colleges, programs, and central graduate admissions system in making admission decisions. 2. Specifies the standards for minimum English language proficiency for international applicants. 3. Clarifies the requirements for admission without a baccalaureate degree to specify access for all applicants, not just U of MN undergraduates, and associated completion timeline for outstanding requirements. 4. Specifies the responsibilities related to conditional admission programs, and clarifies "admitted on a trial basis" language.

Effective:

May 2012 - New Policy, Comprehensive Review.

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Application of Credits for Students Earning Graduate Degrees

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Aug 29, 2018
			Effective Date: Sep 7, 2011

Policy Statement

This policy governs the application of graduate credits for students to satisfy the University's minimum credit requirements for the following degrees:

- Master's Plan A degrees
- Master's Plan B degrees
- Master's Plan C degrees
- Doctoral degrees

Applying graduate credits toward a University graduate degree

1. Graduate credits taken before the award of a baccalaureate degree may be counted toward a graduate degree under limited circumstances if approved by the graduate program and collegiate unit. In order to avoid double-counting, graduate courses that were used to meet either credit or degree requirements for the baccalaureate degree may not be counted toward a graduate degree.
2. The student's graduate degree plan associated with each University graduate degree must consist of the following minimum number of credits earned while enrolled as a degree-seeking student in a University graduate program and that have not been applied to any other degree:
    a. For a master's Plan A degree, at least 12 University graduate course credits and 10 University master's thesis credits (xxxx-8777). In addition, students must meet the University's 30-credit minimum total credits, or the graduate program's minimum credit requirement, whichever is higher.
    b. For a master's Plan B or Plan C degree, at least 20 University graduate course credits. In addition, students must meet the University's 30-credit minimum total credits, or the graduate program's minimum credit requirement, whichever is higher.
    c. For a doctoral degree, at least 12 University graduate course credits and 24 University doctoral thesis credits (xxxx-8888). For a doctoral degree that does not require doctoral thesis credit (xxxx-8888) registration, at least 36 University graduate course credits. In addition, doctoral students must meet the University's 48-credit minimum total credits, or the graduate program's minimum credit requirement, whichever is higher.
3. Each graduate course on the graduate degree plan can be applied toward either the major or minor/other requirement, but not both.
4. Graduate credits applied toward a minor field cannot also be applied toward another minor field.
5. Additional graduate course credits included on the student's graduate degree plan required to meet the degree program requirements, at the discretion of the program and subject to college approval, may include those earned from within or outside the University, from previous or concurrent graduate degrees, and/or those taken as a non-degree seeking or non-admitted student. Graduate credits earned while an undergraduate may be counted toward a graduate degree under limited circumstances, as noted in 1.

6. Students earning a master's and a doctoral degree from the same or related University graduate program, or who have been approved for a change of degree objective within the same or related University graduate program, may apply as many graduate course credits toward both degree objectives as allowed by the graduate program, subject to college approval.
7. For programs that require doctoral students to pass the preliminary oral examination before they are eligible to register for doctoral thesis credits (xxxx-8888), master's thesis credits (xxxx-8777) taken while enrolled in the same program as a master's student may not be applied toward the doctoral thesis credit requirement. For programs that allow research-ready doctoral students to take doctoral thesis credits (xxxx-8888) prior to the successful completion of the preliminary oral examination, Plan A thesis xxxx-8777) and doctoral thesis (xxxx-8888) credits earned while enrolled in the same program can be counted toward either the Plan A master's or the doctoral degree thesis credit requirement, but not both.
8. Plan A thesis (xxxx-8777) and/or doctoral thesis (xxxx-8888) credits that are not used to fulfill the degree requirements for either the Plan A master's or doctoral degree may be used to meet the Plan B master's project requirement in the same program at the discretion of the program, subject to college approval.
9. Plan B project credits may only be used to fulfill Plan B master's degree requirements, even in the event of an approved change in degree option or degree objective.
10. Graduate programs may accept University 4xxx-level course credits as graduate courses. A maximum of nine 4xxx-level course credits may be used to satisfy the master's or doctoral course credit requirements, but graduate programs may impose a lower maximum.

Exceptions

For approved joint or dual degree programs, items 1 and 2 are not applicable. Such programs may formulate more specific requirements to regulate instances of courses-in-common arising as a result of the special nature of joint/dual degree curricula.

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S., L.L.M., and M.B.A. (Twin Cities) degrees.

Effective Date

This policy applies to all students admitted after August 31, 2018. Students who matriculated before August 31, 2018 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

Reason for Policy

This policy provides the framework for applying graduate credits toward degree requirements under various scenarios. Graduate programs have the authority to accept or reject any graduate course credits that can be applied to a student's current degree plan.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- OTR 198 - *Graduate Degree Plan*
- UM 1881 - *Procedure for Career-to-Career Transfers (Instructions: OTR 28 and OTR 29)* *um1881.pdf*

- OTR 29 - *Transfer Credits Between Graduate and Professional Career Levels*
- OTR 28 - *Transfer Credits from Undergraduate to Graduate Career*

Graduate degree plan is used to document document all coursework being applied toward degree requirements.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- *FAQ: Application of Credits for Students Earning Graduate Degrees*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	Karen Starry	612-625-2815	starry@umn.edu
University of Minnesota - Duluth Questions	Erik Brown	218-726-8891	etbrown@umn.edu

Definitions

Master's Plan A

Master's degree programs that require a thesis for degree completion

Master's Plan B

Master's degree programs that substitute additional coursework and special projects for the thesis

Master's Plan C

Master's degree programs that are coursework only which provide an alternative structure for degree completion, such as a culminating experience in the form of a capstone course and/or paper

Plan B Project Credits

Credits taken by the students in relation to their Plan B project as part of the degree requirements

Thesis Credits

Credits taken by students in relation to their research work as part of the graduate degree requirements. These include: master's Plan A thesis credits (xxxx-8777) and doctoral thesis credits (xxxx-8888).

Responsibilities

Collegiate Units

Review and approve completed graduate degree plans.

Graduate Programs

- Assist students in completing the graduate degree plan.
- Review and approve transfer coursework, if any.
- Review and approve completed graduate degree plans and forward them for collegiate review and approval.

Related Information

- Administrative policy: *Credit Requirements for Master's and Doctoral Degrees*
- Administrative policy: *Admission for Master's and Doctoral Degrees*

History

Amended:

August 2018 - Comprehensive Review. Defines the minimum core or unique credits that can be applied toward one University graduate degree. Provides the discretion for individual programs to allow transfer credits. *At the discretion of the graduate program, graduate-level course credits taken as an undergraduate student may now be applied toward the graduate degree.*

Effective:

September 2011 - New Policy. Addresses the handling of credit transfers and credits-in-common. Specifies that graduate programs may allow up to a maximum of nine 4000-level course credits, unless the specific graduate program imposes a lower maximum. Allows for Plan A thesis credits to count toward the doctoral degree in the same field if the thesis credits were not applied to the master's degree. Continues to limit the number of credits for the master's and doctoral degrees that may be taken as a non-degree or non-admitted student. Stipulates a minimum number of course credits that doctoral students must take at the University.

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Appointments as Director of Graduate Studies

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Feb 10, 2016
			Effective Date: Sep 21, 2011

Policy Statement

1. Every graduate program must have a Director of Graduate Studies, appointed by the collegiate dean on the Twin Cities campus or chief academic officer (or designee) on a system campus after consultation with program faculty. For All-University programs, a Director of Graduate Studies must be provided on each campus on which a program is offered.
2. A tenured or tenure-track faculty member with an earned doctorate or designated equivalent in an appropriate field from an accredited institution is eligible to serve as Director of Graduate Studies or co-Director of Graduate Studies.
    a. Collegiate deans/chief academic officers or their designated representatives at the collegiate level may, with the approval of the Provost, assign the role of Director of Graduate Studies (or co-Director of Graduate Studies) to an individual who is not otherwise eligible under this standard. The Provost may delegate the approval responsibility to the Vice Provost and Dean of Graduate Education.
3. Collegiate units may develop additional criteria consistent with this policy.
4. Each college must have a set of publicly available written statements regarding the position of Director of Graduate Studies, which will include:
    a. a description of the director's responsibilities and reporting lines;
    b. the standards for selection and evaluation of the director;
    c. the process for selecting the director and approving the appointment, including effective involvement of program faculty; and
    d. the process for removing a director, including consultation with program faculty where appropriate.
5. All programs not housed within a single collegiate unit must specify in the program's Memorandum of Understanding which collegiate dean will appoint the Director of Graduate Studies (or co-Director of Graduate Studies) and what process will be used to nominate program faculty for the position.

Exceptions

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S., L.L.M., and M.B.A. [Twin Cities] degrees.

Reason for Policy

A faculty Director of Graduate Studies represents the program to faculty governance bodies, takes a leadership role in maintaining program quality and effectiveness, and communicates with collegiate deans and/or the Graduate School about the program's larger concerns.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- UM 1762 - *Request to Appoint Director of Graduate Studies Who is Not a Tenured or Tenure-Track Faculty Member* *um1762.docx*

Appendices

- *Director of Graduate Studies Handbook: Suggested Components*
- *Typical Roles and Responsibilities of the Director of Graduate Studies*

Frequently Asked Questions

1. **Is a faculty member who earned a Ph.D. degree at a non-U.S. university that is judged to be equivalent to an accredited institution in the U.S. eligible to serve as a DGS?**

   Yes.

2. **Do minor-only programs require a DGS?**

   Yes. The requirements for DGS pertain to both degree-granting programs and free-standing minors.

Contacts

Subject	Contact	Phone	Email
Primary Contact	*Karen Starry*	612-625-2815	*starry@umn.edu*

Definitions

All-University Programs

Programs that have been approved by the Board of Regents for joint offering by two or more campuses. Such programs have substantial involvement from all participating campuses in such matters as oversight and administration, recruitment and admission of students, course development and course offering, faculty and student participation, commitment of financial resources, student funding opportunities and related student support, and other aspects of the academic program operation.

Responsibilities

Collegiate Units

Provide orientation for new Directors of Graduate Studies, where possible. Develop a set of publicly available written statements regarding the position of the Director of Graduate Studies as outlined in policy item 4. Develop a plan to ensure that the responsibilities of Directors of Graduate Studies are being covered for the entire calendar year.

Collegiate Deans

Appoint Director of Graduate Studies after consultation with program faculty. Appoint an acting DGS, in consultation with program faculty, to cover an absence or temporary vacancy.

Director of Graduate Studies (DGS)

Serves as the coordinator of graduate studies within a program. Together with the graduate program faculty and department and collegiate leadership, the DGS shares responsibility for guiding and improving graduate education within the program(s) under the DGS's jurisdiction. The DGS is the liaison among the graduate students, program faculty, and the college and Graduate School administrations. DGS is also responsible for understanding and complying with University and collegiate policies that govern or have an impact on the graduate program and its students.

Related Information

There is no related information associated with this policy.

History

Amended:

February 2016 - Comprehensive Review, Minor Revision. Specifies that the provost may delegate approval responsibility. Expanded on the responsibilities for the collegiate units. Minor clarifications to the policy.

Amended:

April 2012 - Policy now applies University Wide (there is no longer an exclusion for the Duluth campus).

Effective:

September 2011 - New Policy, Comprehensive Review. Requires every graduate program to have a director of graduate studies (DGS). Continues the requirement that only tenured or tenure-track faculty are eligible to serve as a DGS, unless an exception by the Provost or designate has been granted.

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Awarding Posthumous Degrees

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Associate Vice Provost and University Registrar	• Stacey Tidball	Apr 21, 2020
			Effective Date: Jun 1, 2003

Policy Statement

The University may grant undergraduate, graduate, and professional degrees posthumously. If a college determines that a deceased student has completed sufficient coursework to be awarded a degree, the college (Twin Cities only) or chief academic officer (or designee) on each system campus has the authority to grant the degree posthumously. Graduate students must have completed enough work toward the thesis or dissertation, if required for the degree.

Reason for Policy

To recognize the academic achievement of students who have died, and to empower colleges and vice chancellors to award degrees posthumously where the student has completed enough of the planned degree program.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact	Stacey Tidball	612-626-0075	*tidball@umn.edu*
Crookston Contact	Jason Tangquist	218-281-8424	*umcreg@umn.edu* 218-281-8549 (fax)
Duluth Contact	Carla Boyd	218-726-8887	*umdreg@d.umn.edu*
Morris Contact	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Contact	Diane Douglas	507-258-8008	*umrregistrar@r.umn.edu*

Definitions

Posthumous:

Following or occurring after one's death.

Responsibilities

Office of the Registrar

- Post the degree to the student's record.
- Work with the department or college to facilitate appropriate presentation of the degree to the student's family.

College (Twin Cities)

- In consultation with the academic department of the degree, determine if posthumous degree should be awarded.
- Notify the Office of the Registrar of the request and approval to issue a posthumous degree.
- Facilitate appropriate presentation of the degree.
- As a courtesy, notify the Executive Vice President and Provost of the awarding of the posthumous degree.

Collegiate Office (Crookston, Duluth, Morris & Rochester)

- In consultation with the academic department of the degree, make a request of the campus Chief Academic Officer that the degree be awarded.

Chief Academic Officer (Crookston, Duluth, Morris & Rochester)

- In consultation with the college requesting the posthumous degree, determine if posthumous degree should be awarded.
- Notify the Office of the Registrar of the request and approval to issue a posthumous degree.

Chief Academic Officer Assignments by Campus

Campus	Chief Academic Officer
Crookston	Vice Chancellor for Academic Affairs

Campus	Chief Academic Officer
Duluth	Executive Vice Chancellor for Academic Affairs
Morris	Vice Chancellor for Academic Affairs
Rochester	Vice Chancellor for Academic Affairs and Innovation

Related Information

There is no related information associated with this policy.

History

Amended:

April 2020 - Comprehensive review, minor revision. Simplifies responsibilities.

Amended:

March 2016 - Comprehensive Review, Minor Revision. Administrative Procedure: Requesting a Posthumous Degree incorporated into the Responsibilities section of the policy. Minor wording changes to Statement and Reason.

Reviewed:

September 2011 - Comprehensive Review.

Amended:

April 2008 - Updated contacts section. Added definitions for "Posthumous" and "Eligible Student". "Vice Chancellor for Academic Affairs" changed to "Chief academic officer" in responsiblities section. Additional edits made to clarify policy, but not to change meaning.

Effective:

June 2003

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Class Scheduling: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	Jun 27, 2019 **Effective Date:** Apr 11, 2009

Policy Statement

Each campus is responsible for establishing a standard class schedule and class period in order to maximize classroom utilization and student access to courses. These standards apply to courses that are scheduled during an academic term. Academic terms are defined by the academic calendars set for each campus.

A. Standards for Class Schedules

1. Each campus of the University must adopt a standard class schedule with an appropriate change period between classes. Start times and/or class periods that vary from the standard schedule are subject to campus procedures for approval of such variances.
2. Departments are to schedule classes so that classroom space is used to the maximum extent practicable while ensuring that students have reasonable access to register for classes needed for timely degree progress.
3. All classes that normally permit undergraduates to enroll will not be held on official University holidays or University Study Days.
4. Class schedules, and information on non-conforming classes, will be reviewed as needed by the Senate Committee on Educational Policy by the office on the campus responsible for class scheduling.
5. Undergraduate classes will meet during the regular academic session.

B. Crookston Campus Standard Schedule and Class Periods

1. **Monday - Friday Standard Class Periods**
   There are two standard class periods, described below and set out in the Appendix chart:
   - **No classes will be scheduled on Thursdays between 12:00 p.m. and 2:00 p.m.**
   - **Lecture classes**
     i. All daytime lecture classes will begin on the hour, with the exception of Four-Credit Class Option B (7:40 a.m.).
     ii. Evening classes may begin at 5:00 p.m. or later and are not restricted by days of the week or time blocks.
   - Exceptions to these rules may be proposed to the Senior Vice Chancellor for Academic and Student Affairs for approval.
   - **One-credit classes**
     i. Meet for 50 minutes any one day per week, beginning on the hour, at any hour (except no classes between 12:00 p.m. and 2:00 p.m. on Th).
     ii. Note: One-credit classes meeting twice a week follow the rules for two-credit classes. One-credit classes meeting three times a week follow the rules for three-credit classes.
   - **Two-credit classes**
     i. Meet for 50 minutes on M and W, or W and F, or M and F, beginning on the hour, at any hour.

ii. Meet for 50 minutes T and Th, beginning on the hour, at any hour (except between 12:00 p.m. and 2:00 p.m. on Th).

- Meet for 100 minutes on T or Th, beginning at 8:00 a.m., 10:00 a.m., 12:00 p.m. (on T only; no classes between 12:00 p.m. and 2:00pm on Th), 2:00 p.m., or 4:00 p.m. **Lecture classes**
- **Three-credit classes**
  i. Meet for 50 minutes on M, W, F beginning on the hour at any hour.
  ii. Meet for 75 minutes on T and Th beginning at 8:00 a.m., 10:00 a.m., 2:00 p.m., or 4:00 p.m (except no classes between 12:00 p.m. and 2:00pm on Th).

- **Four-credit classes**
  i. Meet for 50 minutes on M, F, and two other days, beginning on the hour, at any hour (except no classes between 12:00 p.m. and 2:00pm on Th).
  ii. Meet for 70 minutes on M, W, F, 7:40 a.m. to 8:50 a.m., or beginning at 3:00 p.m. or later.

- Meet for 100 minutes on T and Th, beginning at 8:00 a.m., 10:00 a.m., 2:00 p.m., or 4:00 p.m. (except no classes between 12:00 p.m. and 2:00pm on Th).

- **Five-credit classes**
  i. Meet for 50 minutes any one day per week, beginning on the hour, at any hour (except no classes between 12:00 p.m. and 2:00pm on Th).

- **Laboratory classes**
  i. Laboratory classes will be scheduled in consultation with Department Heads and the Senior Vice Chancellor for Academic and Student Affairs.
  ii. Laboratory classes will follow start times as outlined above for M, W, F or T and Th.

- **Standard Class Meeting Times Chart** (see the appendix: *Standard Class Meeting Time Charts for Class Scheduling*)

C. Morris Campus Standard Schedule and Class Periods

1. **No classes will be scheduled on Tuesdays and Thursdays between 11:40 a.m. and 12:40 p.m.**
2. **Monday - Friday Standard Class Periods**
   There are two standard class periods, described below and set out in the Appendix chart:
   - The standard MWF class is 65 minutes, with a 10-minute change period between classes.
   - The standard TTh class is 100 minutes, with a 10-minute change period between classes.
   - Standard Class Meeting Times Chart (see the appendix: *Standard Class Meeting Time Charts for Class Scheduling*)

D. Rochester Campus Standard Schedule and Class Periods

1. **Monday - Friday Standard Class Periods**
   There are two standard class periods, described below and set out in the Appendix chart:
   - The standard "A" class is 50 minutes, with a 15-minute change period between classes, with the exception of a 30-minute change period between 12:05-12:35. The first class of the day starts at 08:00. Classes meeting for two or more consecutive periods (such as labs) will start according to this schedule.
   - The standard "B" class is 75 minutes, with a 15-minute change period between classes, with the exception of a 30-minute change period between 12:15-12:45 and between 2:00-2:30. The first class of the day starts at 08:00. Classes meeting for two or more consecutive periods (such as labs) will start according to this schedule. Such classes are scheduled on the following pairs of days: Mon-Wed, Mon-Fri, Wed-Fri, Tues-Thurs.
   - Standard Class Meeting Times Chart (see the appendix: *Standard Class Meeting Time Charts for Class Scheduling*)

2. Classes designed exclusively for graduate and/or post-baccalaureate professional students are exempt from the scheduling requirements in this policy. Such classes should be scheduled so that students have reasonable access to courses inside and outside the department.
3. **Distribution of meeting times**
   Classes will be distributed evenly throughout the day when such distributions do not negatively impact

student options or cohort offerings.

4. **Distribution of enrollments**
   Enrollments will be distributed throughout the day (i.e., across class hours) and throughout the week (i.e., day patterns) when such distributions do not negatively impact student options or cohort offerings.
5. Classes scheduled during non-standard times must be approved by the ADAP and Registrar; in case of a disagreement, final authority to grant a variance rests with the Vice Chancellor of Academic Affairs and Innovation.
6. **Standard Scheduling Rules for Classes Carrying 1-5 Credits.**

   The following rules do not apply to the length of labs, film classes, performing arts classes, or specialized class components, but such classes must begin according to the schedule in Section 1.

   Neither these rules nor those in Section 1 apply to courses administered online or directed study, directed readings, or directed research courses, but these courses must comply with Administrative Policy: *Expected Student Academic Work per Credit*.

   - **One-credit classes**
     i. Meet for one standard hour per week, begin at a standard "A" class meeting time, and meet for one class period.
     ii. Meet twice per week, and follow the rules for two-credit classes; or
     iii. Meet three times per week, and follow the rules for three-credit classes.

   - **Two-credit classes**
     i. Meet twice per week, begin at a standard "A" class meeting time, and meet for one class period, or
     ii. Meet once per week, begin at a standard "A" class meeting time, and last two class periods.

   - **Three-credit classes**
     i. Meet three times per week on MWF, begin at a standard "A" class meeting time, and meet for one class period; or
     ii. Meet twice per week, use the standard "B" class meeting times, and meet on Tuesdays and Thursdays only; or
     iii. Meet twice per week, use the "C" class meeting times, and meet on MW, WF, MF only; or
     iv. Meet once per week, use the standard "A" start time, and meet on F.

   - **Four-credit classes**
     i. Meet four times per week, begin at a standard "A" class meeting time, or
     ii. Meet twice per week for two hours, begin at a standard "A" time, and last two class periods; or

   - For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses and the discussion component follows the schedule for one-credit classes.

   - **Five-credit classes**
     i. Meet five times per week, begin at a standard "A" class meeting time, meet for one class period, and meet MTWThF.

   - For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses. For lecture/laboratory or lecture/discussion courses with four hours of lecture time, the lecture component follows the schedule for four-credit courses and the discussion component follows the corresponding one- or two-credit schedule.

7. **Summer Term** (May session plus first and second summer session).
   Classes may meet during the May session, first or second summer session, or may extend across two or all three sessions. Class period duration in the May and summer sessions is at the discretion of the department offering the class. The first class hour will begin at 08:00.

E. Twin Cities Campus Standard Schedule and Class Periods

1. **Monday - Friday Standard Class Periods**

   There are two standard class periods, described below and set out in the Appendix chart:

- The standard "A" class is 50 minutes, with a 15-minute change period between classes. Classes meeting for two or more periods (such as labs), must start and end according to this schedule.
- The standard "B" class is 75 minutes, with a 15-minute change period between classes. Such classes will only be scheduled:
    I. Tuesday/Thursday,
    II. Monday/Wednesday,
    III. Wednesday/Friday, or
    IV. Monday/Friday.

- Standard Class Meeting Times Chart (see the appendix: *Standard Class Meeting Time Charts for Class Scheduling*)

2. Classes designed exclusively for graduate and/or post-baccalaureate professional students on the Twin Cities campus are exempt from the scheduling requirements in this policy, if held in a room under the control of the department. Departments should schedule classes so that eligible students have reasonable access to register for classes needed for timely degree progress
    - Classes taught through Academic Health Center (AHC) Schools and Colleges using AHC classrooms may be scheduled at non-standard times on the the Twin Cities campus.

3. **Distribution Requirements**
    - The requirements are enforced at the collegiate level. Colleges will work with the Office of Classroom Management to ensure fair-use scheduling.
    - **Meeting times**
      Colleges must distribute classes evenly throughout the day, with no more than 3% of class demand scheduled in any one standard time block.
    - **Meeting patterns**
      Colleges are permitted to schedule a maximum of 50% of their classes using a Tuesday/Thursday meeting pattern, with the remaining classes using a combination of Monday/Wednesday/Friday meeting patterns.
    - **Enrollments**
      Colleges must distribute enrollments throughout the day (i.e., across class hours) and throughout the week (i.e., day patterns).
    - **Distribution calculations**

      Distributions are calculated and available through a report noted in the Responsibilities section of this policy. Calculations are made by summing the number of minutes for each meeting pattern occurring in a standard "A" class meeting time on each weekday, Monday through Friday.

      Colleges are permitted to schedule up to 3% of departmental classes during any individual time period (e.g., period VII on Thursday or period II on Monday) on any given weekday.

4. Classes requesting to meet during non-standard times, must be approved by the college associate dean and the Office of Classroom Management and may be required to meet in departmental space. In case of a disagreement, final authority to grant a variance rests with the Executive Vice President and Provost's office.
5. **Standard Scheduling Rules for Classes Carrying 1-5 Credits.**

   The following rules do not apply to the length of labs, performing arts classes, specialized class components, or Summer Semester but such classes must begin according to the Section 1 schedule.

   Neither these rules nor those in Section 1 apply to classes without a meeting pattern, to include online, directed study, directed readings, or directed research courses, but these classes must comply with related Administrative Policy: *Expected Student Academic Work per Credit.*

Chart: Standard scheduling rules for Twin Cities classes by number of credits, with alternates:

Scheduling Rules	1 credit	2 credits	3 credits	4 credits	5 credits

Scheduling Rules	1 credit	2 credits	3 credits	4 credits	5 credits
Standard	Meet once per week, begin at a standard "A" class meeting time, and meet for one class period; or	Meet twice per week, begin at a standard "A" class meeting time, and meet for one class period; or	Meet three times per week on MWF, begin at a standard "A" class meeting time, and meet for one class period; or	Meet four times per week, begin at a standard "A" class meeting time; or	Meet five times per week, begin at a standard "A" class meeting time, meet for one class period, and meet MTWThF; or
Alternate	Meet twice per week, and follow the rules for two-credit classes; or	Meet once per week, begin at a standard "A" class meeting time, and last two class periods.	Meet twice per week, use the standard "B" class meeting times, and meet on Tuesdays and Thursdays only; or	Meet twice per week for two hours, begin at a standard "A" time, and last two class periods; or	For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses; or
Alternate	Meet three times per week, and follow the rules for three-credit classes.		Meet twice per week, use the "C" class meeting times, and meet on MW, WF, MF only; or	For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses and the discussion component follows the schedule for one-credit classes.	For lecture/laboratory or lecture/discussion courses with four hours of lecture time, the lecture component follows the schedule for four-credit courses and the discussion component follows the corresponding one- or two-credit schedule.
Alternate			Meet once per week, use the standard "A" start time, and meet on F.		

Summer Term

Class period duration in the May and summer sessions is at the discretion of the department offering the class, in consultation with the Office of Classroom Management. The first class hour will begin at 08:00 in Minneapolis and at 08:30 in St. Paul.

Reason for Policy

Standard class scheduling allows for maximum access to class offerings for students and facilitates the most efficient use of classrooms.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Standard Class Meeting Time Charts for Class Scheduling*

Frequently Asked Questions

1. **Are campuses allowed to set their own class schedule and passing times?**

   Yes, each campus of the University (e.g. University of Minnesota, Crookston; University of Minnesota, Morris; University of Minnesota, Rochester; University of Minnesota, Twin Cities) is permitted to set the appropriate class schedule and passing times for its institution.

2. **What is a centrally-scheduled classroom versus a departmentally-controlled classroom (Twin Cities)?**

   Centrally-scheduled classrooms at the University of Minnesota, Twin Cities are operated, maintained and scheduled through the Office of Classroom Management. Departmentally-scheduled classrooms are operated, maintained and scheduled through the individual departments that control them.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Susan Van Voorhis*	612-624-1111	*vanvo002@umn.edu*
Twin Cities Campus	*Jeremy Todd*	612-625-5379	*toddx012@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*Norman Clark*	507-258-8028	*nclark@r.umn.edu*

Definitions

Academic Terms

The University of Minnesota academic calendar includes Fall Semester, Spring Semester, Summer Semester, also known as Academic Terms. Classes are offered each of these terms although the duration of the term can vary. See the Academic Calendar of the appropriate campus for exact dates of the terms in a particular calendar year.

Responsibilities

Campuses

- In consultation with the campus registrar**,** each campus is responsible for establishing a standard class schedule and class period.
- Colleges and departments follow the established campus standard schedule and class periods.

Colleges and Departments (Twin Cities)

- Distribute meeting times and patterns, and enrollment.
- Monitor distribution with the *Class Scheduling Distribution Summary*.

Office of Classroom Management (Twin Cities)

- Establish campus standard schedule and class period times.
- Monitor and report use of time distributions and variations from standard schedule.

Office of the Executive Vice President and Provost

- Considers a request for variance from the standard class schedule when it is necessary, and if agreement about scheduling has not been reached at a lower level.

Related Information

- Administrative Policy: *Instructional Time per Course Credit: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Expected Student Academic Work per Credit: Twin Cities, Morris, Rochester*
- Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Morris, Rochester University of Minnesota, Twin Cities Academic Calendar*
- Administrative Policy: *Academic Calendars: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*

History

Amended

June 2019 - Comprehensive Review:

- Added standard schedule and class periods for Crookston, Morris and Rochester.
- Added an appendix that converted standard schedule text to charts for each campus Twin Cities combined ‘B’ and ‘C’ standard class times for clarity Twin Cities clarified standard scheduling rules by converting text into a chart Providing clarity of the standard schedules for each campus that previously were not documented in the policy.
- Adding the appendix improves communication of standard class times.

Amended

May 2011 - Comprehensive Review: Requires colleges to distribute classes evenly throughout the day; Requires colleges to distribute enrollment, as well as classes, throughout the day and throughout the week; Eliminates the 60/40 guidelines of not scheduling more than 60% of the classes during peak hours. Adds two new meeting patterns to the standard class times.

Amended

April 2010 - Added an additional approval step if a faculty member wants to schedule a class on an official University Holiday.

Amended:

December 2009 - This policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Course Enrollment Limits and Cancellation: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis, Karen Starry	Apr 30, 2020 **Effective Date:** Apr 8, 2009

Policy Statement

1. Departments or programs may set minimum and maximum enrollment limits for any course or any section of a course. Enrollment limits are subject to review by the dean.
2. Each campus and college must maintain and publish a policy regarding the cancellation of low-enrollment classes or sections. These policies may differ across colleges and may allow variations by department. Any such policy must, at a minimum, take into account:
    a. the impact to student academic progress, student finances, and graduation,
    b. the need for a course to contribute to appropriate program breadth and curriculum, and
    c. commitments made to instructors that a course would be offered.

3. Cancellation of low enrollment classes.
    a. Classes may not be cancelled due to low enrollment after the first day of classes begins.
    b. Departments are encouraged to assist students with finding replacement courses or other accommodations where cancellations negatively impact students' degree progress and/or financial aid.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Maximum efficiency and optimal learning occurs within an enrollment range: it is not feasible or educationally sound to teach certain courses if enrollments are either too small or too large. Departments must be able to cancel a class if enrollment is too low to warrant offering it. Students need adequate time to select a replacement class if a class is cancelled in order to meet degree requirements, make timely degree progress, and maintain financial aid eligibility or meet other student status requirements.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- *FAQ: Course Enrollment Limits and Cancellation: Twin Cities, Crookston, Morris, Rochester*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Stacey Tidball* (undergraduate) *Karen Starry* (graduate)	612-626-0075 612-625-2815	*tidball@umn.edu* *starry@umn.edu*
Twin Cities Campus	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Enrollment limits (maximum or minimum)

The minimum or maximum number of students allowed in a course; the minimum informs when a course may be cancelled and the maximum informs when a course is considered closed to additional enrollments.

Responsibilities

Departments (Twin Cities)

- Establish minimum and maximum course limits.
- Proactively monitor course enrollments so as to cancel courses as early as possible so students can still register for additional course(s) without needed permission to do so.
- Promptly notify students of course cancellations.

Deans (Twin Cities)

Maintain college policy on course enrollment limits and ensure it is published.

Vice Chancellor for Academic Affairs (Crookston, Morris, Rochester)

Maintain college policy on course enrollment limits and ensure it is published.

Related Information

There is no related information associated with this policy.

History

Amended:

April 2020 - Comprehensive Review.

1. Reduces the deadline for cancelling classes due to low enrollment from the 5th day of classes to the 1st day of classes.
2. Incorporates new responsibilities for the maintenance and publishing of college-level policies for cancellations.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Course Numbering: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	May 24, 2016 **Effective Date:** Apr 8, 2009

Policy Statement

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

1. Departments and colleges must use 4-digit course numbers using the system in the Appendix to this policy.
2. Students should use the course numbering system to assist in selecting courses to advance them toward their degree.
3. **Use of 4xxx Courses in Graduate Programs:** Graduate programs may accept University 4xxx-level course credits as graduate courses. A maximum of nine credits of 4xxx-level course work may be used to satisfy the doctoral or master's course credit requirement, but individual graduate programs may impose a lower maximum. A graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that only certain 4xxx courses may be counted). A graduate program has the authority to establish its curricula and the requirements for its academic programs.
4. **6xxx and 7xxx Courses:** 6xxx and 7xxx courses are to be used primarily for post-baccalaureate professional programs (e.g., D.D.S., J.D.). It is at the discretion of a graduate program whether it will accept University 6xxx- and 7xxx-level course credits as satisfying degree requirements. Similarly, it is at the discretion of a professional program whether it will accept University 5xxx- and 8xxx-level course credits as satisfying degree requirements. Those departments or programs offering courses for degrees that span graduate and professional education may determine how to best number courses in their curriculum.
5. **Alphabetic Suffixes:** No alphabetic suffixes other than those already in place at the time this policy is adopted (April 2009) may be used (see the FAQ).
6. Graduate programs must use the standard numbering conventions for all thesis credit courses (see Appendix).
7. Graduate programs will use the all-University numbering conventions for other kinds of courses (see Appendix for xx91 – xx98 courses).
8. Thesis credit courses (see Appendix) and xx91 – xx98 are examples of courses that students may repeat for credit.
9. Use of a zero as the last digit of a course number should be reserved for other kinds of courses that may be repeated for credit (e.g., "topics" courses).

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Minnesota law requires the University to have a course numbering convention to distinguish remedial, lower division, upper division, and graduate level coursework. Consistent use of the course numbering system helps

students select and sequence their courses and helps those who view a student's transcript to identify the level of courses that appear on the transcript.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Course Numbering System*

Frequently Asked Questions

What are suffixes and how can they be used?

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

Contacts

Subject	Contact	Phone	Email
Primary Contact	*Susan Van Voorhis*	612-624-1111	*vanvo002@umn.edu*
Twin Cities Campus	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Directed Research

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

Directed Study

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

Independent Study

A course in which a student enrolls in an established course but studies independently under an instructor's guidance rather than attending class. Independent study courses may be taken for variable credit and special permission is needed for enrollment.

Remedial

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

Responsibilities

There are no specified responsibilities associated with this policy.

Related Information

- Administrative Policy: *Academic Unit Authority over the Curriculum and Major*
- Administrative Policy: *Application of Graduate Credits to Degree Requirements*

History

Amended:

May 2016 - Comprehensive Review. Minor Revision. Language now aligns with Administrative Policy: *Application of Graduate Credits to Degree Requirements*. Removes language that pertained to the old Graduate School structure.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Credit Requirements for Master's and Doctoral Degrees

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Jun 24, 2015
			Effective Date: Sep 7, 2011

Policy Statement

This policy governs the credit requirements for the following degrees:

- Master's Plan A degrees
- Master's Plan B degrees
- Master's Plan C degrees
- Doctoral degrees

Credit requirements for master's degrees

1. Master's degrees must consist of the following minimum credits:
    a. Plan A degrees: 10 master's thesis credits (xxxx8777)and a minimum of 20 graduate-level course credits.
    b. Plan B degrees: a minimum of 30 graduate-level course credits, including Plan B Project credits as defined by each program and approved by the college.
    c. Plan C degrees: a minimum of 30 graduate-level course credits.
2. No collegiate unit or program may require more than:
    a. 36 credits with a combination of course and thesis for a master's Plan A
    b. 36 credits with a combination of course and Plan B project credits for a master's Plan B, and
    c. 48 course credits for a master's Plan C.
3. Master's thesis credits (xxxx8777) may be taken for the master's Plan A at any time during a student's degree program.
4. A minimum of 6 graduate-level course credits is required for a master's level minor.

Credit requirements for doctoral degrees

1. Doctoral degrees must consist of a minimum of 48 credits: a minimum of 24 graduate-level course credits and a minimum of 24 doctoral thesis credits (xxxx8888).
2. No collegiate unit or program may require more than 72 credits with a combination of course and doctoral thesis credits (xxxx8888) for the completion of the doctoral degree.
3. Programs have the discretion, with college approval, to determine when it is academically appropriate for students to take doctoral thesis credits (xxxx8888).
4. A minimum of 12 graduate-level course credits is required for a doctoral level minor.

Exceptions

Collegiate deans or the appropriate campus Vice Chancellor may request exceptions from the Executive Vice President and Provost to items 1b and 2b based on accreditation requirements, national standards of the field, interdisciplinary nature of the program or similar arguments. Collegiate deans or the appropriate campus Vice Chancellor may petition the Provost for an exception to the 24 doctoral thesis-credit (xxxx8888) minimum in item 2a on behalf of doctoral programs that do not require dissertations. The petition should show that the exception conforms to national standards in the field and that appropriate additional credits (course credits, internships, project credits, etc.) will replace the 24 doctoral thesis credits (xxxx8888).

Reason for Policy

This policy establishes the minimum and maximum credit requirements for Master's Plan A, B, and C degrees and for Doctoral degrees. It provides a framework for curriculum development that balances coursework, research training, and independent scholarly work.

Procedures

- *Early Doctoral Thesis Credit Registration Option*

Forms/Instructions

- UM 1760 - *Request for Exception to the Maximum Requirements for Master's and Doctoral Degrees* *um1760w.docx*

Appendices

- *Implementation of Doctoral Thesis Credit Policy*

Frequently Asked Questions

- *FAQ: Credit Requirements for Master's and Doctoral Degrees*

Contacts

Subject	Contact	Phone	Email
Primary Contact	*Karen Starry*	612-625-2815	starry@umn.edu
University of Minnesota – Duluth	*Erik Brown*	218-726-8891	etbrown@d.umn.edu

Definitions

Graduate-level Course Credits

Graduate-level course credits That are primarily numbered as 5xxx or above, excluding thesis credits. Graduate programs may choose to allow 4xxx-level course credits to be applied toward a graduate degree, up to the limit specified in Administrative Policy: Application of Graduate Credits to Degree Requirements.

Plan B Project Credits

Credits taken by the students in relation to their Plan B project as part of the degree requirements

Thesis Credits

Credits taken by students in relation to their research work as part of the degree requirements. These include: xxxx-8777 (master's thesis credits) and xxxx-8888 (doctoral thesis credits).

Responsibilities

Colleges and Programs

Restructure program requirements to conform to this policy by the effective date. Request exceptions from the Executive Vice President and Provost to items 1b and 2b based on accredidation requirements, national standards of the field, interdisciplinary nature of the program or similar arguments.

Related Information

There is no Related Information associated with this policy.

History

Amended:

June 2015 - Comprehensive Review, Minor Revision: The changes provide greater clarity around the specific type of credits. Removed the effective date of the policy statement, which was inserted when this policy was first created.

Effective:

September 2011 - New Policy, Comprehensive Review. Establishes the minimum and maximum credit requirements for Master's Plan A, B, and C degrees and for Doctoral degrees. Provides a framework for curriculum development that balances coursework, research training, and independent scholarly work. Eliminates the requirement for outside coursework in view of the trend towards interdisciplinary curricula within many programs. Programs are given the option to require a minor or supporting program where warranted by educational objectives. Outlines a process by which collegiate deans may request exceptions.

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Directed Study, Directed Readings, and Directed Research Courses: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Stacey Tidball, Karen Starry	Oct 6, 2015 **Effective Date:** Apr 8, 2009

Policy Statement

Directed study, directed readings, and directed research courses are opportunities for students to work individually with a faculty member and to earn credit for individually designed content.

1. Departments, colleges and campuses who wish to offer these types of courses must specify:
   a. the levels for these directed courses within their curricula;
   b. the criteria for registration for these courses; and
   c. the criteria that are used to determine who is eligible to teach these courses.

2. Colleges and campuses must establish and publish procedures for registration in directed study, directed research, and directed readings courses.
3. The instructor of a course and the student must have a written contract in place that specifies the student's responsibilities for the courses and the name of the instructor who is responsible for turning in the student's grade for the course, as part of the enrollment in the course. Instructors must provide a copy of the contract to the academic department in which the registration for the course occurs.
4. These courses do not require a syllabus.
5. The instructor must set the number of credits for these courses in accordance with the provisions of Administrative Policy: *Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester* so that the academic workload requirements are in conformance (generally 3 hours of work per week per credit for undergraduate students and more than that for graduate and professional students).
6. Programs may limit the number of directed study, directed readings, and directed studies courses a student may take per term.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Uniformity of expectations across directed study, readings and research opportunities is in the best interest of students, faculty and staff.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- DAC - *Directed Activity Contract (UMN Twin Cities)* (Restricted Access)

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Stacey Tidball* (undergraduate) *Karen Starry* (graduate)	612-626-0075 612-625-2815	*tidball@umn.edu* *starry@umn.edu*
Twin Cities Campus	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*UID=nclark@r.umn.edu*">Norman Clark	507-258-8028	*nclark@r.umn.edu*

Definitions

Directed Research

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

Directed Study

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

Directed Readings

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

Responsibilities

Instructor

- Review and approve the contract a student has created for a course. Work with the student to revise the contract, as needed, before approval.
- Supervise the student's work in such a course.
- Submit final grade at the end of the course.

Student

- Obtain permission to enroll in the course and register for the course.
- Complete the responsibilities of the course, as specified in the contract.
- Maintain regular contact with the instructor.

Academic Unit

- Maintain records of such courses, including the individual contracts for each occurrence.
- Maintain oversight of curriculum and instructor workload.

Related Information

- Administrative Policy: *Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Academic Unit Authority Over the Curriculum and the Major: Twin Cities, Crookston, Morris, Rochester*

History

Amended:

October 2015 - Comprehensive Review, Major Revision. 1. Requires instructors to file a copy of the contract associated with these courses, to be on file in the academic department offering the course. 2. Requires departments, colleges, and campuses to specify the criteria for both eligibility and registration into these courses. 3. Allows departments to establish limits to the number of these types of courses that a student may take. 4. Specifies the responsibilities for the instructor, student, and academic unit.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Doctoral Degree: Completion

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Jun 20, 2017
			Effective Date: Jul 16, 2012

Policy Statement

This policy sets the standards for the doctoral final oral examination and the submission of the final copy of the doctoral dissertation for the completion of the doctoral degree.

I. The Doctoral Final Oral Examination

a. The doctoral final oral committee must consist of at least four members, including the advisor(s). All members of the committee and the candidate must participate in the final oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.

   i. At least three members (including the advisor) must be from the student's major field.

   ii. At least one member must represent a field outside the major. If the student has declared a minor, the outside member, or one of the outside members, must represent the minor field.

   iii. Members cannot satisfy the requirement with respect to more than one field.

   iv. The chair of the committee must not be the candidate's advisor or co-advisor.

   v. At least two members of the committee must be tenured or tenure-track University faculty members who hold earned doctorate degrees or designated equivalents in appropriate fields from an accredited institution. At least one of the committee members must be a tenured University faculty member.

   vi. Collegiate deans or their designated representatives at the collegiate level must verify eligibility and approve the members of the final oral examination committee.

b. Thesis Reviewers for final oral examination:

   i. A minimum of 2 major field reviewers and 1 minor/outside reviewer are required. In the case of multiple minors, there must be a reviewer for each minor.

   ii. Advisor(s) and co-advisor(s) must serve as reviewers.

   iii. Students must provide reviewers with a copy of the dissertation at least 14 days before the scheduled date of the doctoral final oral examination.

   iv. Every designated reviewer on the doctoral dissertation reviewer's report must certify that the dissertation is ready for defense before the doctoral final oral examination may take place.

c. The doctoral final oral examination must include:

   i. A public presentation of the candidate's dissertation to the doctoral final oral examination committee and the invited scholarly community.

   ii. A closed session (open only to the doctoral final oral examination committee and the candidate) immediately following the public presentation.

d. To be recommended for the award of the doctoral degree, all committee members, or all committee members save one, must vote that the student has passed the doctoral final oral examination.

e. Students are not allowed to retake the final oral examination.

II. Submission of final copy of the doctoral dissertation

a. Committee members must notify the candidate in writing of all required revisions to the doctoral dissertation as well as specifying a time limit for the submission of the revised doctoral dissertation within seven (7) days of the final oral examination.
b. All students who complete a doctoral dissertation must file a digital copy of the dissertation with the University in accordance with University standards. Students may choose whether or not to request an *embargo of the publication of the dissertation* for a limited period of time.

Exceptions

Doctoral programs with approved completion requirements that do not include a final oral examination are exempt from I.

Doctoral programs with approved completion requirements that do not include a doctoral dissertation are exempt from II.

Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M degrees.

Reason for Policy

This policy establishes uniform standards for the doctoral final oral examination; defines timely submission of copies of the dissertation for University archives, and supports Board of Regents Policy: *Openness in Research* which covers public dissemination of University-sponsored research.

Procedures

- *Canceling or Recessing the Doctoral Preliminary and/or Master's or Doctoral Final Oral Examination*

Forms/Instructions

- OTR 197 - *Thesis or Dissertation Hold Request*
- *Doctoral Graduation Packet Request*

Appendices

- *Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines*
- *Required Conditions and Best Practices for Remote Participation in Graduate Examinations*

- *Typical Roles and Responsibilities of the Director of Graduate Studies*
- *Degree Completion Steps*
- *Thesis Formatting and Submission Guidelines*

Frequently Asked Questions

- *FAQ: Doctoral Degree: Completion*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Karen Starry*	612-625-2815	*starry@umn.edu*
University of Minnesota - Duluth	Erik Brown	218-726-8891	*etbrown@umn.edu*
University of Minnesota - Rochester	*Jeffrey Ratliff-Crain*	507-258-8006	*ratliffj@r.umn.edu*

Definitions

There are no definitions associated with this policy.

Responsibilities

Graduate School

- Provide guidelines for formatting and submitting the dissertation, to include not only current instructions for electronic formatting and filing but also guidelines governing the use of already published material in the dissertation. Guidelines should take account of possible copyright issues.

Collegiate Units

- Approve and archive in the system of record committee membership (including any subsequent changes to an approved committee).
- Approve and record the specific procedures used by programs for administering and grading the doctoral preliminary and final examinations.
- Maintain and publish any additional collegiate-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).

Programs

- Provide program-specific information in the graduate handbook
- Maintain and publish any additional program-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).
- Review and approve committee membership (including any subsequent changes to an approved committee); route program-approved requests to the collegiate unit for approval.

Students

- Must meet all standards for the doctoral final oral examination
- Must meet the formatting requirements for the submission of the final doctoral dissertation.
- Must meet all requirements for completing the doctoral degree.

Related Information

- Administrative Policy: *Eligibility to Serve on Graduate Examination Committees*
- Administrative Policy: *Doctoral Degree: Performance Standards and Progress*
- Administrative Policy: *Admission for Master's and Doctoral Degrees*
- Administrative Policy: *Readmission or Changes to Master's or Doctoral Degree Objectives*

History

Amended:

June 2017 – Comprehensive Review, Minor Revision. 1) Rewrote the introduction to clarify the goal of the policy, 2) moved language regarding composition of the final exam committee from Appointments to Graduate Examination Committees policy to this policy for consistency, 3) added language to clarify that the co-advisors must be thesis reviewers, 4) added language requiring the committee to notify the student in writing of any required revisions to the dissertation and a deadline for the completion of such revisions, 5) clarified language to indicate that students have a choice whether or not to impose and embargo on publication of the thesis for a limited time period, 6) removed language regarding reactivation in order to graduate. Changes in policy respond to need for greater clarity on policy intent on the part of affected constituencies and enhanced consistency in policy implementation across programs.

Effective:

July 2012 - New Policy, Comprehensive Review. 1. Establishes guidelines for remote participation in graduate milestone examination. 2. Specifies the University as the digital archive of record for deposit of dissertations. 3. Facilitates reactivation of students who have completed all other degree requirements so that their degree may be conferred. 4. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Doctoral Degree: Performance Standards and Progress

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Jun 21, 2017
			Effective Date: Jul 10, 2012

Policy Statement

This policy sets minimum standards for doctoral students to maintain academic good standing and satisfactory progress in their degree programs, and establishes requirements and procedures for the administration and evaluation of doctoral written and oral preliminary examinations. Programs and collegiate units may have additional and/or more stringent requirements.

I. Requirements Upon Matriculation

a. Students are responsible for knowing all program requirements of their doctoral program when they matriculate.

b. Upon matriculation, programs must:

   i. Provide each student a current graduate program handbook, specifying the program's requirements and policies governing successful degree completion.

   ii. Assign each student a temporary advisor.

II. Progress Review

a. Annual Review

   i. Programs must have a procedure to review the progress of each doctoral student at least once a year and must provide the results to the student in writing.

b. Degree Plan

   i. Doctoral students must have an approved degree plan on file with their collegiate unit prior to taking the preliminary oral exam. It is recommended that the degree plan be filed a minimum of three months prior to the exam date.

   ii. If a student intends to complete a minor, the minor must be declared on the degree plan prior to taking the preliminary oral exam.

   iii. The degree plan must be centrally archived in the system of record.

III. Performance Standards

a. **Continuous Enrollment** Students are required to enroll every semester (fall and spring) from the time of matriculation until degree conferral except for cases with an approved Leave of Absence on the student's record.

b. **Time Limit for Earning the Doctoral Degree**All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the graduate program or the more restrictive time frame specified by the program.

i. Students who are unable to complete the degree within the time limits described above may, with the approval of their advisor/s and program DGS, petition the program and collegiate unit for one extension of up to 24 months. Students must submit the petition for an extension prior to the end of the term in which the time limit will expire.

- If a petition is approved, the student is notified in writing of the expectations for progress and of the expected timeline for completion and award of degree.
- If the petition is denied, the student is notified in writing that the student will be terminated from the doctoral program.

ii. Under extraordinary circumstances, students may file a second petition for an additional extension of up to 24 months; however such petitions after the initial extension must be reviewed and approved by the student's advisor/s, program DGS, and Vice Provost and Dean of Graduate Education. Students must submit the petition for an extension prior to the end of the term in which the initial extension will expire.

a. If a petition is approved, the student is notified in writing of the expectations for progress and of the expected timeline for completion and award of degree

b. If the petition is denied, the student is notified in writing that the student will be terminated from the doctoral program

iii. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed.

c. **Minimum Grade Requirements** To remain in good academic standing students must meet the minimum GPA requirement specified by the graduate program or 3.000 (on a 4.000 scale) for courses being applied toward program requirements, whichever is higher. Students who have filed a doctoral degree plan must maintain a 3.000 GPA for courses included on the degree plan. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree. Students who fall below the program's minimum GPA requirement may be terminated from the program.

d. **S/N grades for courses** A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.

IV. Doctoral Preliminary Written and Oral Examinations

a. Every doctoral student must pass a written examination in the major field.

i. Students must be notified in writing whether or not they have passed the written examination requirement(s).

ii. Programs must record whether the student has met the written examination requirement(s) in the central system of record. Students who are reported to have failed to meet the written examination requirement(s) will be terminated from the doctoral program.

b. Every doctoral student must pass a preliminary oral examination in the major field. The preliminary oral examination is conducted as a closed examination, attended by only the student and the examining committee.

i. The oral examination may not take place before the program has certified that the candidate has passed all written examination requirement(s).

ii. The doctoral preliminary oral examination will be graded either pass, pass with reservations, or fail.

iii. If a student fails the exam, the student may retake the examination once, if all committee members, or all committee members save one, approve this option on the Doctoral Preliminary Oral Examination form.

iv. The second attempt to pass the preliminary oral examination must use the same committee members unless an extraordinary or emergency situation necessitates a substitution.

v. If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the doctoral program.

c. The doctoral preliminary oral committee must consist of at least four members, including the student's advisor/s. All members appointed to the committee must meet the minimum standards established by the

program and college. All members of the committee and the candidate must participate in the preliminary oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.

i. At least three members (including the advisor) must be from the student's major field.
ii. At least one member must represent a field outside the major. If the student has declared a minor, the outside member, or one of the outside members, must represent the minor field.
iii. Members cannot satisfy the requirement with respect to more than one field.

d. Collegiate deans or their designated representatives at the collegiate level must verify eligibility and approve the members of the preliminary oral examination committee.
e. Voting Requirements for the Doctoral Preliminary Oral Examination:

a. At the end of the closed examination, the candidate is excused from the room and an independent, non-binding vote is taken before discussion of the examination begins. This initial non-binding vote is intended to represent the independent assessment of each committee member of the student's performance free from undue influence of other committee members. Following discussion, a final vote is taken and is recorded on the examination form.
b. The outcome of the preliminary oral examination is recorded in one of three ways: pass, pass with reservations, or fail. The voting proportions necessary to pass the exam are shown in the table below:

Voting Proportions Necessary to Pass Exam

Number of committee members	***Minimum* number of votes needed to pass (A vote to pass with reservations constitutes a passing vote)***
Four	Three
Five	Four
Six	Four
Seven	Five

*The outcome is recorded as "pass with reservations" in situations where to achieve the *minimum* number of votes to reach a verdict of pass, any vote of pass with reservations is included. For example, on a four-person committee, if there is one "pass with reservations" vote and three pass votes, the result is pass. If there is one "pass with reservations" vote, one fail, and two pass votes, the result is pass with reservations.

c. Students who do not earn the minimum number of passing votes fail the examination. *A vote to pass the student with reservations still constitutes a passing vote.*

Exceptions

Programs with a distinctive student population or approved joint-degree programs may request a program-wide exception to the eight-year time limit for earning the doctoral degree.

Doctoral programs with approved degree performance standards and progress requirements that do not require preliminary written and oral examinations are exempt from IV.

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M. degrees.

Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

Reason for Policy

This policy creates the framework for communications to students about degree requirements and degree progress expectations; sets minimum standards for satisfactory progress in doctoral programs; establishes standards and procedures for administering and grading doctoral written and oral preliminary examinations. This policy establishes uniform procedures for doctoral preliminary examinations.

The policy also assists the student and advisor in planning for timely completion of program requirements, provides timely evaluations to students as they proceed through program; alerts student and advisors to problems, and provides the opportunity to develop best approaches for addressing those problems; and creates a clear record in cases where a program decides to terminate student from the doctoral program.

Procedures

- *Canceling or Recessing the Doctoral Preliminary and/or Master's or Doctoral Final Oral Examination*

Forms/Instructions

- UM 1776 - *Doctoral Degree: Program-Wide Exception to the Maximum Time Limit* *um1776.docx*
- UM 1777 - *Doctoral Degree: Request for Extension to the Maximum Time Limit*
- OTR 198 - *Graduate Degree Plan*

Appendices

- *Academic Freedom and Responsibility*
- *Annual Graduate Student Reviews: Guidelines*
- *Graduate Program Student Handbook: Guidelines*
- *Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines*
- *Required Conditions and Best Practices for Remote Participation in Graduate Examinations*
- *Responsible Conduct of Research and Ethical Teaching and Scholarship*
- *Typical Roles and Responsibilities of the Director of Graduate Studies*

Frequently Asked Questions

- *FAQ: Doctoral Degree: Performance Standards and Progress*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Karen Starry*	612-625-2815	*starry@umn.edu*

Subject	Contact	Phone	Email
University of Minnesota - Duluth	Erik Brown	218-726-8891	*etbrown@umn.edu*
University of Minnesota Rochester	*Jeffrey Ratliff-Crain*	507-258-8006	*ratliffj@r.umn.edu*

Definitions

Good standing/good academic standing

Students remain in good standing if they: (a) make timely progress towards degree completion as required by the program and by this policy; (b) maintain a GPA at or above the minimum set by the program and by this policy; and (c) pass all appropriate examinations within the time frame specified by the program.

Responsibilities

Collegiate Units

- Ensure appropriate review of coursework on the degree plan (including any subsequent changes to an approved degree plan).
- Approve committee membership (including any subsequent changes to an approved committee).
- Approve the specific procedures used by programs for administering and evaluating the doctoral preliminary and final examinations.
- Review and approve program-wide requests for exceptions to the time limit for completing the doctoral degree.
- Review and approve student requests for extensions to the time limit for completing the doctoral degree.

Departments/Programs

- Clearly state the program requirements for maintaining good standing in the Graduate Program Handbook, even if they are identical to the requirements in this policy.
- Establish procedures to review all doctoral students at least once a year and provide the results in writing to the students.
- Review and approve the coursework on the student's degree plan (including any subsequent changes to an approved degree plan).
- Review and approve committee membership (including any subsequent changes to an approved committee); route program-approved requests to the collegiate unit for approval.
- The DGS is responsible for ensuring that each doctoral student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship.
- Review and approve requests for extensions to the time limit for completing the doctoral degree; notify students in writing of the decision and subsequent actions (i.e., expectations for progress and for the month/year of degree conferral or termination from the program upon expiration of the limit).

Students

- Must know all program requirements when matriculated.
- If program requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.
- Must obtain the required approvals and file the degree plan with the program and collegiate unit.

- Must initiate the request for an extension to the maximum time limit for completing the doctoral degree, obtain the approval of their advisor/s and program DGS, and submit their request by the deadline.

Related Information

- Administrative Policy: *Admission for Master's and Doctoral Degrees*
- Administrative Policy: *Eligibility to Serve on Graduate Examination Committees*
- Administrative Policy: *Doctoral Degree: Completion*
- Administrative Policy: *Leave of Absence and Reinstatement from a Leave: Graduate Students*
- Administrative Policy: *Readmission or Changes to Master's or Doctoral Degree Objectives*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision. 1) Rewrote introduction to clarify the goal of the policy and distinguish from unrelated policies, 2) Added Leave of Absence language, 3) Clarified language related to conditions that necessarily result in discontinuation from program, 3) Clarified language regarding grading requirements for preliminary examination, removing pass with reservations when recording the final result of the prelim exam, 4) moved language on voting requirements for the prelim from an appendix to the body of the policy. Changes in policy respond to need for greater clarity on policy intent on the part of affected constituencies and enhanced consistency in policy implementation across programs.

Effective:

July 2012 - New Policy, Comprehensive Review. 1. Changes the beginning and ending points for calculating time to degree. Time is currently measured from the conclusion of the oral prelims, to defense of the thesis. This policy measures time to degree from enrollment in the doctoral program to the point at which is the degree is awarded. 2. Establishes a minimum GPA for students to remain in good standing (3.0 for doctoral students.) 3. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Educational Materials Conflict of Interest: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Jessica Kuecker Grotjohn, Karen Starry	Feb 18, 2016 **Effective Date:** Apr 7, 2009

Policy Statement

General Provisions

The principal criterion for the choice of any required materials for a course or program should be that the materials are the most appropriate for the purpose. The instructor who has been assigned responsibility for the course or program, in most cases, identifies what materials are required for the course. The process for selecting course materials must avoid conflict of interest or the appearance of conflict of interest.

Generally, no member of the instructional staff of the University may personally profit from the assignment of materials, or assignment of the venue of purchase of materials, to students in classes or any other instructional setting at the University. If the faculty member responsible for a course or program judges that the best materials available for use with the course are materials whose sale will provide them personal income, the faculty member must receive approval from the head of the academic unit.

Review and Approval

The instructional staff member must justify the requirement to use the materials in the course in their request for approval to the head of the academic unit.

The head of the academic unit should judge the request solely on the academic merit of the materials. The decision to approve the request should typically include a consultative step with faculty peers knowledgeable about the use of the materials. If the head of the academic unit is also involved in the use of these materials, the dean of the college must give the written approval.

The approval, if given, will apply to all offerings of the course for which the affected individual is responsible during the twelve-month period following the approval date.

If the individual wishes to assign the same materials, or other materials created by that individual for courses occurring after the twelve-month period lapses, a new request for approval must be submitted to the head of the academic unit.

Documentation

The unit must retain the request and the subsequent decision, as well as file a copy of the record of the approval with the dean of the college.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

To manage conflict of interest concerns, persons teaching courses may not by themselves make the decision to assign course materials for which they could personally earn a profit. Requiring approval from a higher level provides appropriate internal controls.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **What is meant by 'materials'?**

   Materials refers to anything that may have been developed by or be the intellectual property of an instructor, including but not limited to textbooks, reading packets or materials, models, computer programs, artwork, etc.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* (undergraduate) *Karen Starry* (graduate)	612-624-1328 612-625-2815	jkuecker@umn.edu starry@umn.edu
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	*Janet Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

Instructional Staff

Faculty, including adjunct faculty; graduate teaching assistants; and all other individuals assigned to provide instruction in a course.

Responsibilities

Instructional staff

Identify materials required for the course.

Submit a formal request to the department head, requesting permission use any materials in the course from which the individual will personally profit. Provide justification for the selection of those materials as part of the request.

Academic Unit Head

- Review the academic merit of the materials, and consult with faculty peers.
- Provide a formal response to the request.
- Retain a copy of the record of the decision in the academic unit files.
- File a copy of the decision with the collegiate dean's office.
- Monitor compliance and provide information about this policy to instructional staff.

Academic Dean

Review and render decisions on requests, if the individual providing the instruction in the course is an academic department head.

Related Information

Administrative Policy: *Individual Conflicts of Interest*

History

Amended

February 2016 - Comprehensive Review. Minor Revision. Changes clarifies the documentation expectations when approval is given to use materials in a course that were created by that instructor, and specifies that a one-up approval is required when the head of the administrative unit is involved in the use of the materials.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Eligibility to Serve on Graduate Examination Committees

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Jun 21, 2017
			Effective Date: Feb 7, 2011

Policy Statement

This policy governs who is eligible to serve on master's final examination committees and doctoral preliminary oral and final oral examination committees in the following roles:

- Advisor
- Chair
- Committee member
- Reviewer

I. Eligibility to Serve on Graduate Examination Committees

a. Any University tenured or tenure-track faculty member who holds an earned doctorate or designated equivalent in an appropriate field from an accredited institution is eligible to serve in any role on master's final, doctoral preliminary oral, and doctoral final oral examination committees.

b. Other University faculty (including adjunct, term, or contract faculty) who hold an earned doctorate or designated equivalent in an appropriate field from an accredited institution but who do not hold a tenured or tenure-track appointment are eligible to serve in any role on master's final, doctoral preliminary oral, and doctoral final oral examination committees.

c. Emeritus faculty and tenured or non-tenured faculty who have left the University are eligible to continue with all examination committee assignments that were approved and active at the time of their departure, if the faculty member and the student both agree to the continuation in writing.

d. Academic staff who hold an earned doctorate or designated equivalent in an appropriate field from an accredited institution but who do not hold any faculty appointment (tenured, tenure-track, adjunct, term, or contract) are eligible to serve in any role on master's final examination committees. They are also eligible to serve on doctoral preliminary oral and doctoral final oral examination committees except in the roles of advisor or chair.

e. Experts outside of the University who do not hold any faculty appointments (adjunct, term, or contract) at the University are eligible to serve on master's final examination committees, doctoral preliminary oral and doctoral final oral examination committees except in the roles of advisor or chair. All appointments of outside experts to graduate examination committees must be reviewed at the collegiate level according to a review process and criteria specified by the collegiate unit.

f. Individuals having a nonacademic relationship with the student are not eligible to serve on that student's examination committee.

g. Individuals working toward a graduate degree at the University are not eligible to serve on any examination committees unless an exception has been granted by the Vice Provost and Dean of Graduate Education.

II. Assignment of Graduate Examination Committee Roles

a. Graduate programs must assign roles to individuals serving on graduate examination committees subject to collegiate level approval according to a review process and criteria specified by the collegiate unit.

b. Collegiate deans or their designated representatives must review for approval all assignments as advisor.

III. Exceptions

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M. and M.B.A. [Twin Cities] degrees.

Reason for Policy

To ensure quality, consistency, and fairness in standards and practices for final examinations of master's candidates and preliminary and final examinations of doctoral candidates.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Table for Eligibility to Serve on Graduate Examination Committees*

Frequently Asked Questions

- *FAQ: Eligibility to Serve on Graduate Examination Committees*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Karen Starry*	612-625-2815	*starry@umn.edu*

Definitions

Designated equivalent

A terminal post-baccalaureate degree qualifying the recipient to teach at the university level in their field. Example: MFA.

Nonacademic relationship

A personal relationship OR a financial relationship not connected with the student's academic program.

Responsibilities

Collegiate Units

- Maintain a set of publicly available standards, processes, and forms for appointments to all roles on graduate examination committees with special attention to requirements for advisors and for chairs of the doctoral examination committees.
- Review and approve all assignments as adviser (including co-advisors).
- Review and approve all examination committee assignments.

Graduate Programs

- Programs are responsible for maintaining a current list of individuals with Graduate Education Responsibilities (GER) and updating the Faculty Role List Database.

Related Information

- Administrative Policy: *Master's Degree: Performance Standards and Progress*
- Adminstrative Policy: *Master's Degree: Completion*
- Administrative Policy: *Doctoral Degree: Performance Standards and Progress*
- Administrative Policy: *Doctoral Degree: Completion*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision: 1. Revised the title of the policy to reflect its purpose more clearly. 2. Clarified the goal of this policy relative to other related policies and moved elements of the policy into related policies. 3. Simplified and organized the criteria with regards to the roles on each type of committee and the criteria to be eligible to serve in each role. Created an appendix table to summarize the policy. 4. Reviewed the roles of outside experts as advisors and chairs of graduate examination committees. 5. Discussed development of a policy with regards to reinstating a “Graduate Faculty” at the central level.

Effective:

February 2011

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Enrolling in Overlapping or Back-to-back Classes: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	Dec 22, 2009 **Effective Date:** Apr 8, 2009

Policy Statement

Enrolling in overlapping classes is prohibited so students can actually attend the classes in which they enroll. For Twin Cities campus students, back-to-back classes with insufficient travel time may lead them to consistently arrive late or to depart early, which can disrupt a class and cause the student to miss instruction. Students are responsible for planning a schedule that allows enough time for travel between classes. Instructors may accommodate student-scheduling problems but are not required to do so.

1. **Overlapping class times**
   a. Classes that have any common meeting time are considered to be overlapping.
   b. Students are not permitted to register for classes that overlap unless they successfully petition for permission to do so.
   c. Petitions for overrides for such conflicts require the approval of all instructors involved. The decision to approve or disapprove such a petition for override is discretionary with each instructor involved, but petitions should be granted only under extenuating circumstances.

2. **Enrollment in back-to-back classes** [Twin Cities only]
   a. Students should not enroll in back-to-back classes when (1) the amount of time available for travel is less than 15 minutes (when both are on either the Minneapolis or St. Paul campus), or (2) the amount of time available to travel between two classes (when one is on the Minneapolis campus and the other on the St. Paul campus) is less than 30 minutes.
   b. Petitions for protection from penalties for such conflicts require the approval of all instructors involved and will be approved only under extenuating circumstances. The decision to approve or disapprove such a petition for override is discretionary with each instructor involved.
   c. If the student's petition has not been approved, instructors have the authority to penalize students who consistently arrive late or depart early from a class.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Students consistently arriving late for a class or departing early can disrupt the teaching and learning process. Instructors must understand that they may accommodate student-scheduling problems but are not required to do so.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- OTR024 - *Class Time Conflict Approval (electronic)* (Restricted Access)
- *Online Class Time Approval* (login required)

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **How do students obtain permission to enroll in back-to-back courses?**

   Students who wish to enroll in back-to-back courses (or those with overlapping times) must complete the "Course Time Conflict Approval" form. Completing the form requires the signature of both instructors involved in a course time conflict. Without written permission, students will not be allowed to register for courses that are separated by less than one minute or overlap in the time they are offered. Verbal permission will not allow the student to register.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Susan Van Voorhis*	612-624-1111	vanvo002@umn.edu
Twin Cities Campus Procedures	*Stacey Tidball*	612-626-0075	tidball@umn.edu
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	*Marcus Muller*	320-589-6011	mull0262@umn.edu
Rochester Campus	*Diane Douglas*	507-258-8008	douglasd@r.umn.edu

Definitions

There are no definitions associated with this policy.

Responsibilities

There are no specific responsibilities associated with this policy.

Related Information

There is no related information associated with this policy.

History

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

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

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	Sep 15, 2014 **Effective Date:** Apr 8, 2009

Policy Statement

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

Exclusions

This policy is not applicable to the Duluth campuses.

Reason for Policy

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

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Sue Van Voorhis*	612-625-8098	*vanvo002@umn.edu*
Twin Cities Campus	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Prerequisite

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

Responsibilities

There are no specified responsibilities related to this policy.

Related Information

- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

September 2014 - Clarifications related to Higher Learning Commission accreditation requirements

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Evaluation of Teaching: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost for Faculty and Academic Affairs	• Ole Gram	Nov 2, 2015
			Effective Date: Apr 7, 2009

Policy Statement

Evaluation of teaching provides information (1) to help improve teaching, (2) to be used for faculty tenure decisions and salary and promotion decisions based on merit, and (3) to assist students in course selection. The methods used are:

- Student ratings of teaching
- Peer evaluations

A. General Provisions for Evaluation of Teaching

1. All instructors, regardless of their academic rank or tenure status, will have their teaching performance evaluated.
2. The process for evaluating teaching used in tenure and promotion decisions must follow Board of Regents Policy: *Faculty Tenure*.
3. Student rating data are used in personnel decisions for faculty and instructional staff whose salary is fully or partially based on teaching, (e.g., merit and salary reviews, promotion, tenure for tenure-track faculty).
    - The results must be shared with the instructor being reviewed.
    - Only those individuals who are responsible for decisions on reappointment, promotion, tenure, and salary adjustments may have access to information about a specific instructor.
    - Instructors are allowed to respond to student rating results by adding written comments to their files that are communicated to individuals responsible for personnel decisions.
4. When used for salary, promotion, and tenure decisions, information from student ratings should be used in conjunction with other relevant metrics to assess instructional effectiveness.
5. The academic unit must maintain a record of the instructor's contributions to teaching, including cumulative summaries of student ratings of the instructor's courses. Units must protect the materials as private data.
6. To assist students in course selection, students may view Student Rating of Teaching responses that pertain to a course and not to a specific individual. (This provision does not apply to the Crookston campus)
7. Student rating data should be used with other types of information to identify instructors who deserve rewards as well as instructors who may need assistance in improving their classroom effectiveness. When used for salary, promotion, and tenure decisions, these data should be used in conjunction with other relevant metrics.
8. Custom Items

   Colleges and departments may, after consultation with, and approval from, the vice provost for faculty and academic affairs, add custom items to the Student Rating of Teaching form. If custom items are added by a department or college, that unit will make available to instructors a written policy that defines which data from the custom items will be used (1) for improvement of teaching, (2) for personnel decisions, and (3) for improving courses or programs.

    - Data used solely for teaching improvement will be provided only to the instructor.
    - Data to be used for personnel decisions will be available to individuals charged with reviewing instructor performance.

- Data to be used for course and program improvement will be available to curriculum committees and similar bodies only in aggregated form and will not be identified with individual instructors. In all instances, the data will be provided to the instructor.

B. Student Rating of Teaching Form and Requirements

1. Every course with a University course number will be rated by the use of student rating forms every time it is offered, except that thesis-only credits, directed or independent study, and internships will not be rated using such forms. For courses with one instructor but multiple components (e.g., lab, lecture, recitation), departments have the discretion to evaluate the components separately. For courses with multiple components, each taught by a different instructor, each component should be evaluated separately.
2. The standard student rating form (see Appendix X) will be used except that:
    - In courses with more than two instructors, departments and/or colleges that wish to use alternative evaluation procedures must seek written approval from the Senate Committee on Educational Policy (SCEP).
    - Academic units in which student evaluation procedures must meet national accreditation standards may use alternative evaluation procedures with written approval from SCEP.
    - A department that wishes to use an alternative form for a course must receive written approval from SCEP.

3. All students enrolled in a course must be provided the opportunity to complete the student rating form. If online SRTs are being used, all enrolled students will receive system-generated email invitations and reminders. Paper forms must be distributed to all students present on the day that ratings are administered. Students who have withdrawn from the course may not participate in the rating of that course. Enrolled students, regardless of the rating protocol or method used, have the option to:
    a. Opt out of responding to one or more questions on the form; or
    b. Opt out of completing the entire student rating form.

4. Instructors may not be present when the evaluations are completed and collected. Results do not become available until after grades have been posted.
5. The dean or chancellor of each college or campus, in consultation with the faculty, will determine whether and how written comments on student evaluation forms may be used in personnel decisions. In units where all written comments on students' ratings of teaching are sent to the chair and/or to reviewing-bodies and are included in the file, unfairly prejudicial comments will be withheld from the file upon request of the instructor concerned and accordingly will not be part of annual or other reviews. The decision whether particular comments are unfairly prejudicial will be made by the chair, a senior faculty member designated through a process determined by the department, or a standing or ad-hoc committee. This provision is intended to cover offensive, racist, sexist, homophobic, and other personal comments, and is not intended to exclude from the file negative comments directly related to the course.
6. Student rating results will be available to instructors online. For online-administered SRTs, instructor reports will include open-ended comments. For paper-administered SRTs, only the multiple-choice item results are reported online. Comments will be available through the return of the original, completed paper forms to the instructor with any student demographic information removed.

C. Peer Evaluation of Teaching

Peer review should include assessment of the instructor's knowledge of the subject matter, general contributions to departmental teaching efforts, and any other teaching contributions. (see Appendix for best practice guidelines.)

1. **Peer review process**.
    a. Every academic unit should have a documented process for peer review of every instructor’s teaching efforts and contributions to teaching, both for purposes of promotion decisions and for teaching-based salary increases. The academic unit should evaluate instructors in ways appropriate to the discipline, and include consideration of activities outside the classroom such as facilitating student research, advising students, and other activities related to students' educational programs.
    b. The peer-review process must include consideration of any additional materials identified by the instructor as relevant to the evaluation. Instructors are encouraged to prepare and regularly update a teaching portfolio that contains materials that will be considered during the their evaluation.

2. **Faculty peer review.**

a. Faculty peers are responsible for evaluating teaching conducted by tenured and tenure-track faculty as outlined in Board of Regents Policy: *Faculty Tenure*, Administrative Policy: *Faculty Compensation*, and Administrative Procedure: *Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty*.
b. Both faculty and instructional staff may participate in the evaluation of instructors who are not tenure-track or tenured faculty.

Exclusions

This policy is not applicable to the Duluth campus.

Course-related SRT results from the Crookston campus will not be released to students.

Reason for Policy

This policy establishes standards and processes for evaluating of teaching: peer review and student rating of teaching for the campuses of Morris, Rochester, and the Twin Cities.

It is essential to ensuring quality of instruction and providing feedback to instructors and supervisors.

Procedures

- *Using Paper and Online Forms to Conduct Student Ratings*

Forms/Instructions

- UM 1811 - *Student Rating of Teaching*

Original forms (not photocopies) are required for processing. Please see your department contact or the Office of Measurement Services for forms.

Appendices

- *Peer Review of Teaching: Best Practices*

Frequently Asked Questions

1. **Are there costs associated with administering custom items on a form?**

   Units should consult the Office of Measurement Services to inquire about costs associated with administering a custom form or adding custom items on the Student Rating of Teaching form.

2. **Can instructors administer additional evaluation items?**

   Instructors are encouraged to conduct early- and mid-semester course assessments for the purpose of receiving feedback about student learning during the term. Instructors may ask students to answer supplemental questions in the open-ended section of the standard rating form, on a separate sheet, or

online. See *Early Term Feedback on Teaching* for more information about early- and mid-semester course assessments.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Ole Gram*	612-624-5082	gram@umn.edu
Twin Cities Campus	Ole Gram	612-624-5082	gram@umn.edu
Crookston Campus	*John Hoffman*	218-281-8341	jlhoff@crk.umn.edu
Morris Campus	*Janet Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

For information about the administration of student ratings of teaching, please see oms.umn.edu/srt. Inquiries may be directed to oms@umn.edu or 612-626-0006

Definitions

There are no definitions associated with this policy.

Responsibilities

Executive Vice President and Provost

- Convey to colleges the importance of teaching in decisions regarding promotion, tenure, and merit-pay increases.
- Consult with colleges regarding custom items and exceptions to the policy.

Deans

- Convey the importance of teaching in decisions regarding promotion, tenure, and merit-pay increases.
- Consult with college governing bodies regarding the use of written comments in personnel decisions.

Department Heads

- Convey to instructors the importance of teaching in decisions regarding promotion, tenure, and merit-pay increases.
- Ensure that evaluation of teaching takes place in the unit.
- Decide whether particular written comments are unfairly prejudicial.

Related Information

- Board of Regents Policy: *Faculty Tenure*
- Administrative Policy: *Faculty Compensation*
- Administrative Procedure: *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty*.

- *Peer Review of Teaching material*

History

Amended:

March 2019 – Minor Revision. Revision of language detailing use of both online and paper forms. Minor editing.

Amended:

November 2015 - Policy now applies to Crookston - with minor exception: Course-related SRT results from the Crookston campus will not be released to students.

Amended:

January 2015 - Comprehensive Review. Minor Revision. Key policy changes: 1. Meets the student requests for information that may aid in course selection by releasing course related information from the Student Rating Tool that does not violate Minnesota State Data Privacy law. 2. Eliminates unnecessary language related to policy compliance. 3. Revises the language regarding the authority to decide whether written comments may be used for personnel decisions.

Amended:

December 2014 - 1. Meets the student requests for information that may aid in course selection by releasing course related information from the Student Rating Tool that does not violate Minnesota State Data Privacy law. 2. Eliminates unnecessary language related to policy compliance. 3. Revises the language regarding the authority to decide whether written comments may be used for personnel decisions.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Jessica Kuecker Grotjohn, Karen Starry	Sep 15, 2014 **Effective Date:** Apr 7, 2009

Policy Statement

Workload expectations in this policy are an estimate of the amount of work needed for an average student to earn an average grade. Course grades are based on the quality of the work submitted, not on hours of effort (as provided in Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*). Workload expectations per credit do not vary with the method of delivery of the course or the length of the academic term.

A. Undergraduate Courses

1. **Student workload expectations per undergraduate credit**. For fall or spring semester, one credit represents, for the average University undergraduate student, three hours of academic work per week (including lectures, laboratories, recitations, discussion groups, field work, study, and so on), averaged over the semester, in order to complete the work of the course to achieve an average grade. One credit equals 42 to 45 hours of work over the course of the semester (1 credit x 3 hours of work per week x 14 or 15 weeks in a semester equals 42 to 45 hours of academic work). Thus, enrollment for 15 credits in a semester represents approximately 45 hours of work per week, on average, over the course of the semester.
2. **Exceptions to undergraduate workload standard**. Professional norms and the nature of the academic work may necessitate spending more than three hours of work per week on average. For example, clinical experiences, some laboratory work, and some studio activities may require more than an average three hours per week. Demands on the student in excess of the average of three hours per credit per week are permissible with college approval and with appropriate notification to the student of the amount of work expected for the course or educational experience (e.g., in class schedules, bulletins, or syllabi).
3. **Student workload statement required for undergraduate courses**. All proposals for undergraduate courses must include a student workload statement demonstrating how the course conforms to the student workload expectations in sections (a) and (b). College and campus curriculum committees and other approving bodies (e.g., the Council on Liberal Education) must consider the student workload statement in reaching a decision on whether to approve a proposed course.

B. Graduate School and Professional School Courses

It is expected that the academic work required of Graduate School and professional school students will exceed three hours per credit per week.

C. All Courses

1. For courses using one course number that enroll both undergraduate and graduate/professional students, workload expectations may be different for the two.
2. When a course is offered at two levels (e.g., 1xxx/3xxx or 3xxx/5xxx), workload expectations will differ for the students enrolled at different levels.

3. Instructional units should periodically review course syllabi to determine whether the number of course credits is appropriate for the expected student workload.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Information on workload expectations assists students in understanding the necessary time to allocate for their courses. Outlining workload expectations also allows for greater consistency across the curriculum, as well as identifies areas where the expectations are not necessarily applicable due to the nature of the course being taught. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **Do the student workload expectations per undergraduate credit apply to courses that are scheduled in academic terms other than the standard semester?**

   Yes. The expectation of academic work per credit established for semesters applies to all academic terms. Courses scheduled during the May session, summer session, and any other special terms have the same expectations for student workload per credit as for courses held during the typical semester. For example, a one-credit course represents approximately 42 to 45 hours of academic work, regardless of the length of the academic term.

2. **Do the student workload expectations per undergraduate credit apply to all courses, including on-line and distance education courses?**

   Yes. The workload expectations per credit are the same, regardless of the method of delivery of the course (for example, online, interactive video, correspondence, classroom, or a combination of delivery methods).

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* (undergraduate) *Karen Starry* (graduate)	612-624-1328 612-625-2815	jkuecker@umn.edu starry@umn.edu
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	*Janet Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

Average grade

According to the policy on Grading and Transcripts, an average grade (C) represents achievement that meets the course requirements in every aspect.

Responsibilities

There are no specific responsibilities related to this policy.

Related Information

- Administrative Policy: *Directed Study, Directed Readings, and Directed Research Courses: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

September 2014 - Clarifications related to Higher Learning Commission accreditation requirements

Amended:

September 2011 - Comprehensive Review. Minor clarifications made to Policy Statement including that workload expectations per credit do not vary with the method of delivery of the course or the length of the academic term and added Frequently Asked Questions section.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

The University of Minnesota expectations for workload per credit were first adopted by the Faculty Senate on February 16, 1922.

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Grade Accountability: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	Nov 17, 2017 **Effective Date:** Apr 8, 2009

Policy Statement

By the start of the term, every department must identify, for each course offering, the instructor responsible for the course.

1. **Instructor responsibility**
   a. The instructor who is in overall charge of a course offering is accountable for all grades given to students. Responsibility for grading or evaluating student work in a course may be assigned to a teaching assistant or grader but ultimate responsibility remains with the instructor for the course. All individuals who grade or evaluate student work in a course must have a formal affiliation with the course (e.g., as instructor of record, teaching assistant, paid grader).
   b. Instructors in charge of a course with multiple sections or laboratories must take reasonable steps to ensure that grading across sections or laboratories is consistent.
   c. If the instructor in charge of a course has left the institution or is no longer available, the department or academic unit has the authority to handle grades and grade changes for the course. The department or academic unit should assign a regular faculty member to be accountable for grades after the course has ended.
   d. Students in every course must be clearly informed via the syllabus or class schedule of who is ultimately responsible for assigning grades in the course.

2. **Student questions about grades**
   a. Students have the right to request and receive an explanation for a grade during and after the course but have no right to challenge the academic merits of any grade.
   b. Students may seek an explanation for a grade until the end of the following semester (not including summer session). The instructor is obligated to provide an explanation for a grade within a reasonable time if a request is made by the end of the following semester. The instructor is not obligated to reconsider the grade.
   c. If a student does not receive an explanation for a grade from the instructor within a reasonable time of making a request, the student may consult the director of undergraduate studies, director of graduate studies, or department chair for assistance in obtaining an explanation. Students also may seek assistance from the campus student conflict resolution office.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

This policy clarifies both the accountability and responsibility for assigning grades; and for responding to requests for explanations about the grades.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact	Sue Van Voorhis	612-625-8098	*vanvo002@umn.edu*
Twin Cities	Stacey Tidball	612-626-0075	*tidball@umn.edu*
Crookston	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester	Norman Clark	507-258-8028	*nclark@r.umn.edu*

Definitions

Explanation of a grade

The criteria used to formulate a grade, not an automatic change of grade.

Responsibilities

Department

Identify an instructor for each course offering by the start of the term.

Instructor

- Inform students in class who is ultimately responsible for assigning a grade.
- Respond to grade inquiries and provide explanations upon request.

Related Information

There is no related information associated with this policy.

History

Amended:

November 2017 - 1. Minor edits to clarify what happens when an instructor leaves or is no longer available.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

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

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	Oct 18, 2018 **Effective Date:** Apr 8, 2009

Policy Statement

This policy establishes the allowed grading scales, grades, and symbols that appear on the University transcript. It also establishes the GPA calculation for the University transcript. Colleges and campuses may not use any other grades or symbols unless approved by SCEP and the University Senate as described in section E.8.

A. University Grading Scales

The University has two distinct grading scales: A-F and S-N.

1. **A-F grading scale.** The A-F grading scale allows the following grades and corresponding GPA points:

Grade	GPA Points	Definitions for undergraduate credit
A	4.000	Represents achievement that significantly exceeds expectations in the course.
A-	3.667	
B+	3.333	
B	3.000	Represents achievement that is above the minimum expectations in the course.
B-	2.667	
C+	2.333	
C	2.000	Represents achievement that meets the minimum expectations in the course.
C-	1.667	
D+	1.333	
D	1.000 -	Represents achievement that partially meets the minimum expectations in the course. Credit is earned but it may not fulfill major or program requirements.
F	0.000	Represents failure in the course and no credit is earned.

a. The F does not earn grade points and the student does not earn University credit. The credit hours for the course count in the grade point average.
    i. The F is assigned when the work was either (1) completed but at a level of achievement that is not worthy of credit, or (2) was not completed and there was no agreement between the instructor and the student that the student would be given an I.

b. Instructors are not required to use pluses and minuses when grading on the A-F scale.
c. Grade points are the same regardless of the level or course of enrollment (e.g., graduate or undergraduate level).
d. Except for the Law School, the University does not award A+ grades, nor are D- grades permitted.

2. **S-N grading scale.** The S-N grading scale allows for the following grades and corresponding GPA points:

Grade	GPA Points	Definitions for undergraduate credit
S	0.00	Satisfactory (equivalent to a C- or better)
N	0.00	Not Satisfactory

a. The S grade does not carry grade points and is not part of the GPA calculation, but the credits will count toward the student's degree program if allowed by the college, campus, or program and the Administrative Policy: *Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Morris, Rochester*.
b. The N does not carry grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.
    i. The N is assigned when the work was either (1) completed but at a level of achievement that is not worthy of credit, or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I.

3. No campus, college, or program is required to offer a course on the S-N grading scale. Any unit may choose to limit grades in a particular course to the A-F or the S-N scale.
    a. When both grading scales are available to a student, the student must declare the choice of scale at the time of registration. After the end of the second week of classes (the first week in summer sessions), students may not change their election of a grading scale.
    b. The S-N system is a self-contained alternative to the A-F system and the two scales may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading scale under which they have registered for a course.

4. The No Grade (NG) grading scale is a limited scale used for certain research and thesis registrations.

B. Incompletes

1. Instructors may assign the registration symbol I for Incomplete if, at the time the incomplete is requested:
    a. the student has successfully completed a substantial portion of the work of the course; and
    b. due to extraordinary circumstances (as determined by the instructor), the student was prevented from completing the work of the course on time.

2. The assignment of an I requires a written agreement with the student specifying the time and manner in which the student will complete the course requirements.
    a. The written agreement must require the student to complete the course requirements no later than the day grades are due for the subsequent regular (fall or spring) term, except as provided in section B.6 for students called to active military duty.
    b. The contract cannot require the student to re-register for the course or to sit in on an entire course in order to resolve an incomplete.
    c. Students may complete the work to resolve an incomplete during a term in which they are not otherwise registered.

3. Students must submit the work to resolve an incomplete as specified in the written agreement. Except for graduate and professional students, incompletes that have not been changed to a letter grade by the day grades are due for the subsequent regular (fall or spring) term will be automatically changed to an F or N, consistent with the student's grading scale for the course.

    a. For graduate and professional students, an I remains on the transcript until changed by the instructor or department.
    b. If an I becomes an F or N under this provision, the grade may be changed later by the instructor if appropriate.
    c. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

4. When an I is changed to another symbol or grade, the I is removed from the record.
5. If a student graduates with an I on the transcript, the I will remain an I. The degree GPA is frozen upon graduation.
    a. With college and instructor approval, a student may be allowed to resolve an incomplete up to one year after graduation. While the degree GPA will not change, the cumulative GPA will be updated.

6. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s).

C. Other Transcript Symbols

1. **Auditing a course.** There will be a symbol V, visitor, indicating registration as an auditor or visitor. No credit is awarded and the auditing student does not receive a grade.
    a. Students auditing a course are required to pay full tuition but do not take exams and are not required to do homework. An auditor is entered on the class roster , is counted as filling a seat in a controlled entry course, and is counted in an instructor's student contact hours.
    b. Students may not sit in on a course without registering for it.
    c. A student maytake a previously audited class for a grade.

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

3. **Continuation course.** If a course is approved as a sequenced or continuation course and the grade cannot be determined for all students in the course until the full sequence is completed, the symbol X may be used at the end of the term while the sequence is in progress. The instructor will submit a grade for each X when the student has completed the sequence.
4. **Course in progress.** The symbol K may be used at the end of a session in courses where course activity (e.g., rotations) has been approved to extend beyond the established end date. The K symbol indicates that course activity is still in progress. The instructor will submit a grade that will replace the K for each student when course activities are complete.
5. **No grade reported.** There will be a symbol NR, administratively assigned to indicate that a grade was not reported for the course. The NR does not carry any GPA points.

D. Scholastic Dishonesty

1. Scholastic dishonesty in any portion of the academic work for a course will be grounds for awarding a grade of F or N for the entire course, corresponding to the student's registered grading scale (A-F or S-N). This provision allows instructors to award an F or an N to a student when scholastic dishonesty is discovered; it does not require an instructor to do so. (See Board of Regents Policy: *Student Conduct Code* for a definition of scholastic dishonesty.)

2. If the instructor determines that a grade of F or N for the course should be awarded to a student because of scholastic dishonesty, the student cannot withdraw to avoid the F or N. If the student withdrew from the course before the scholastic dishonesty was discovered or before the instructor concluded that there was scholastic dishonesty, and the instructor (or the appropriate hearing body if the student requests a hearing) determines that the student should receive an F or N, the student will be re-registered for the course and the F and N grade will be entered.

E. GPA Calculation and Other Provisions

1. **Counting credits toward a University degree.** A course that carries University credit toward a degree in one department or college must carry University credit in all other departments and colleges. All university credit carrying GPA points will count in the GPA unless otherwise prohibited by this policy.
    a. **Zero-credit courses.** Courses that carry zero credits do not count in either term or cumulative grade point averages. Such courses carry normal tuition and fee charges.

2. **Grade point average.** Every student will have a grade point average calculated at both the end of each grading period (semester) and cumulatively, which will be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the term and cumulative grade point average will appear on the transcript. Registration symbols, as described in this policy, do not count in the GPA and courses with symbols rather than grades do not earn credit.
    a. When a student graduates, no further changes to the student's transcript will be made (to that portion of the transcript related to the program from which the student graduated) except as expressly allowed under the provisions of this policy.

3. **Assigning final grades.** All grades for academic work are based on the quality of the work submitted, not on hours of effort. Instructors have the responsibility and authority to determine how final grades are assigned, including, in classes where they use numeric scores, the method that will be used to translate numeric scores into letter grades. (For example, the instructor may decide that 90% equals an A, 80% a B, and so on, or the instructor may decide that the top 10% of the scores will receive an A, the next 20% a B, and so on.) In courses with graded group work, instructors are expected to make efforts to ensure that each student's grade accurately reflects the degree to which they have met the stated goals of the assignment. When an instructor believes that a student's final grade will be significantly adversely affected by the actions or inactions of group members, the instructor is encouraged to identify ways to alleviate this.
    a. Final grades must be submitted to the Registrar no later than three business days after the last day of the final examination period.

4. **Repeating courses.**
    a. An undergraduate student may repeat a course only once, except as noted in section 4(c). The college offering the course may grant an exception to this provision. Morris only: Students who receive a grade of S or C or higher may repeat a course only if space permits.
    b. When a student repeats a course before receiving the degree, (a) both grades for the course will appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course will count in the student's grade point average.
    c. Provisions 4(a) and (b) of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."
    d. If an undergraduate student repeats a course after the degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.
    e. Bracketing is the practice of not including a course in the calculation of a student's GPA and not counting the course as satisfying any undergraduate degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts, except as provided in 4(c). No department or college or campus may bracket the courses of another department or college or campus for any reason other than course repetition. An F may not be bracketed with an N. A University course may not be bracketed with a course taken at another institution.
    f. When a student enrolled in a graduate program repeats a course, provisions 4(a) and (b) apply, but all grades for the course will be counted in the student's grade point average.

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

6. **Compiling and reporting grading data.**
    1. Each fall, the Office of Institutional Research will produce reports on the mean grade point average by designator and course level, on the percentage of A's awarded by course level, and on overall collegiate grade point averages. Data should be reported for all undergraduate students for all terms in an academic year. Cells in the tables with fewer than 10 grades should be suppressed in order to protect the privacy of students, but the numbers should be included in the totals.
    2. The Office of Institutional Research will produce the required tables and provide them to the chair of the Senate Committee on Educational Policy and to the Office of the Executive Vice President and Provost.
    3. The information will also be reported annually to the Faculty Senate and made available to faculty and students.

7. All colleges and campuses will publish each term a dean's list, consisting of students who achieved a 3.666 term GPA or higher and who completed a minimum of 12 credits on the A-F grading system. There will be a transcript notation for each term that a student achieves the dean's list. Students who have chosen to suppress all their public information (which includes academic awards and honors) will not be included on the published dean's list.
8. **Alternative grading systems.**
    a. Only the Senate Committee on Educational Policy will have the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible system-wide adoption. Such permission may be granted if the proposal does not interfere significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems will be reported for information to the University Senate as soon as permitted and, after the specified period, will be re-evaluated, either to be discontinued, or with University Senate approval on recommendation from the Senate Committee on Educational policy, made part of the system-wide policy. Except for the provisions of this section, no college or program may use any grading system except for the one contained in this policy.
    b. Because alternative grading systems, once used, must be maintained by the University forever afterward to preserve the integrity of the transcripts, the Senate Committee on Educational Policy will rarely grant permission for alternative grading systems. It will consider doing so only when (1) those who propose it can make a persuasive case that the alternative is a more accurate and effective way to measure and record student academic performance, and (2) there is strong reason to believe that the proposal will be useful to all colleges and campuses of the University (except the Law School and Medical School).

Exclusions

This policy is not applicable to the Duluth campus.

The Law School and the Medical School are exempt from the provisions of this policy, but will report their grading systems, and any changes therein, to the Faculty Senate.

Any other units that believe that the national norms of their profession require a different grading system may make application to the Senate Committee on Educational Policy for an exemption from this policy. The Faculty Senate must approve all such exemptions.

Reason for Policy

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

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- ADV 110 - *Incomplete Grade Contract* (Restricted Access)

Appendices

- *Scholastic Committee Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time*
- *Student Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time*

Frequently Asked Questions

- *FAQ: Grading and Transcripts*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Sue Van Voorhis*	612-624-1111	*vanvo002@umn.edu*
Twin Cities Campus	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Major/program requirements

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

Scholastic Dishonesty

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

Responsibilities

Office of the Registrar

Maintain the transcript

Instructor

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

Student

When courses are offered on both the A-F and S-N grading scale, select the grading scale at registration.

Related Information

- Board of Regents Policy: *Conflict Resolution Process for Student Academic Complaints*
- Board of Regents Policy: *Student Conduct Code*
- Administrative Policy: *Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Morris, Rochester*
- Administrative Policy: *Grade Accountability: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Teaching & Learning: Instructor and Unit Responsibilities (Twin Cities, Crookston, Morris, Rochester)*
- *Center for Educational Innovation*
- *Office for Community Standards*
- *Request for Official Transcript*

History

Amended:

October 2018 - Comprehensive Review. Changes the deadline for lapsing incompletes and clarifies the requirements for when an incomplete may be assigned. Reorganizes language according to the commonly understood grading scales of A-F and S-N. Clarifies definitions and limit the use of X and K symbols to approved courses. Minor changes to improve the readability of the policy and ensure that policy language focuses on the topics

Amended:

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

Amended:

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

Amended:

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

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

September 2009 - Added question 2 to FAQ.

Amended:

April 2009

Effective:

April 2009

Printed on: 08/13/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Instructional Time per Course Credit: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education	• Jessica Kuecker Grotjohn	Apr 1, 2016
			Effective Date: Apr 15, 2009

Policy Statement

This policy guides academic units in scheduling the instructional time for a specified number of course credits. Instructional time expectations per credit do not vary with the method(s) of delivery of the course or with the length of the academic term.

1. For all enrollment periods and for all courses, the hours of instructional time for a course must equal at least the number of credits for the course times the number of weeks the course is offered during the full academic term.
2. Instructional time is defined for these purposes as instruction by the instructor(s) assigned to the class as scheduled by the academic department. Instructional time does not include office hours or casual or informal time spent with students.
3. Course proposals must include information regarding instructional time. Proposals must provide significant evidence to justify a schedule that includes fewer total instructional hours than the standard defined in paragraph (1.). Instructional hours of all types equal to or in excess of the standard defined in paragraph (1.) need not be justified.
4. When reviewing a course proposal, college and campus curriculum committees and other approving bodies (e.g., the Council on Liberal Education) must consider the instructional hours in reaching a decision on whether to approve a proposed course; such bodies should normally reject course proposals that have fewer instructional hours than the standard defined in paragraph (1.), barring significant evidence that reduced instructional contact hours are appropriate. In their review, these bodies will also take into consideration the method(s) of delivery of the course (e.g., traditional classroom setting, various distance education delivery methods).
5. Courses for individualized instruction such as directed study, directed readings, directed research, and internships, which require a written contract outlining the responsibilities of the student for the course, are explicitly exempted from this standard, and may have fewer instructional hours per week than the standard.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Instructional time per course credit is defined to provide a consistent minimum expectation for students and faculty. Students and faculty should know in general what time commitment is involved for a specified number of course credits. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission and compliance with the federal definition of a “credit hour” for financial aid eligibility.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- *FAQ: Instructional Time per Course Credit*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn*	612-624-1328	jkuecker@umn.edu
Twin Cities Campus Procedures	*Stacey Tidball*	612-626-0075	tidball@umn.edu
Crookston Campus Procedures	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus Procedures	*Janet Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus Procedures	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

Instructional time

Scheduled instruction/teaching by an individual appointed for that purpose.

Responsibilities

Collegiate and campus curriculum committees

Review proposed courses in light of conformance with policy; assess the appropriateness of proposed instructional hours. When proposed instructional hours vary from the standard, assess the type of course, and the proposed delivery method.

Academic Departments

Follow the established policy for instructional time per course credit when scheduling courses.

Related Information

- Administrative Policy: *Academic Unit Authority over the Curriculum and Major: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Expected Student Academic Work per Credit: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Class Scheduling: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Directed Study, Directed Readings, and Directed Research Courses: Twin Cities, Crookston, Morris, Rochester*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

April 2016 - Comprehensive Review. Major Revision. Simplifies language for clarity and removes repetitive language. Adds language in paragraph three to include the need for significant evident to justify proposals with fewer than normal instructional hours. Clarifies the section on individualized instruction to address policy questions regarding these courses.

Amended:

July 2014 - Minor Revision. Primary Contact updated, Statement clarified. Added FAQ, and clarified that instructional time does not vary with the method(s) of delivery or the length of the academic term. Added the following sentence to Reason: "This policy also implements criteria and requirements for accreditation established by the Higher Learning Commission."

Amended:

April 2013 - Minor Revision. In Policy Statement, 4 and 5 updated to policy address distance education course delivery. Added definitions, responsibilities, FAQ and Related Information.

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

April 2009 - Clarified policy and put in standard format.

Effective:

April 2009

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Leave of Absence and Reinstatement from a Leave: Graduate Students

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Amber Cellotti, Karen Starry	Aug 23, 2011
			Effective Date: Aug 23, 2011

Policy Statement

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues.

1. Students who experience circumstances that prevent them from maintaining active student status will ordinarily be granted college approval for a leave of absence upon request. Students must complete a leave of absence form that specifies the term(s) and year(s) of the leave.
2. An approved leave of absence may not exceed two academic years.
3. Students who do not obtain a college-approved leave of absence prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program or held to new requirements if they are subsequently readmitted.
4. Students granted a leave of absence may not use University facilities or services available only to registered students.
5. The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree.
6. Students who obtain a college-approved leave of absence in accordance with this policy are eligible for reinstatement provided they enroll no later than the term immediately following the expiration of the leave (excluding summer). Colleges may specify reasonable conditions for reinstatement to active status, whether the student returns early or at the expiration of the leave. Colleges may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled (see Board of Regents Policy: *Student Conduct Code*).
7. Students whose leave of absence has expired and who have not yet registered for the following term (excluding summer) will be placed on inactive status. Students who are placed on inactive status must apply for readmission.
8. Collegiate units may develop additional rules governing leaves of absence, as long as they are consistent with this policy.

Documentation

Each college must establish and publicize its process for implementing this policy and must inform all entering students about it.

Reason for Policy

Students may need to interrupt their enrollment for reasons they cannot control. Allowing students to take a leave of absence provides students the opportunity to return to the University under the rules and policies in effect when they left and without affecting their time to degree. It also allows the University the opportunity to counsel students about actions they must take to be reinstated upon the expiration of the leave.

Procedures

- *Guide to Leave of Absence*

Forms/Instructions

- UM 1759 - *Leave of Absence Reinstatement Request: Graduate Students (Twin Cities, Duluth, Rochester)* *um1759.docx*
- UM 1758 - *Leave of Absence Request - Graduate Students: Twin Cities, Duluth, Rochester* *um1758.docx*

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- *FAQ: Leave of Absence Reinstatement*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	Karen Starry Amber Cellotti	612-625-2815 612-626-4957	starry@umn.edu knap0071@umn.edu
University of Minnesota - Duluth Questions	Erik Brown	218-726-8891	etbrown@umn.edu

Definitions

Continuous registration

Registration for every fall and spring semester. Required to maintain active status.

Graduate students

Students enrolled in post baccalaureate degree programs with the exception of "first professional" degrees. (The first professional degrees are: the J.D., M.D., Pharm.D., D.V.M., D.D.S, and L.L.M. degrees.)

Active status

Graduate students who register every fall and every spring (i.e., continuously registered) are considered active.

Inactive status

Graduate students who do not register every fall and spring and who have not been granted a formal leave of absence by their college will be placed on inactive status.

Leave of absence

Refers to a process by which students obtain college approval to leave the University for a specified period of time (i.e., not register for fall/spring term[s]), but for no longer than two academic years.

Matriculate

Individuals matriculate upon their first registration as an admitted graduate student at the University.

Reinstatement

The process required for returning to the University after an approved leave of absence. Students with a college-approved leave of absence are eligible for reinstatement if they notify their college via the appropriate reinstatement form prior to the term in which they intend to enroll, they enroll no later than the term immediately following the expired leave (excluding summer), and they return to the same major and degree objective.

Readmission

The process of reapplication to the University for admission. Readmission is required following a break in enrollment without an approved leave of absence, as well as after failure to return by the term immediately following an approved leave of absence (excluding summer).

Responsibilities

College

- Establish and publicize leave of absence policy and ensure that students are informed throughout their academic careers of the policy and consequences of inactive status.
- Inform students of potential conditions that may be imposed upon reinstatement at the end of an approved leave of absence.
- Help students who are pursuing degrees in multiple colleges to connect with each college to ensure coordinated leave of absence requests.
- Help reinstate students at the end of an approved leave of absence.
- Enter the necessary information into PeopleSoft related to effect start - and return - leave of absence dates for each degree being pursued by the student.
- Discontinue students from the degree(s) they are pursuing in the event that students do not request reinstatement prior to the approved term/year, or if upon reinstatement, fail to register for the approved term/year.

Graduate student

- Talk with their advisor and Director of Graduate Studies for each degree they are pursuing, and other relevant offices (e.g., International Student and Scholar Services, Office of Student Finance, Graduate Assistant Employment).
- Submit the Leave of Absence Form for Graduate Students when planning a leave of absence. Submit the Application for Reinstatement for Graduate Students prior to intended term of return. Students pursuing degrees in more than one college must submit the Leave of Absence and Reinstatement forms with each college.

Related Information

- Board of Regents Policy: *Student Conduct Code*
- Administrative Policy: *Family and Medical – FMLA Leave*
- Administrative Policy: *Grading and Transcripts*
- Administrative Policy: *Military, Court Appearance, or Civic Duty Leaves*
- Administrative Policy: *Parental Leave for Academic Employees*
- *Boynton Health Service*
- *Disability Resource Center*
- *Graduate Assistant Employment*
- *International Student and Scholar Services*
- *Office of Student Health Benefits*

History

Effective:

August 2011 - New Policy, Comprehensive Review: Establishes a formal leave of absence for graduate students who need to interrupt their enrollment for reasons they cannot control such as illness, family emergencies, etc. This policy parallels a similar policy already in effect for undergraduate students. Allows students to return to the University under the rules and policies in effect when they left. Aligns with best practice at peer institutions.

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Maintaining Records of Student Work: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Stacey Tidball	Jan 3, 2017 **Effective Date:** Apr 15, 2009

Policy Statement

Instructors and academic units are responsible for maintaining records of student work and grade books, as follows:

1. Instructors and academic units should either return submitted student work to the student, or retain it for 30 days after grades for the class are posted to the student's transcript. This provides students the opportunity to retrieve or review their work, as appropriate.
2. After 30 days, any retained student work may be discarded securely (following applicable University document-destruction procedures).
3. A student may request that retained student work be retained until 30 days into the next semester (not including summer, so a request in the spring would require a unit to hold the work until 30 days into the following fall semester). A student must make this request to the instructor no later than the last day of instruction for the class.
4. Instructors must follow FERPA, Minnesota Government Data Practices Act (MGDPA) and University policy in retaining and returning student work. For example, student work may not be left in hallways or other public places where anyone may see it.
5. Academic units must retain grade books or their equivalents for a minimum of one year or, if a grade is appealed, until the end of the appeal. Instructors leaving the University must give all grading records to the department.
6. Academic units must also be aware of and follow Administrative Policy: *Managing University Records Retention*.

Exclusions

This policy is not applicable to the Duluth Campus.

Reason for Policy

To comply with state and federal law regarding data privacy and to establish a reasonable time period after the end of a term during which students are able to retrieve or view their work while recognizing the physical storage space limitations in units.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **Does this policy apply to online classes or student work submitted electronically?**

   Yes. Work may be returned electronically or stored electronically to meet the requirements of this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact	**Stacey Tidball**	**612-626-0075**	***tidball@umn.edu***
Twin Cities Campus	Stacey Tidball	612-626-0075	*tidball@umn.edu*
Crookston Campus	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Morris Campus	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester Campus	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Student Work

Materials a student has submitted for a class, including but not limited to, papers, projects, exams, problem sets, artwork, and architectural models.

Maintain

The process of keeping student work where it can be safely stored and accessed, whether submitted physically or electronically.

Responsibilities

Academic Units

Maintain grade books or their equivalents for a minimum of one year, or until the end of an appeal if a grade is appealed.

Instructors

Return student work or retain it for 30 days after grades are posted to a student's transcript. Maintain the privacy of student work.

Students

Before the last day of instruction, request their student work be retained for 30 days into the next semester.

Related Information

- Administrative Policy: *Managing University Records Retention*

History

Amended:

January 2017 - Comprehensive Review, Minor Revision. 1. Clarifies obligations when work has been returned earlier than the 30-day requirement for retention. 2. Revise to use "course" and "class" clearly in policy. 3. Title Change: *Maintaining Course Records* changed to *Maintaining Records of Student Work*.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Jessica Kuecker Grotjohn, Karen Starry	Jul 16, 2017 **Effective Date:** Apr 14, 2009

Policy Statement

University policy recognizes that there are a variety of legitimate circumstances in which students will miss coursework, and that accommodations for makeup work will be made. This policy applies to all course requirements, including any final examination. Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

1. Instructors may not penalize students for absence during the academic term due to the following unavoidable or legitimate circumstances:
    - illness, physical or mental, of the student or a student's dependent;
    - medical conditions related to pregnancy;
    - participation in intercollegiate athletic events;
    - subpoenas;
    - jury duty;
    - military service;
    - bereavement, including travel related to bereavement;
    - religious observances;
    - participation in formal University system governance, including the University Senate, Student Senate, and Board of Regents meetings, by students selected as representatives to those bodies; and
    - activities sponsored by the University if identified by the senior academic officer for the campus or the officer's designee as the basis for excused absences.
2. Voting in a regional, state, or national election is not an unavoidable or legitimate absence.
3. Instructors are expected to accommodate students who wish to participate in party caucuses, pursuant to Board of Regents resolution (see December 2005 Board of Regents Minutes, p 147.)
4. For circumstances not listed in (1), the instructor has primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances and grant a request for makeup work.

Notification, Verification of Absences, and Make-up Work

5. Students must notify their instructors of circumstances identified in (1) or other circumstances leading to a request for makeup work as soon as possible and provide information to explain the absence. Some situations will be sufficiently urgent that arrangements for makeup work cannot be made prior to the date of an absence. In such cases, arrangements should be made as soon as possible following the student's return.
6. The instructor has the right to request, and the student must provide if requested, verification for absences, with the exception of a single episode medical absence that does not require medical services.
7. The instructor has the right to request verification for a single episode medical absence if (i) the student has had more than one single episode medical absence in the class, or (ii) the single episode medical absence involves missing laboratory sessions,exams or important graded in-class assignments.
8. The instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up missed work, including exams or other course requirements that have an impact on the course grade if the student:
    - Was absent due to circumstances identified in (1);

    - Has complied with the notification requirements; and
    - Has provided verification if the instructor has requested further information.

9. Colleges and academic units may establish more specific criteria for notifying instructors and completing the associated make-up work, especially when the absence involves activities that may not be possible to make up, such as laboratory or clinical sessions and performances.
10. Instructors are not obligated to accommodate a student who has missed so much of the critical components of a course, even for legitimate reasons, that arrangements for makeup work would not be reasonable.

Instructors should take all factors into consideration when determining whether to grant an excused absence and how to make arrangements for makeup work that has an impact on the course grade. If a student has missed a component of the course that cannot be made up in exactly the same manner, the instructor may substitute another activity or assignment in order to assess the missed components. If no substitution can be devised, the missing component(s) cannot be factored into determining that student's final grade for the course.

Appeals

If a student believes the student has been wrongly denied the opportunity to make up work due to disagreement with the instructor about the legitimacy or unavoidability of an absence, the student should pursue the student's complaint using the usual process for appeals of student grievances. Chairs and deans who have questions about what constitutes an excusable bereavement absence, religious observance, or eligible dependent illness should consult with the senior academic officer for the campus for resolution of the disagreement.

In accordance with the Administrative Policy: *Addressing Student Academic Complaints*, final authority rests with the senior academic officer for the campus.

Special Situations

For health or safety of a campus, the senior academic officer for the campus or the officer's designee may waive the requirement that students provide verification from a health care provider for illness.

Exclusions

This policy does not apply to the Duluth campus.

Reason for Policy

The University aims to foster an atmosphere of honesty and trust between instructors and their students. It is in both the University's and the student's interest to outline academic protections for students when they miss class for legitimate reasons. This policy places parameters around what is a legitimate absence, and reinforces the responsibilities of the instructor and the student.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- UM 1886 - *Self-Reporting of Medical Absence from Class* *um1886.docx*

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- *FAQ: Makeup Work for Legitimate Absences*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* (undergraduate) *Karen Starry* (graduate)	612-624-1328 612-625-2815	jkuecker@umn.edu starry@umn.edu
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	*Janet Schrunk Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

Dependent

A person, typically a qualifying child or other relative, other than the taxpayer or spouse, who entitles the taxpayer to claim a dependency exemption for tax purposes.

Intercollegiate athletics

Sports teams organized and funded by the institution through the athletics department. Intercollegiate does not refer to or include recreational sports, intramural sports, club sports, or other special interest sport clubs or organizations.

Medical provider

A licensed mental health or medical professional including registered nurses (RNs).

Responsibilities

Instructor

- Provide timely and clear responses to requests for makeup work for absences.
- Provide reasonable and timely accommodation for makeup work for legitimate absences.
- Maintain consistency in how this policy is applied to all students enrolled in the course.

Student

- Plan schedules to avoid excessive conflict with course requirements.
- Notify instructors of circumstances related to absences as soon as possible.
- Provide verification of absence, if requested by the instructor.

Related Information

Related Administrative Policies

- Administrative Policy: *Intercollegiate Athletic Events during Study Day and Finals Weeks: Twin Cities*, which prohibits intercollegiate athletic competition during study day and finals week except under certain circumstances.
- Administrative Policy: *Teaching and Learning: Student Responsibilities*
- Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities*
- Administrative Policy: *Mandatory Attendance at First Class Session and Consequences for Absence*

Other Related Information

Board of Regents resolution, December 9, 2005, "Approval of a resolution related to Events and Classes on Precinct Caucus Night", [See pp.147-8].

History

Amended:

July 2017 - Comprehensive review, Major Revision: adding participation in U Senate, Student Senate, and Regents meetings by student reps to the list of approved absences. Specifying when instructors can request verification for "single episode" medical absences. Adding two FAQs about single episode medical absences. Adding an FAQ about student government absences. Adding a definition of a "medical provider"

Amended:

December 2015 - Comprehensive Review, Minor Revisions. 1. Organizes the information more logically and includes key subheadings. 2. Expands on the FAQ to incorporate numerous questions and answers received or given over the past years, including information related to family vacations and attendance at weddings. 3. Added new language addressing travel related to bereavement.

Amended:

June 2014 - Comprehensive Review. Clarifies the instructor responsibility for accommodating student absences due to medical conditions related to pregnancy, supporting a request from Kim Hewitt. Moves the sentence re: instructors having the right to request verification to a separate bullet. Adds instructor and student to the Responsibilities section.

Amended:

January 2011 - Comprehensive Review. Expands allowable absences to include caring for student's dependent. Documentation required only when requested by instructor. Responsibility for determining whether absence is legitimate rests with instructor.

Amended:

May 2010 - Expands the application of this policy to final exams, in addition to all course requirements, since legitimate absences can occur anytime during the academic year.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Managing Student Records

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Associate Vice Provost and University Registrar	• Associate Vice Provost and University Registrar	• Stacey Tidball	Oct 13, 2009
			Effective Date: Jun 1, 2005

Policy Statement

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

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

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

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

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

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

Reason for Policy

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

Procedures

- *Assuring Student Rights Regarding Education Records*
- *Accessing and Using Student Education Records*
- *Releasing Student Information*
- *Responding to Authorizations to Disclose Student Records*
- *Students Managing Their Education Records*

Forms/Instructions

- UM 1801 - *Reference Request and Employee Authorization* *um1801.doc*
- UM 1711 - *Reference Request and Student Authorization* *refrequestext.doc*
- FA 857 - *Student Information Release Authorization*
- *Access Request Form (ARF)* on the *OIT Data Security* page

Appendices

- *Persons And Institutions That May Receive Information Without Student Permission*

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Stacey Tidball*	612-626-0075	*tidball@umn.edu*
MGDPA	Laurie Beyer-Kropuenske	612-625-6993	*lauriebk@umn.edu*
FERPA	Stacey Tidball	612-626-0075	*tidball@umn.edu*

Definitions

Directory Information

Student's name, address, etc.

Legitimate Education Interest

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

Student Applicant

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

Student Education Records

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

University Official

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

Responsibilities

Custodian of Education Records

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

Vice Provost & Chancellors

Appoint the custodians of student education records.

Departments with Academic Records

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

Hearing Officers

Comply with the hearing procedures.

Registered Student

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

Office of the Registrar

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

University Officials

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

Related Information

Statutes:

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

Related Policies:

- Board of Regents Policy: *Student Education Records*
- Administrative Policy: *Data Security Breach*

History

Amended:

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

Effective:

June 2005

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

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

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Stacey Tidball, Karen Starry	Jun 29, 2016 **Effective Date:** Apr 14, 2009

Policy Statement

1. Students are required to attend the first class session in order to receive important information about the course from the instructor. Students must attend the first class meeting of every part of a course in which they are registered (including, labs, discussion sections, lectures, and other types of class meetings), unless they have obtained prior approval from the instructor (or department, if appropriate) for an intended absence before the first class meeting. Without such prior approval, a student may lose their place in the class to another student.
2. If a student wishes to remain in a course from which the student has been absent the first day without prior approval, the student must contact the instructor as soon as possible. In this circumstance, instructors have the right to deny access to the class if other students have been added and the course is full. However, instructors should consider extenuating circumstances that may have prevented a student from attending the first class session and from notifying the instructor in advance.
3. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the student must notify the instructor in advance regarding the absence and the reason for the absence. In this instance, the place for the student will be retained. (See Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester* for further information regarding absences).
4. Students are responsible for officially cancelling their enrollment in any course in which they have enrolled and subsequently been denied enrollment. If any such student does not officially cancel enrollment from the course, the instructor has the choice to either (a) assign a failing grade to the student for that course, or (b) request that the student be disenrolled.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

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

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **Is it mandatory that a student be removed from a class if the student misses the first class session?**

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

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

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

3. **How does this policy apply to online courses?**

   The policy extends to online courses as well as traditional in-person courses. Students must attend the first class meeting or obtain permission from the faculty member to be absent. In the traditional classroom courses, attendance means the student is physically present in the classroom. For online courses that are delivered asynchronously, instructors have discretion to indicate on the syllabus the specific action(s) a student would need to take within a specified time period in order to be meet the mandatory first-day attendance requirement. Examples of specific actions students can be asked to complete to meet this requirement for online classes include posting an introduction to an online discussion group, initiating contact with a faculty member to ask a question about an academic course topic, submitting an assignment, or taking a quiz, etc.

4. **How does this policy impact students who add a class during the first or second week of the semester?**

   Students may generally add open classes without instructor permission during the first week of the term (fall and spring), and with instructor permission during the second week (fall and spring). Students are not required to attend the sessions prior to registration. Students should communicate with their instructor to determine if any graded work has been missed and what makeup work is available.

Contacts

Subject	Contact	Phone	Email
Primary Contact	*Stacey Tidball* *Karen Starry*	612-626-0075 612-625-2815	tidball@umn.edu starry@umn.edu

Subject	Contact	Phone	Email
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	Janet Ericksen	320-589-6015	ericksja@morris.umn.edu
Rochester Campus	Lori Carrell	507-258-8006	lcarrell@r.umn.edu

Definitions

Officially cancel

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

Responsibilities

Students

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

Instructors

Monitor official course registration lists. Take attendance at first class meeting(s). Respond promptly to students who have contacted the instructor regarding not attending the first class session. Notify students if they have been denied enrollment in a course. Report a failing grade if a student who was denied enrollment in a course does not drop the course, or request that the student be disenrolled.

Related Information

- Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*

History

Amended:

June 2016 - Comprehensive Review, Minor Revision. More clearly specifies the responsibilities of both the instructor and the student. Added instructor responsibility.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Master's Degree: Completion

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Jun 22, 2017
			Effective Date: Jul 16, 2012

Policy Statement

This policy sets the standards for the master's final examination and the requirements for completion of the master's degree.

I. **Final Examination Committee: Plan A and B Master's Degrees**

a. The master's final examination committee must consist of at least three members, including the advisor(s). All members appointed to the committee must meet the minimum standards established by the program and college. All members of the committee and the student must participate in the final examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in examination are met.

i. At least two members (including the advisor) must be from the student's major field.

ii. At least one member must represent a field outside the student's major. If the student has a declared minor(s), the outside member(s) must be from the minor field(s).

iii. Members cannot satisfy the requirement with respect to more than one field.

iv. Collegiate deans or their designated representatives at the collegiate level must verify eligibility and approve members of the final oral examination committee.

v. The approved committee membership must be centrally archived in the system of record

b. Changes in committee membership may be made after filing the degree plan if approved by the program Director of Graduate Studies (DGS) and the collegiate unit. Changes must also be archived centrally in the system of record.

II. **Final Examination:**

a. For students submitting a Plan A thesis, the final examination must contain an oral component.

i. The final oral examination is a closed examination open only to the final oral examination committee and the student. Programs may also require a written final examination.

ii. Students must provide the reviewers with a copy of the Plan A thesis/ professional engineering design project at least 14 days before the scheduled date of the final examination.

iii. Every member of the final examination committee must certify on the master's thesis reviewer's report that the thesis/professional engineering design project is ready for defense before the final examination may take place.

b. Committee members must notify the candidate in writing of all required revisions to the thesis or final project as well as specify a time limit for the submission of the revised master's thesis or project within 7 days of the final examination.

i. If revisions are required as a condition of passing, the advisor(s) must certify that the revisions have been completed before the degree is awarded.

c. For students submitting a Plan B project, the final examination may be oral, written, or both. The final oral examination is a closed examination open only to the final oral examination committee and the student.

d. A majority vote of an examining committee is required to pass the master's final examination.

e. If the student fails the final examination, the student may retake the examination only if all committee members, or all committee members save one, approve this option.

f. The second attempt to pass the master's final examination must use the same committee members as the first examination unless an extraordinary or emergency situation necessitates a substitution.

g. If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program.

III. **Thesis Submission: Master's Thesis/Professional Engineering Design Project**

All students who complete a Plan A Thesis or Professional Engineering Design Project must file a digital copy of the thesis/project with the University in accordance with University standards. Students may choose whether or not to request an *embargo of publication of the thesis or design project* for a limited period of time.

IV. **Plan C Master's Degrees**

Plan C master's degrees typically do not include standard final examination formats like those for Plan A and Plan B master's degrees. However, students must satisfy all of the course and other requirements specified by the program in order to complete the degree.

V. **Minimum GPA required for graduation**

Students must have a 2.800 minimum GPA for courses included on the degree plan at the time of degree clearance.

Exceptions

This policy does not apply to the M.B.A. [Twin Cities] degree.

Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

Reason for Policy

This policy establishes uniform standards for the master's final examination; defines timely submission of copies of the thesis for University archives, and supports Board of Regents Policy: *Openness in Research* which covers public dissemination of University-sponsored research.

Procedures

- *Canceling or Recessing the Doctoral Preliminary and/or Master's or Doctoral Final Oral Examination*

Forms/Instructions

- OTR 197 - *Thesis or Dissertation Hold Request*
- *Master's Graduation Packet Request*

Appendices

- *Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines*
- *Required Conditions and Best Practices for Remote Participation in Graduate Examinations*
- *Typical Roles and Responsibilities of the Director of Graduate Studies*
- *Degree Completion Steps*
- *Thesis Formatting and Submission Guidelines*

Frequently Asked Questions

- *FAQ: Master's Degree: Completion*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Karen Starry*	612-625-2815	*starry@umn.edu*
University of Minnesota - Duluth	Erik Brown	218-726-8891	*etbrown@umn.edu*
University of Minnesota Rochester	*Jeffrey Ratliff-Crain*	507-258-8006	*ratliffj@r.umn.edu*

Definitions

There are no definitions associated with this policy.

Responsibilities

Graduate School

- Provide guidelines for formatting and submitting the thesis, to include not only current instructions for electronic formatting and filing, but also guidelines governing the use of already published material in the thesis. Guidelines should take account of possible copyright issues.

Collegiate Units

- Approve and archive in the system of record committee membership (including any subsequent changes to an approved committee).
- Approve and record the specific procedures used by programs for administering and grading the master's final examination.
- Maintain and publish any additional collegiate-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).

Departments/Programs

- Publish the specific procedures used for administering and grading the master's final examination, and identify whether candidates for each degree and track offered must take written examinations, oral examinations, or both.
- Provide program-specific information in the graduate handbook.
- Maintain and publish any additional program-level publishing standards or guidelines (e.g., stylistic conventions based on discipline, language of the thesis).
- Review and approve any changes in committee membership; route program-approved requests to the collegiate unit for approval.

Related Information

- Administrative Policy: *Appointments to Graduate Examination Committees*
- Administrative Policy: *Master's Degree: Performance Standards and Progress*
- Administrative Policy: *Admission for Master's and Doctoral Degrees*
- Administrative Policy: *Readmission or Changes to Master's or Doctoral Degree Objectives*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision: 1) Rewrote the introduction to clarify the goal of the policy, 2) added statement to clarify that at least two members of the exam committee are intended to represent the student's major field, 3) added statement to clarify that thte committee membership must be approved at the collegiate level, 4) added clarification that the student must be notified in writing of required revisions to the thesis and the time line for completion of revisions, 5) added an FAQ to clariofy that a program may require a public presentation of the master's thesis work but that this presentation is not required by the U and is not considered part of the final oral examination, 6) clarified language to indicate that students have a choice whether or not to impose and embargo on publication of the thesis for a limited time period. Proposed changes in policy respond to need for greater clarity on policy intent on the part of affected constituencies and enhanced consistency in policy implementation across programs.

Effective:

July 2012 - New Policy, Comprehensive Review: 1. Establishes guidelines for remote participation in graduate milestone examination. 2. Establishes the University as the digital archive of record for deposit of dissertations. 3. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Master's Degree: Performance Standards and Progress

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Karen Starry	Jun 22, 2017
			Effective Date: Jul 11, 2012

Policy Statement

This policy sets minimum standards for master's students to maintain academic good standing and satisfactory progress in their degree programs. Programs and collegiate units may have additional and/or more stringent requirements.

I. Requirements Upon Matriculation

a. Students are responsible for knowing all program requirements of their master's program when they matriculate.

b. Upon matriculation, programs must:

   i. Provide each student a current graduate program handbook, specifying the program's requirements and policies governing successful degree completion.

   ii. Assign each student a temporary advisor.

II. Progress Review

a. **Annual Review**

   i. Programs must review the progress of each master's student at least once per year. Students deemed not to be in good standing must be informed of the results of the review in writing, with a copy to the student's advisor.

b. **Degree Plan**

   i. Master's degree students must have an approved degree plan on file with their collegiate unit in order to defend the degree and/or apply for degree clearance. It is recommended that the degree plan be filed at least one term (fall or spring semester) before the intended term of the defense and/or application for degree clearance.

   ii. Students intending to pursue a minor must declare the minor prior to the final examination. In master's programs that do not include a final examination, students must declare the minor prior to filing for degree conferral.

   iii. The degree plan must be centrally archived in the system of record.

III. Performance Standards

a. **Continuous Enrollment**Students are required to enroll every semester (fall and spring) from the time of matriculation until degree conferral except for cases with an approved *Leave of Absence* on the student's record.

b. **Time Limit for Earning the Master's Degree**All requirements for the master's degree must be completed and the degree awarded within five calendar years after initial enrollment in the graduate program or the more restrictive time frame specified by the program.

   i. Students who are unable to complete the degree within the time limits described above may, with the approval of their advisor/s and program DGS, petition the program and collegiate unit for one extension of up to 12 months. Students must submit the petition for an extension prior to the end of the term in which the time limit will expire.

      - If a petition is approved, the student is notified in writing of the expectations for progress and of the expected timeline for completion and award of degree.
      - If the petition is denied, the student is notified in writing that the student will be terminated from the graduate program upon expiration of the limit.
      - Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed.

c. **Minimum Grade Requirements**To remain in good academic standing, students must meet the minimum GPA requirement specified by the graduate program or 2.800 (on a 4.000 scale), whichever is higher. Students who have filed a master's degree plan must maintain a 2.800 GPA for courses included on the degree plan. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree. Students who have not yet filed a degree plan should maintain an overall GPA of 2.800. Students who fall below the program's minimum GPA requirement may be terminated from the program.

d. **S/N grades for courses**A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.

Exception

Programs with a distinctive student population or approved joint-degree programs may request a program-wide exception to the five-year time limit for earning the master's degree.

This policy does not apply to the M.B.A. [Twin Cities] degrees.

Effective Date

This policy applies to all students admitted after January 1, 2013. Students who matriculated before January 1, 2013 may choose to continue under the policies in effect when they initially matriculated in their graduate program.

Reason for Policy

Assists student and advisor in planning for timely completion of program requirements; provides timely evaluations to students as they proceed through program; alerts student and advisors to problems, and provides opportunity to develop best approach for addressing those problems; creates clear record in cases where program decides to terminate student.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- OTR 198 - *Graduate Degree Plan*

- UM 1778 - *Master's Degree: Program-Wide Exception to the Maximum Time Limit* *um1778.docx*
- UM 1779 - *Master's Degree: Request for Extension to the Maximum Time Limit*

Appendices

- *Academic Freedom and Responsibility*
- *Annual Graduate Student Reviews: Guidelines*
- *Graduate Program Student Handbook: Guidelines*
- *Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines*
- *Responsible Conduct of Research and Ethical Teaching and Scholarship*
- *Typical Roles and Responsibilities of the Director of Graduate Studies*

Frequently Asked Questions

- *FAQ: Master's Degree: Performance Standards and Progress*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Karen Starry*	612-625-2815	*starry@umn.edu*
University of Minnesota - Duluth	Erik Brown	218-726-8891	*etbrown@umn.edu*
University of Minnesota Rochester	*Jeffrey Ratliff-Crain*	507-258-8006	*ratliffj@r.umn.edu*

Definitions

Good standing/good academic standing

Students remain in good standing if they: (a) make timely progress towards degree completion as required by the program and by this policy; (b) maintain a GPA at or above the minimum set by the program and by this policy; and (c) pass all appropriate examinations within the time frame specified by the program.

Responsibilities

Collegiate Units

- Ensure appropriate review of coursework on the degree plan (including any subsequent changes to an approved degree plan); archive the degree plan in the system of record
- Set college deadline for students who are requesting an extension to the time limit for completing master's degrees

- Review and approve program-wide requests for exceptions to the time limit for completing the master's degree, archive requests in the system of record
- Review and approve requests for extensions to the time limit for completing the master's degree; archive petitions in the system of record

Departments/Programs

- Clearly state the program requirements for maintaining good standing in the Graduate Program Handbook, even if they are identical to the requirements in this policy
- Review and approve the degree plan (including any subsequent changes to an approved degree plan)
- Review and approve requests for extensions to the time limit for completing the master's degree; notify students in writing of the decision and subsequent actions (i.e., expectations for progress and for the month/year of degree conferral or termination from the program upon expiration of the limit)

Students

- Must obtain the required approvals and file the degree plan with the collegiate unit
- Must initiate the request for an extension to the maximum time limit for completing the master's degree, obtain the approval of their advisor/s and program DGS, and submit their request for an extension by the deadline

Related Information

- Administrative Policy: *Admission for Master's and Doctoral Degrees*
- Administrative Policy: *Eligibility to Serve on Graduate Examination Committees*
- Administrative Policy: *Leave of Absence and Reinstatement from a Leave: Graduate Students*
- Administrative Policy: *Master's Degree: Completion*
- Administrative Policy: *Readmission or Changes to Master's or Doctoral Degree Objectives*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision. 1) Rewrote introduction to clarify the goal of the policy and distinguish from unrelated policies, 2) Added Leave of Absence language, 3) Clarified language related to conditions that necessarily result in discontinuation from program, 3) Clarified language regarding grading requirements for preliminary examination, removing pass with reservations when recording the final result of the prelim exam, 4) moved language on voting requirements for the prelim from an appendix to the body of the policy. Changes in policy respond to need for greater clarity on policy intent on the part of affected constituencies and enhanced consistency in policy implementation across programs.

Effective:

July 2012 - New Policy, Comprehensive Review. 1. Continues the five year time limit for master's degrees, but provides a process for requesting a program wide exception for distinction student populations. 2. Requires an annual progress review for all master's students. 3. Extends applicability of policy requirements to programs not formerly under the aegis of the Graduate School.

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Post-baccalaureate Certificate Plans Approved by the Board of Regents

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Executive Vice President and Provost	• Erin Slattengren	May 1, 2012
			Effective Date: May 1, 2012

Policy Statement

This policy governs post-baccalaureate certificates approved by the Board of Regents. Such certificates may be offered by collegiate units to individuals who wish to enhance their knowledge, skills, and professional training.

I. **Admission**

Minimum admission requirements for post-baccalaureate certificates are the same as for master's and doctoral degrees. Admission is governed by the Administrative policy: *Admission for Master's and Doctoral Degrees*.

II. **Program Requirements**

Programs offering post-baccalaureate certificate plans must assure students receive graduate-level training. The minimal criteria are:

a. Plans must consist of at least 12 semester course credits.
b. All courses must be at the 4000 level or above. At least 50% of the certificate course credits must be at the 5000 level or above.
c. Students must maintain at least a 2.800 GPA (on a 4.000 scale) for satisfactory progress.
d. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree.

Colleges and programs may specify additional or more stringent requirements. Colleges and graduate programs must publish these requirements and provide them to students upon matriculation.

Note: Students must have at least a 2.800 GPA for courses included on the degree plan at the time of degree clearance.

III. **Transfer of Credits**

a. Graduate course credits earned at other institutions may be transferred to University post-baccalaureate certificate plans subject to approval by the University graduate program. Such credits must have been earned at an accredited institution in the United States or at a non-U.S. institution judged by the graduate program to be comparable to a regionally accredited graduate program in the United States.
b. At least 60% of the graduate course credits required for the certificate must be taken at the University.

IV. **Credits in Common**

A maximum of three graduate course credits may be counted in common between two University post-baccalaureate certificate plans.

V. **Certificate Completion Timeline**

All requirements for the certificate must be completed and the certificate awarded within five calendar years after initial enrollment. Colleges and programs may set more stringent time requirements and may allow students to petition for exceptions to the time limit.

Reason for Policy

This policy provides a framework for offering post-baccalaureate education that is oriented primarily toward professional and skills development and that culminates in the award of a certificate.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Degree Completion Steps: Specialist Certificate in Education (SC), Post-Baccalaureate Certificate (PBC)*

Frequently Asked Questions

- *FAQ: Post-Baccalaureate Certificate Plans Approved by the Board of Regents*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Erin Slattengren*	612-301-1707	*slat0084@umn.edu*

Definitions

Post-baccalaureate

Following the completion of undergraduate studies and the award of the undergraduate degree.

Responsibilities

Colleges and Programs

Publish the requirements for post-baccalaureate certificate plans and provide them to students upon matriculation.

Related Information

- Administrative Policy: *Adding, Changing, or Discontinuing Academic Plans*

History

Effective:

May 2012 - New Policy. Comprehensive Review. Expands the current admission, program and credit requirements across all Board of Regents approved post-baccalaureate certificate plans. Specifies a minimum GPA of 2.8 to remain in good standing.

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Readmission and Changes to Master's or Doctoral Degree Objectives

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Dean Tsantir	Jun 20, 2017
			Effective Date: May 1, 2012

Policy Statement

Graduate programs make all decisions about readmission, change of degree objective, or addition of degree objective. Programs have the discretion to require a full admissions application from a student requesting a new or additional degree objective.

I. Readmission

In cases where active student status has lapsed and an individual wishes to resume graduate studies, readmission to a University graduate program is required. Readmission is not guaranteed, and colleges and programs may add conditions to the readmission (e.g., course grades older than a specified number of years may not be included in the degree plan). These conditions must be specified in writing by the time of readmission. If the specified conditions are not satisfied, the student may be terminated the discretion of the graduate program.

II. Change to or Addition of a Degree Objective within the Same Program

Currently enrolled graduate students, or returning students, who wish to change or add a degree objective (e.g., add the doctoral degree in the same program in which they are completing a master's degree) must request the change or addition of degree objective. The student's graduate program must either approve or deny the request.

If the change is to a lesser degree (e.g., to a master's degree from a doctoral degree) in the same program to which the student was admitted, the student must still request a change of degree objective (see Procedures for Readmission/Change or Addition of Degree Objective and Associated Requirements).

III. Change to or Addition of a Degree Objective in a Different Program

Currently enrolled graduate students who wish to change to a different program, or add another degree objective in a different program, must complete and submit an application for admission. The graduate program offering the new degree must either approve or deny the request (see Procedures for Readmission/Change or Addition of Degree Objective and Associated Requirements).

IV. Exceptions

a. This policy does not apply the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M., and M.B.A (Twin Cities) degrees.
b. Programs may request from their collegiate dean or unit’s chief academic officer (or designee) an exception to the required use of the University’s central graduate admissions application system for admission, readmission, and changes to master’s and doctoral degree objectives.

Reason for Policy

Decisions on readmission, and the addition or change of a degree objective, should ensure that students admitted to a program have appropriate preparation for graduate work in a particular discipline and at the intended degree level.

Procedures

- *Use of the Central Graduate Admissions Application System*

Forms/Instructions

- UM 1768 - *Request for Exception: Use of the University's Central Graduate Admission Application System for Admission, Readmission and Changes to Master's or Doctoral Degree Objectives* *um1768.docx*
- UM 1772 - *Request for Express Readmission: Post-Baccalaureate Certificates, Master's and Doctoral Degree Programs* *um1772.docx*
- *University of Minnesota Central Graduate Admission Application System*

Appendices

- *Procedures for Readmission or Change to Master's or Doctoral Degree Objective*

Frequently Asked Questions

- *FAQ: Readmission and Changes to Master's or Doctoral Degree Objectives*

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Dean Tsantir*	612-625-1303	tsan0006@umn.edu

Definitions

There are no definitions associated with this policy.

Responsibilities

Colleges

- Publish and maintain the requirements for readmission, and adding or changing a degree objective.
- Request exceptions from the Executive Vice President and Provost (or designee) to the required use of the University's central graduate admission application system for admission, readmission, and changes to master's and doctoral degree objectives.

Programs/Departments

- Publish and maintain the requirements for readmission, and adding or changing a degree objective.
- Approve or deny requests for readmission, change to or additions of additions a degree objective within the same program, and change to or addition of additions of a degree objective in a different program.
- Request exceptions from the collegiate dean or unit's chief academic officer (or designee) to the required use of the University's central graduate admission application system for admission, readmission, and changes to master's and doctoral degree objectives.

Central Graduate Admissions Office

- Process requests from programs for student readmission
- Communicate readmission decisions to the applicant
- Reactivate the student record for students who are readmitted

Related Information

- Administrative Policy: *Leave of Absence and Reinstatement from a Leave: Graduate Students - Twin Cities, Rochester*
- Administrative Policy: *Admission for Master's and Doctoral Degrees*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision. 1. Documents appropriate reasons for a leave of absence. 2. Uses "discontinue" language rather than "inactive" language for accuracy about the process. 3. Clarifies language regarding semester/term including how terms are counted for leaves and discontinuation.

Effective:

May 2012 - New Policy. Establishes the University's minimum readmission and change of status requirements for master's and doctoral degrees, which help ensure that students are sufficiently prepared to succeed in obtaining their degree. Consolidates information that was previously contained in the Graduate School catalog and on the Graduate School website.

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Resolving Alleged Student Conduct Code Violations

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Executive Vice President and Provost	• Sharon Dzik	Jan 22, 2019
			Effective Date: Mar 1, 2008

Policy Statement

Each campus will develop and maintain fair processes for resolving complaints against students and student groups under Board of Regents Policy: *Student Conduct Code*. These processes will emphasize student development through understanding and accepting responsibility for personal behavior, while protecting community interests and due process. Each campus's disciplinary process will

- provide fair notice to students of alleged violations of Board of Regents Policy: *Student Conduct Code*;
- provide privacy in accordance with applicable state and federal laws.
- provide access to at least one advisor throughout the disciplinary process as permitted by campus procedures;
- provide timely notice of any meeting or proceeding
- provide the range of possible sanctions;
- encourage informal resolution of alleged violations without the need for a hearing;
- permit students the opportunity for a formal hearing upon request;
- provide timely and equal access to information that will be used during disciplinary hearings;
- provide prompt and fair resolution;
- provide for a preponderance of the evidence (i.e., more likely than not) standard of proof throughout the disciplinary process;
- provide one campus-wide appeal of a finding of violation of the Code;

In addition to the previous elements of the process, for cases involving alleged violations of sexual assault, sexual harassment, stalking, or relationship violence, each campus's disciplinary process will also

- be conducted by officials who receive annual training on the issues related to sexual assault, sexual harassment, stalking, and relationship violence, on how to conduct an investigation, and on how to conduct a hearing process that protects the safety of all parties and promotes accountability;
- provide equitable access to a formal hearing and to a campus-wide appeal by both the respondent and the complainant;
- allow equitable access to at least one advisor at meetings and hearings throughout the disciplinary process for both the complainant and the respondent; and
- provide to both the respondent and the complainant simultaneous written notice of:
    - the results of any disciplinary proceeding;
    - the procedure for the respondent and the complainant to appeal the results of the disciplinary proceeding;
    - the final results after appeal.

Each system campus will provide a hearing body (comprising a hearing panel or hearing officer) to conduct hearings requested by students and student groups. The hearing body may differ depending on the nature of the alleged violation and the college/campus of which the student is enrolled. Specifically, individual colleges may establish their own hearing body to determine responsibility related to intra-college cases of scholastic dishonesty (that is, cases that involve the college's student within the college's own course).

This Administrative Policy only applies where a sanction is sought for an alleged violation of Board of Regents Policy: *Student Conduct Code.* Professional and graduate programs may have their own supplemental codes to address additional behavioral requirements in their programs. Likewise, certain administrative programs, such as housing and residential life, student activities offices, and learning abroad offices, may establish and apply their own codes of conduct and hearing procedures. If sanctions are sought for an alleged violation of Board of Regents Policy: *Student Conduct Code*, then the hearing procedures must comply with the requirements of this policy.

Reason for Policy

This administrative policy implements Board of Regents Policy: *Student Conduct Code*. It provides a framework for each campus to resolve complaints about violations of Board of Regents Policy: *Student Conduct Code*.

Procedures

- *Student Conduct Code Procedure: Twin Cities*
- *Student Group Conduct Code Procedure: Twin Cities*
- *Resolving Non-Academic Student Conduct Code Violations - Crookston*
- *Student Academic Integrity Misconduct Procedures - Morris*
- *Student Conduct Code Procedure - Morris*
- *Student Behavior Committee Hearing Procedures - Morris*
- *Student Conduct Committee Hearing Procedures - Crookston*
- *Academic Integrity Procedures: Crookston*

Complete Listing of All Related Procedures by Campus

Crookston

- *Student Conduct Procedure*
- *Hearing Procedure*
- *Academic Integrity Procedure*

Duluth

- *Student Conduct Procedure*
- *Student Group Conduct Procedure*
- *Academic Integrity Procedure*
- *Hearing Procedure*

Morris

- *Student Conduct Procedure*
- *Academic Integrity Procedure*
- *Hearing Procedure*

Rochester

- *Student Conduct Procedure*
- *Hearing Procedure*

Twin Cities

- *Student Conduct Code Procedure: Twin Cities*
- *Student Group Conduct Code Procedure: Twin Cities*
- *Hearing Procedure: Campus Committee on Student Behavior*
- *Hearing Procedure: Student Sexual Misconduct Subcommittee*

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Academic Integrity Procedures Flow Chart: Crookston*
- *Academic Integrity Violation Files: Morris*
- *Campus Committee on Student Behavior Hearing Procedures: Twin Cities*
- *Committee on Academic Integrity Order of Proceedings: Morris*
- *Committee on Academic Integrity Pre-Hearing Conference: Morris*
- *Student Proctors and Graders: Morris*
- *Student Sexual Misconduct Subcommittee Hearing Procedures*

Frequently Asked Questions

1. **Can students receive accommodations, including an extension to respond to the written complaint if they need to have it provided in an alternative/accessible format, during the student discipline process?**

   Yes. The University has an obligation to accommodate all documented disabilities in the student discipline process and to engage in an interactive process with the affected student, the student conduct office on each campus, and the campus disability services office to figure out how best to reasonably do so.

2. **Can students have an interpreter available at a hearing?**

   Yes, students may identify and bring their own interpreters. Additionally, advisors are typically available for students to ensure they understand the process. While we do not hire interpreters, we are often able to find in-kind support for language assistance if needed.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	Sharon Dzik, Director of the Office for Community Standards	612-624-6073	sdzik@umn.edu
General Questions Twin Cities	*Office for Community Standards (OSC)*	612-624-6073	sdzik@umn.edu

Campus Contacts

Campus	Contact	Phone	Email
Crookston	Savala DeVoge, Dean of Student Engagement and Wellness		devog007@crk.umn.edu
Duluth	Katie Jackson, Director of Student Conduct and Conflict Resolution	218-726-8969	krjackso@d.umn.edu

Campus	Contact	Phone	Email
Morris	TJ Ross, Director of Residential and Community Life Adrienne Conley, Assistant Director for Student Life and LGBTQIA2S+ Programs	320-589-6472 320-589-6409	tjross@morris.umn.edu amconley@morris.umn.edu
Rochester	Andrew Williams Assistant Vice-Chancellor for Student Success, Engagement & Equity	507-258-8106	will2036@r.umn.edu
Twin Cities	Sharon Dzik, Director of the Office for Community Standards	612-624-6073	sdzik@umn.edu

Definitions

Advisor

Person who advises the complainant or respondent, as permitted by campus procedures, through the disciplinary process. An advisor may be an attorney, union representative, advocate, support person, or other individual or any other individual of the student's choosing with the exception of those who are witnesses with information about facts material to the underlying case. In cases of Sexual Misconduct please refer to *Roles and Responsibilities of Advisors*.

Complainant

An individual is a "complainant" under this policy when the person has reported prohibited conduct under Board of Regents Policy: *Student Conduct Code*.

Respondent

An individual is a "respondent" when the University learns that the individual is alleged to have engaged in conduct that could constitute prohibited conduct under this policy.

Student groups

Student-led groups that are registered pursuant to campus policies.

Responsibilities

Chancellors

Ensure the establishment and maintenance of appropriate disciplinary procedures on their campus.

Provost

Ensure the establishment and maintenance of appropriate disciplinary procedures on the Twin Cities Campus.

Related Information

Board of Regents Policies

- Board of Regents Policy: *Conflict Resolution Process for Student Academic Complaints*
- Board of Regents Policy: *Student Conduct Code*

Administrative Policies

- Administrative Policy:*Sexual Assault, Stalking, and Relationship Violence*
- Administrative Policy: *Reporting Suspected Misconduct*

Other Related Information

- Office for Community Standards: *Disciplinary Process*

History

Amended:

January 2019 - Comprehensive Review. This policy was amended to align with the Administrative Policy entitled Sexual Harassment, Sexual Assault, Stalking, and Relationship Violence. Additionally, the policy was edited to remove redundancy and provide more clarity to the reader.

Amended:

March 2014 - Comprehensive Review, Major Revision: 1. This policy version includes a new section that outlines required elements of a campus disciplinary process related to allegations of sexual assault, sexual harassment, stalking, or relationship violence. 2. Provides for one campus-wide appeal for the reporting party to align with recent law changes in the Violence Against Women Reauthorization Act of 2013.

Effective:

March 2008 - Administrative Policy to implement Board of Regents Policy: *Student Conduct Code*.

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

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

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Susan Van Voorhis	May 23, 2016 **Effective Date:** Apr 8, 2009

Policy Statement

A. Examinations During the Term

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

B. Final Examinations

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

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

C. Study Days

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

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

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

Exclusions

This policy is not applicable to the Duluth campus.

Special Situations

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

Reason for Policy

This policy defines exams and outlines common scheduling practices and guidelines to allow students and faculty to plan for Study Day and examinations with a minimum of scheduling conflicts.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Susan Van Voorhis*	612-624-1111	vanvo002@umn.edu
Twin Cities Campus Procedures	*Stacey Tidball*	612-626-0075	tidball@umn.edu
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	*Marcus Muller*	320-589-6011	mull262@umn.edu
Rochester Campus	*Diane Douglas*	507-258-8008	douglasd@r.umn.edu

Definitions

Study Day

A day designated in the Academic Calendar reserved for study, which occurs immediately before finals period or during finals period; no required classes or exams may be scheduled on a Study Day.

Responsibilities

There are no specific responsibilities associated with this policy.

Related Information

- Administrative Policy: *Makeup Work for Legitimate Absences*

History

Amended:

May 2016 - Comprehensive Review, Minor Revision. 1. Clarifies that a course with a single exam must have the exam during the finals week. 2. Replaces “coordinate campuses” label with “system campuses”. 3. Provides clarity around the final exam period. May not necessarily be a final exam week.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Student Travel and Education Abroad: Health and Safety

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Associate Vice President GPS Global Programs and Strategy	• Program Director, Global Programs and Strategy	• Kevin Dostal Dauer	Jun 14, 2019
			Effective Date: Feb 1, 2004

Policy Statement

Introduction

The University facilitates international travel and education abroad by students for University purposes, while encouraging sound health, safety, and security measures that minimize risks to the traveler and institution. This policy includes the minimum pre-departure requirements and minimum requirements while abroad. The education abroad office on each campus may have additional requirements. For the purposes of this policy, there are four levels of facilitation:

- Notifying: communicating existing information about an opportunity or potential opportunity abroad not organized by or affiliated with the University of Minnesota, without specifically recommending it.
- Supporting: encouraging, guiding, or enabling (through financial support, guaranteeing of credit, degree requirement fulfillment, signing of forms or materials) the participation in an opportunity abroad that is not organized by or affiliated with the University of Minnesota.
- Promoting: distributing and/or creating specialized print, web, and other materials that contain information about a University of Minnesota affiliated opportunity or potential opportunity abroad not organized by the University of Minnesota where the intent is to encourage participation in that opportunity.
- Organizing: creating, developing, or maintaining an opportunity abroad by University of Minnesota faculty or staff when the opportunity would not exist without such an organization. Examples of activities include, but are not limited to, developing an application or application criteria, setting up exchange criteria, pricing an opportunity, or booking travel or on-site logistics on behalf of the student(s).
    - **NOTE: All University units organizing credit-bearing travel abroad that allows undergraduate student participation must work with the Learning Abroad Center or Carlson Global Institute on the Twin Cities campus or the appropriate education abroad office on their campus to complete the organizing requirements.**

Units Pre-Travel and Program Planning Requirements – Vary Based on Level of University Facilitation (as defined above)

Notifying: All University units (including campuses, colleges, departments, centers, offices, other operational units, and education abroad offices) must do the following when **notifying** student travel abroad:

- notify students of the Student Pre-Travel Requirements listed below;
- only notify students of opportunities abroad if they have knowledge that the opportunity is of sound academic value for which there is a compelling academic connection; and
- attach the disclaimer below on communication of all types, including verbal communication:

"This education abroad opportunity is not affiliated with the University of Minnesota and has not been fully vetted. Notification of an opportunity should not be construed as an endorsement by the University of Minnesota. For more information regarding participation on an education abroad opportunity, contact the Learning Abroad Center or the Carlson Global Institute on the Twin Cities campus. All other campuses should consult the appropriate education abroad office on their campus."

Supporting: All University units (including campuses, colleges, departments, centers, offices, other operational units, and education abroad offices) must do the following when **supporting** student travel abroad:

- notify students of the Student Pre-Travel Requirements listed below;
- support students through the process of participation ("supporting a student through the process of participation" includes signing forms—or guiding students to the proper resources to do so—, as required and appropriate, and supporting students upon return regarding issues such as credit transfer, etc.); and
- provide students with a *24-7 University emergency contact*.

Promoting: All University units (including campuses, colleges, departments, centers, offices, other operational units, and education abroad offices) must do the following when **promoting** student travel abroad not organized by the University of Minnesota:

- notify students of the Student Pre-Travel Requirements listed below;
- support students through the process of participation ("supporting a student through the process of participation" includes signing forms—or guiding students to the proper resources to do so—, as required and appropriate, and supporting students upon return regarding issues such as credit transfer, etc.);
- provide students with a *24-7 University emergency contact*;
- complete a due diligence review of all affiliates, providers, and/or programs prior to promotion (see Administrative Procedure: Preparing for Student Travel and Education Abroad – Units); and
- ensure appropriate contracting of affiliates or providers prior to promotion;

Organizing: All University units (including campuses, colleges, departments, centers, offices, other operational units, and education abroad offices) must do the following when **organizing** student travel abroad:

Prior to student recruitment:

- obtain International Travel Risk Assessment and Advisory Committee (ITRAAC) approval before promoting any program in a USDOS Level 3 or 4 Travel Advisory location and
- complete a due diligence review of all affiliates, providers and/or programs prior to promotion (see Administrative Procedure: Preparing for Student Travel and Education Abroad – Units).

Prior to student departure:

- support students through the process of participation ("supporting a student through the process of participation" includes signing forms—or guiding students to the proper resources to do so—,as required and appropriate, and supporting students upon return regarding issues such as credit transfer, etc.);
- provide students with a *24-7 University emergency contact*;
- ensure appropriate contracting of affiliates or providers;
- develop a 24-7 contact protocol and emergency plan;
- implement a system for gathering and accessing independent student travel information during program dates (if applicable) so that program leaders or University staff can contact students in an emergency;
- ensure completion of the student requirements; and
- ensure completion of faculty/staff leader requirements, where relevant.

Faculty/Staff Program Leader Requirements:

University Faculty/Staff Program Leaders must, prior to departure:

- complete the program leader registry process, which includes the program leader acknowledgement form;
- complete the program leader health and safety training within 12 months prior to the program departure date;
- complete the program leader companion process, if applicable; and
- ensure programs have a) two program leaders; OR b) one program leader with onsite partner who has agreed and is able to provide program support.

Education Abroad Offices

In addition to the requirements above, each education abroad office in the system must also:

- register students for USDOS Smart Traveler Enrollment Program (*STEP*) or advise them on self-registry;
- implement the student health disclosure form and process;

- implement consistent processes for any participant under the age of 18;
- implement the student behavior review and Code of Conduct policy/process; and
- for any program with a program leader, assist the program leader with the following requirements:
    - completion of the program leader registry process, which includes the program leader acknowledgement form;
    - completion of the program leader health and safety training within 12 months prior to the program departure date;
    - implementation of the program leader companion process, if applicable; and
    - verification that programs have a) two program leaders; OR b) one program leader with onsite partner who has agreed and is able to provide program support.

Student Pre-Travel Requirements

University-purpose student travel abroad that is either non-credit bearing or consists exclusively of graduate student travelers does not require collaboration with an education abroad office. All students must complete the following requirements in advance of University-purpose travel:

- register their travel officially with the University;
- sign a Student Release and Waiver detailing their academic, financial, behavioral, travel risk, and health-related responsibilities while abroad;
- complete the mandatory online health and safety orientation;
- receive University-approved international travel, health, and security insurance (enrollment upon completion of registration process);
- ensure an appropriate emergency communications plan is in place; and
- when applicable, obtain International Travel Risk Assessment and Advisory Committee (ITRAAC) approval.

Students working through an education abroad office will complete the above requirements through a program application process. All other students will complete these requirements through the *Student International Travel Registry*.

All student travelers are strongly encouraged to:

- discuss independent travel plans with a University faculty and/or staff member prior to confirming travel plans;
- address any health and safety concerns prior to departure (e.g., check-ups, immunizations);
- register with the USDOS Smart Traveler Enrollment Program (*STEP*); and
- review the U.S. Department of State (USDOS), Centers for Disease Control (*CDC*), and World Health Organization (*WHO*) resources for their planned destination.

Travel Approval

The University does not encourage travel to any country or location designated as Level 3 or 4 Travel Advisory by the U.S. Department of State (USDOS).

Pre-Approval of Student Travel

Any student planning to travel for University purposes, as well as any faculty or staff member planning to lead or travel with any University students, to a USDOS Level 3 or 4 Travel Advisory location must obtain approval from the International Travel Risk Assessment and Advisory Committee (ITRAAC). Units who wish to organize an education abroad opportunity in a USDOS Level 3 or 4 Travel Advisory location must receive ITRAAC approval prior to promotion. The University, in its sole discretion, may deny approval for international travel. In addition, travelers may be required to submit a request for permission to travel to locations or participate in programs that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities.

Suspension of Travel

ITRAAC will review student travel currently in process when a significant health or safety concern arises regarding that travel including new and renewed USDOS Travel Advisories, travel warnings from the CDC or WHO, natural disasters, wars or other political disturbances, or other indicators of potential health or safety threats. The University, in its sole discretion, may withdraw approval for international travel at any time.

While Abroad

Students and faculty/staff/units traveling with students and/or organizing, promoting, or supporting student programs abroad must keep their 24/7 University emergency contact apprised of any changes to their address and contact information while abroad. Changes should be submitted as soon as possible and at a minimum within 24 hours of the change taking effect.

Students are held to Board of Regents Policy: *Student Conduct Code* while abroad for University purposes in addition to any additional codes of conduct or behavior codes from the University unit organizing, promoting, or supporting travel or the education abroad office, affiliate, or host.

Students are not permitted to drive motor vehicles (including but not limited to electric or gas-powered scooters, motorbikes, motorcycles, and cars) while participating in an education abroad opportunity.

Faculty and staff may not drive vehicles in which students are passengers abroad without an approved exception from the Office of Risk Management and Insurance in advance of departure from the U.S. Faculty and staff who need transportation for students must either use public transportation or hire a local driver/vehicle.

Travel in Violation of this Policy

Students who choose to travel in violation of this policy are acting outside the control and responsibility of the University. If the travel is occurring during a required term, the student must take a leave of absence from the University, where possible. Students on leave of absence from the University are not eligible for financial aid, scholarship, travel stipends, and other University supports including credit. If a leave of absence is not an option, students who travel in violation of this policy risk losing their student status.

Exclusions

This policy does not apply to personal, non-University travel by students. For information on reimbursement for travel and faculty and staff travel requirements, see Administrative Policy: *Traveling on University Business*.

Reason for Policy

This policy endeavors to support education abroad by balancing the educational value of participation in international activities with the potential risks to the welfare and safety of students.

Procedures

- *Travel Approval (ITRAAC)*
- *Preparing for Travel and Education Abroad (Students)*
- *Preparing for Student Travel and Education Abroad (Units)*

Forms/Instructions

- UM 1895 - *Notification of Travel During Education Abroad Program* *um1895.pdf*

- *Emergency Plan Template*
- *ITRAAC Application Process*
- *International Travel, Medical and Security Insurance (CISI)*
- *Program Leader Acknowledgement Form*
- Release and Waiver for Education Abroad:
    - For activities through an education abroad office: *OGC-SC245*
    - For activities NOT through an education abroad office: *OGC-SC246*

Appendices

- *Education Abroad Program Due Diligence Considerations*
- *International Health Insurance Eligibility Requirements*
- *University Policy Process Flowchart: Student International Travel and Education Abroad*

Frequently Asked Questions

- *FAQ: Student Travel and Education Abroad*

Contacts

Subject	Contact	Phone	Fax/Email
Primary Contact	**Kevin Dostal Dauer**	**612-625-5107**	***dauer001@umn.edu***
International Insurance	Kevin Dostal Dauer	612-625-5107	*dauer001@umn.edu*
Non-education Abroad Office travel registration	Kevin Dostal Dauer	612-625-5107	*dauer001@umn.edu*
Education Abroad Programs Offices	Crookston: Learning Abroad Office	218-281-8442	*tans@umn.edu*
	Duluth: International Programs and Services	218-726-8764	218-726-7352 *studyabroad@d.umn.edu*
	Morris: Academic Center for Enrichment (ACE)	320-589-7014	*ummace@morris.umn.edu*
	Twin Cities: Learning Abroad Center	612-626-9000	612-626-8009 (fax) *UMabroad@umn.edu*
	Twin Cities: Carlson Global Institute	612-625-9361	*cgi@umn.edu*
Emergencies Abroad - Students	University 24-7 international emergency phone	612-301-2255	
Legal Approval: International Agreements	Don Amundson	612-624-4100	612-626-9624 *amund015@umn.edu*

Subject	Contact	Phone	Fax/Email
Purchasing/Travel Services	Beth Tapp	612-624-5255	612-624-3410 *bethtapp@umn.edu*
Office of Risk Management and Insurance	Steve Pardoe	612-625-0062	612-624-7384 *pardo012@umn.edu*
Export Controls and travel to embargoed countries (including Cuba)	Pat Briscoe	612-625-3860	*bris0022@umn.edu*

Definitions

University-Purpose Education Abroad Travel

Travel by students (both for credit and not for credit) that is affiliated with the University in any way. This includes, but is not limited to:

- travel through a sponsored or affiliated program of a University education abroad office;
- travel through unit-organized or promoted education abroad programs or activities.
- travel to a University or unit exchange partner;
- travel as part of, or in support of, a University research activity;
- travel for University credit;
- travel that fulfills a degree requirement (including internships, field studies, service learning, research);
- travel that fulfills University contractual agreements;
- professional development opportunities promoted by or supported by any University unit (including conference attendance);
- travel for which you are acting as a representative of the University;
- travel for University athletics;
- travel supported by University funding including grant awards, scholarships, informal financial awards, and financial aid;
- travel with, or organized by, a University faculty or staff member; and
- travel with a University Campus Life Program.

Students traveling abroad for University purposes are held to this policy within the dates of their activity. Thus, they must follow this policy for any weekend or overnight travel taken during the activity. See definition of non-University travel below for more information on when this policy does not apply. Notified travel that fits any of the above criteria remains subject to this policy.

Campus Life Program (CLP)

A voluntary association comprised primarily of students whose activities, operations, and decision-making processes are directly governed by University academic or administrative departments and for which the University is ultimately responsible. Campus Life Programs (CLPs) must be affiliated with a University of Minnesota academic or administrative department and have a designated University faculty or staff advisor. The sponsoring or affiliated department, through the designated faculty or staff advisor, is responsible for ensuring compatibility between the group's operations and actions and University interests. The CLP and its advisor must comply with all policies and procedures for Campus Life Programs, as identified within student group and University policies. University Recognized Organizations (UROs) at Morris are treated like CLPs for the purpose of this policy.

Education Abroad Program

An education abroad program at the University of Minnesota must meet ALL of the following criteria:

- meets the definition for University-purpose education abroad travel within this policy;
- meets the definition for "Organizing" a program within this policy;
- some portion of the activity takes place outside of the continental United States, Alaska, or Hawaii;
- has a defined start and end date;
- has multiple student participants;

- frequently engages participants onsite in group activities that share common learning or experience outcomes; and
- participants are not pre-selected but are able to apply to participate (subject to defined eligibility requirements).

Faculty and Staff

Full and part-time faculty, including adjunct faculty and staff employees at the University. Graduate assistantship appointments and other appointments that require student status are not considered employees for the purpose of this policy. Where faculty and staff are also taking classes, they are faculty/staff when traveling for work and a student when traveling for education/coursework.

International Travel

Travel to any country (including Mexico and Canada) or territory outside the continental U.S. (such as American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island) is considered international travel for purposes of this policy and CISI insurance. Travel to Alaska and Hawaii is not considered international travel.

International Travel Risk Assessment and Advisory Committee (ITRAAC)

Committee responsible for reviewing all proposed student travel to USDOS Level 3 or 4 Travel Advisory locations and other locations that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities. Committee has University-wide jurisdiction and its decisions apply uniformly to all campuses. Composed of the Associate Vice President and Dean for International Programs (Chair), the General Counsel, the Associate Dean of Graduate Education, and the Vice President for Health Sciences (officials may delegate their responsibilities to others within their areas of authority and consult other administrators, faculty, and experts as they choose). The Dean of the School of Public Health will serve on the committee whenever a decision is being considered to cancel or suspend an education abroad opportunity for public health reasons.

Non-University-Purpose Travel

Travel that is not related to the University in any way. This means travel that is not in support of University business, programs, or education and for which the University assumes no control or responsibility, and therefore this policy does not apply. Examples include:

- Registered Student Organization travel (see definition below) that is not otherwise funded or supported by the University (see University-Purpose Education Abroad Travel above);
- Personal travel such as vacation;
- Personal travel before or after a University/education abroad activity.

Students traveling abroad for University purposes are held to this policy within the dates of their activity. Thus, any weekend or overnight travel taken during the University-purpose activity dates is subject to this policy.

Program Leader

Designated individual who oversees education abroad program and is physically present on-site for the duration of the program. Every program must have at least one program leader who is a University of Minnesota faculty or staff member. Undergraduate students may not serve in the role of program leader.

Registered Student Organization (RSO)

A voluntary association comprised primarily of students that does not have a direct relationship to the University. Registered Student Organizations (RSOs) are independent and autonomous from the University and are responsible for managing their own affairs. RSOs are not units or agents of the University, and they should not represent themselves as such. Events and activities conducted by RSOs are not considered University sponsored under this policy. RSOs will comply with all policies and procedures for RSOs, as identified within student-group and University policies.

Sponsored or Affiliated Programs through Education Abroad Offices

Sponsored programs are study abroad experiences developed, administered, and evaluated by an education abroad office. Affiliated programs are administered by other institutions/organizations and approved by the

University (students will receive support and services from the education abroad office, and credits will be posted as resident credit).

Students

Any undergraduate, graduate, or professional student enrolled in a degree program, credit bearing non-degree program, professional certificate, or executive education program at the University (including residents and fellows). Students traveling as part of assigned duties within an assistantship are considered students and not employees for the purpose of this policy.

Unit

A campus, college, department, program, research center, institute, business center, office, or other operating unit.

Unit-Notified Travel

Student education abroad travel that resulted from notification by a University faculty or staff member. Notification consists of sharing existing information about an opportunity or potential opportunity abroad that is not organized by or affiliated with the University of Minnesota. Notification requires disclaimer language found in this policy and should not specifically recommend the opportunity.

Unit-Supported Travel

Student education abroad travel supported by a University unit by encouraging, guiding, or enabling (through financial support, guaranteeing of credit, degree requirement fulfillment, or signing of forms or materials) the participation in an opportunity abroad that is not organized by the University of Minnesota. Units are required only to notify students of the student requirements in this policy.

Unit-Promoted Travel

Student education abroad travel promoted by a unit through the distribution and/or creation of specialized print, web, and other materials that contain information about a University of Minnesota affiliated opportunity or potential opportunity abroad that is not organized by the University of Minnesota where the intent is to encourage participation in that opportunity. *Attaching the notification disclaimer to an existing communication piece does not mean the piece is being promoted.*

Unit-Organized Travel

Student education abroad organized by a University of Minnesota unit. The unit created, developed, or maintained an opportunity abroad and the opportunity would not exist without such organization. Examples of activities include, but are not limited to, developing an application or application criteria, setting up exchange criteria, pricing an opportunity, or booking ravel or on-site logistics on behalf of the student(s). Units are required to comply with the Procedure: Preparing for Student Travel and Education Abroad (Units) and, for all undergraduate student travel abroad, work through one of the University's education abroad offices.

U.S. Department of State (USDOS) Travel Advisories

The USDOS has issued Travel Advisory Levels for all locations outside the United States. There are two types of Travel Advisories:

- ***Country-wide Travel Advisories***– each country in the world has a designated advisory level from 1 (Exercise Normal Precautions) to 4 (Do Not Travel).
- ***Regional Travel Advisories***– select countries have within-country advisories that pertain to localities or sub-sections where higher levels of vigilance are recommended.

Level 3 or 4 Travel Advisories are issued when long-term, protracted conditions make a country dangerous or unstable and lead the State Department to recommend that Americans avoid or consider the risk of travel to that country or location. They are also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. See list of all Travel Advisories at https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.

Responsibilities

Associate Vice President and Dean for International Programs

Promote the global dimensions of teaching, research, and engagement across all colleges and campuses of the University. Chair the International Travel Risk Assessment and Advisory Committee (ITRAAC).

Director of International Health, Safety, and Compliance, GPS Alliance

Provide background information on specific health and safety risks and participate in the decision whether to cancel or suspend education abroad opportunities. Call a meeting of the International Travel Risk Assessment and Advisory Committee (ITRAAC). Notify unit and/or program directors when an educational opportunity has been suspended or canceled by the committee and when ITRAAC approves applications to travel to a USDOS Level 3 or 4 Travel Advisory location or other locations that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities. A member of the Director's staff will provide assistance to ITRAAC applicants and facilitate ITRAAC reviews of applications.

Education Abroad Offices

Ensure compliance with University policy for all programs and activities they support. Serve as a resource to units, faculty, and staff planning international activities.

The Following are the Education Abroad Offices:

- *Carlson School of Management Global Institute*
- *Crookston Learning Abroad Office*
- *Duluth International Programs and Services*
- *Morris Academic Center for Enrichment*
- *Twin Cities' Learning Abroad Center*

Export Controls Officer and Designated Cuba Representative

Review and approve proposed student travel to embargoed countries and work with travelers to apply for any licenses needed for U.S. citizens to travel to Cuba. Advise on any restrictions that may apply during travel to embargoed countries.

Faculty, Staff, and Units Supporting, Promoting, or Organizing Student Travel Abroad

Ensure compliance with University policy before and during organizing or promoting travel or leading student travel abroad.

International Travel Risk Assessment and Advisory Committee (ITRAAC)

Determine when to cancel or suspend education abroad opportunities because of significant health or safety risks to students at any time. In the members' absence, appoint alternates to serve on the ITRAAC. Make exceptions to suspension of education abroad opportunities and approve applications for travel to USDOS Level 3 or 4 Travel Advisory locations or other locations that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities on a case-by-case basis.

Office of General Counsel (OGC)

Create and approve the student release and waiver. Serve on the International Travel Risk Assessment and Advisory Committee (ITRAAC). Work with the International Health, Safety, and Compliance Director to review mandatory health and safety orientation, assist faculty and staff with related questions and resources while abroad.

Office of Risk Management and Insurance (ORM)

Regularly review and approve the University's mandatory international travel, health, and security insurance. Work with the International Health, Safety, and Compliance Director to review mandatory health and safety orientation and assist faculty and staff with related questions and resources while abroad.

Purchasing/Travel Services

Advise University faculty and staff on appropriate contracting procedures for activities involving travel or purchasing. Assists those traveling for University purposes on a variety of travel items. Ensure the integrity, accountability, and efficiency of purchasing processes.

Students

Complete the requirements detailed in this policy and procedures before departure on international travel. Take independent measures to promote one's own safety, the safety of fellow travelers, and the safety of the broader University community including consulting with experts on the region of travel, as appropriate. Abide by the University Student Code of Conduct while abroad.

24/7 Emergency Contacts

Be available to support the traveler 24/7 during their education abroad opportunity and collaborate with and report all traveler health and safety incidents to the International Health, Safety, and Compliance (IHSC) team. More details can be found at: http://global.umn.edu/travel/emergency/24_7_contact.html

Related Information

Board of Regents Policies

- *International Education, Research and Outreach*
- *Student Conduct Code*

Administrative Policies

- *Export Controls*
- *Leave of Absence and Readmission for Undergraduates: Twin Cities, Crookston, Morris, Rochester*
- *Leave of Absence and Reinstatement from a Leave: Graduate Students*
- *Purchasing a Professional Service*
- *Traveling on University Business*

Other Policies

- *Student Conduct Code for Education Abroad*
- *Sexual Harassment, Sexual Assault, Stalking, and Relationship Violence*

Related Websites

- *Global Programs and Strategy Alliance*
- *Centers for Disease Control*(CDC)
- *Overseas Security Advisory Counsel*(OSAC)
- *U.S. Department of State - Travel Advisories*
- *World Health Organization* (WHO)

History

Amended:

June 2019 - Comprehensive Review. Major revision.

1. Adds four definitions of the level of program facilitation (notify, support, promote, organize) including requirements of units pending their level of support.
2. Includes an undergraduate requirement of working through an education abroad office that the requirements only to for-credit programs.
3. Requirements units organizing education abroad opportunities to implement a travel tracking system for students doing independent travel during program dates.
4. Specifies that program leaders must receive health and safety training within 12 months of the start of their program (which has already been the standard practice.)
5. Defines the use of the Travel Registry for students not working through an education abroad office.
6. Updates the term label from Travel Warning language to Travel Advisory language.

Amended:

October 2014 - 1. Adds the involvement of the collegiate dean(s) in any situation where ITRAAC is considering a rejection (or request to delay travel) of an application submitted by a graduate student. 2. Explicitly notes the role of the Vice President for Academic Affairs when consensus cannot be reached. 3. Standardizes processes carried out the education abroad offices across the University system. 4. Clarifies the pre-travel and program planning requirements for units and students. 5. Adds a new requirement that units may not promote or organize an education abroad opportunity for undergraduates unless they work through an education abroad office. Title changed from *Education Abroad Opportunities: Addressing Health and Safety Risks* to *Student Travel and Education Abroad: Health and Safety*

Amended:

January 2009 - Statement and Responsibilities clarified, Updated Contacts section, Updated procedures, and added Appendix: International Insurance Eligibility Requirements.

Amended:

January 2007 - Statement, definitions and responsibilities and procedures rewritten.

Effective:

February 2004

Policy published publicly

April 2005

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Syllabus Requirements: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Stacey Tidball, Karen Starry	Oct 1, 2014 **Effective Date:** Apr 8, 2009

Policy Statement

Instructors are required to develop a course syllabus for each offering of a course and communicate the syllabus to students unless the course is offered to an individual student (e.g. directed study, readings or research courses that require contracts between the student and instructor). For the purposes of this policy, a syllabus is a written or electronic document that contains information students need to know in order successfully to complete the work of the course.

Each syllabus includes two types of information. First is information specific to the course such as its title, goals, readings, assignments and instructor. Second is information informing students of University policies that may have an impact on their participation in the course. This information includes, for example, the University grading system, a disabilities statement, and how to resolve problems between students and instructor.

A. Syllabus Requirements: Information Specific to the Course

The elements listed in this section of the policy are required. This information may also be distributed or provided by the department or college if done so routinely and explicitly. (For additional recommendations for good practice in teaching, see Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester*).

1. Catalog information such as the course name, department, number, meeting time, meeting place, and credits.
2. Instructor's name and contact information.
3. Course pre-requisites if any exist.
4. Course goals and objectives. (For undergraduate courses on the Twin Cities campus, instructors are encouraged to identify learning and development outcomes addressed by the course. See Administrative Policy: *Undergraduate Student Learning and Development Outcomes: Twin Cities, Crookston, Morris, Rochester*).
5. Required and recommended materials and, if necessary, the location of materials. After the second week of the term, minor, but not major, changes in the assigned readings may be made (see Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester*).
6. General description of assignments, papers, projects, exams and other student work with a schedule of approximate due dates and relative weight in the grade. Minor but not major changes may be made to assignments after the second week of the term.
7. Description of any course meetings that occur outside of the regularly scheduled class time (see Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester*).
8. Attendance requirements and penalties if any (see Administrative Policy: *Enrolling in Overlapping or Back-to-back Classes: Twin Cities, Crookston, Morris, Rochester*).
9. Statement on extra credit. If an instructor wishes to offer what is commonly known as extra credit opportunities for students in a class to allow them to improve their grade, those opportunities must be announced and made available to all students. (This provision does not address the option of increasing the number of credits a student may earn for the course.)

10. Policy for making up missed exams and grading late work.
11. The date, time and place of the final examination if one is scheduled. Instructors who schedule final exams that are longer than two hours must provide alternative testing times for students who have other final exams scheduled during that time (see Administrative Policy: *Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester*).

B. Syllabus Requirements – Policy Statements

Instructors must have as part of the syllabus copies of, references to, or statements on the following and are encouraged to discuss elements of the policies particularly applicable to their course (see Appendix - *Recommended Policy Statements for Syllabi*):

1. Grade definitions from Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*.
2. Scholastic Dishonesty (see Board of Regents Policy: *Student Conduct Code* and Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Morris, Rochester*).
3. Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*
4. Board of Regents Policy: *Student Conduct Code*; Administrative Policy: *Teaching and Learning: Student Responsibilities (Twin Cities, Crookston, Morris, Rochester)*
5. Board of Regents Policy: *Sexual Harassment, Sexual Assault, Stalking and Relationship Violence*
6. Board of Regents Policy: *Equity, Diversity, Equal Employment Opportunity, and Affirmative Action*
7. Board of Regents Policy: *Disability Services*
8. Statement about the availability of mental health and stress management services.
9. Board of Regents Policy: *Academic Freedom and Responsibility*

The Office of the Executive Vice President and Provost will prepare electronic copies of these policy statements for instructors to incorporate into syllabi. Instructors are encouraged to provide paper copies of these policies to classes with first-year students.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Students need a consistent level of basic information about the content and expectations for each course in which they are enrolled. This policy outlines the minimum components of a syllabus and notes recommended policy statements for inclusion, to ensure that instructors communicate course requirements to students in writing and in a timely manner. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Recommended Policy Statements for Syllabi*

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Stacey Tidball* (undergraduate) *Karen Starry* (graduate)	612-626-0075 612-625-2815	tidball@umn.edu starry@umn.edu
Twin Cities Campus	*Rebecca Ropers*	612-626-9545	ropers@umn.edu
Crookston Campus	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus	*Janet Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

There are no definitions related to this policy.

Responsibilities

There are no specific responsibilities related to this policy.

Related Information

- Board of Regents Policy: *Equity, Diversity, Equal Opportunity, and Affirmative Action*
- Board of Regents Policy: *Sexual Harassment, Sexual Assault, Stalking and Relationship Violence*
- Board of Regents Policy: *Student Conduct Code*
- Administrative Policy: *Enrolling in Overlapping or Back-to-back Classes: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Scheduling Examinations, Final Examinations, and Study Days: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Teaching and Learning: Student Responsibilities (Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Undergraduate Student Learning and Development Outcomes: Twin Cities, Crookston, Morris, Rochester*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

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

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Tailgating: Twin Cities

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Athletics Director • Vice President, University Services	• Athletics Director • Director of Housing and Residential Life	• Scott Ellison, Ross Allanson	Feb 26, 2018 **Effective Date:** Jan 1, 2009

Policy Statement

The University promotes community-building activities for its faculty, staff, students, and visitors, and recognizes that tailgating has the potential to enhance the TCF Bank Stadium event experience within a safe, responsible, and controlled environment.

Tailgating is permitted only on Gopher football game days in designated areas, during specified hours, and under the conditions specified in the Tailgating Rules. Tailgating is not permitted for events at any venue on the Twin Cities campus other than TCF Bank Stadium.

Violations

Individuals who violate this policy, the *Tailgating Rules*, or applicable policies, rules, or law may be assessed fines; lose their season tickets, parking, or tailgating privileges; be removed from campus; and, for students, be subjected to disciplinary action under Board of Regents Policy: *Student Conduct Code*.

Exceptions

This policy supports the Gopher football experience. The vice president for University Services may approve tailgating at non-Gopher football events held in TCF Bank Stadium at their discretion.

In rare instances, the vice president for University Services in consultation with the director of Intercollegiate Athletics may grant exceptions to the *Tailgating Rules* within the scope of the law.

This policy applies to the Twin Cities campus only, and only to those events held in TCF Bank Stadium.

Reason for Policy

To provide the framework for responsible tailgating on Gopher football game days or approved TCF Bank Stadium event days that enhances the event experience, promotes a safe campus environment, and preserves the beauty of the campus.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Tailgating Map with Zones*
- *Tailgating Rules*

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	Scott Ellison Ross Allanson	612-625-8860 612-625-9543	ellis004@umn.edu alla0111@umn.edu

Definitions

Tailgating

Pre- and post-game festivities outdoors in designated tailgating locations which may include some or all of the following: eating food, drinking beverages (alcoholic or nonalcoholic), grilling, or a canopy.

Responsibilities

Director, Intercollegiate Athletics

- Jointly administer the policy, including maintaining Tailgating Rules and communicating policy and rules for responsible tailgating to participants.

University of Minnesota Parking and Transportation

- Open and close designated tailgating areas on football game days.

University of Minnesota Police Department

- Enforce applicable laws and Tailgating Rules on football game days.

Vice President for University Services

- Jointly administer the policy, including maintaining Tailgating Rules and communicating policy and rules for responsible tailgating to participants.
- Determine, in consultation with appropriate University administrators and Intercollegiate Athletics, the University-authorized locations and hours for tailgating on Gopher football game days.
- Determine exceptions for TCF Bank Stadium events that are permitted to tailgate.

Related Information

Board of Regents Pollicies:

- *Alcoholic Beverages on Campus*
- *Code of Conduct*
- *Student Conduct Code*
- *Possession and Carrying of Weapons*

Administrative Policies:

- *Distributing Publications and Installing Banners at the University*
- *Drug Free University*
- *Use and Lease of Real Estate*
- *Using and Leasing University Outdoor Space: Twin Cities*

History

Amended:

February 2018 - Comprehensive Review, Minor Revision. The main change is to clarify that the policy applies specifically to events at TCF Bank Stadium, and not at other stadiums or arenas. It also specifies that the policy applies to Gopher football games, not necessarily to other football games that may take place at TCF Bank Stadium.

Amended:

January 2014 - Comprehensive Review, Major Revision. 1. Expands the applicability of the policy to other major stadium events on the Twin Cities campus, such as concerts. 2. Revises the list of lots in which tailgating is allowed, and addresses hours for tailgating on weekdays and for the RV tailgating lot. 3.Prohibits pets on tailgating lots and includes a new reference to the Board of Regents policy on weapons.

Effective:

January 2009

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

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

Instructors are allowed to make changes to course content to accommodate alternative course delivery. Instructors should make every effort to provide notice of any changes to students.

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Jessica Kuecker Grotjohn, Karen Starry	Sep 16, 2014 **Effective Date:** Apr 15, 2009

Policy Statement

Instructors have a responsibility to establish and maintain a civil, productive, inclusive, and stimulating learning environment. Both instructors and students have a fundamental obligation to respect the instructional setting as a place for civil, courteous discourse. Instructors have a responsibility to accommodate students with documented disabilities and are encouraged to invite students to talk or communicate with them about such circumstances.

Instructors have a responsibility to accommodate legitimate student absences and student exam conflicts in accordance with the policies (1) Intercollegiate Athletic Events During Study Day and Finals Week, (2) Makeup Work for Legitimate Absences, and (3) Scheduling Examinations, Final Examinations, and Study Days.

Instructor Responsibilities

A. Provide Course Information

Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and relevant members of the University community.

1. Instructors must provide academic units and students with accurate course descriptions in a timely fashion. Instructors should use official information tools, to provide information about courses to students.
2. The course descriptions available in University catalogs and/or in the Course Guide must be generally consistent with the content of the actual course taught, though the content may vary somewhat with the individual instructor and across sections.
3. At the beginning of each course, instructors must communicate the course objectives. Class activities should be directed toward the fulfillment of these objectives and student performance should be evaluated in relationship to these objectives.
4. If an instructor changes the course requirements or materials, students should be given timely notice consistent with the magnitude of the change (e.g., a few days of notice for an additional article to read or a few weeks of notice if a paper is added). No major change (e.g., adding a research paper or major examination) should be imposed after the second week of the semester.
5. In accordance with Administrative Policy: *Grading and Transcripts*, instructors must inform students in their classes of the methods to be used in determining course grades, i.e., evaluation criteria and the contribution to the final grade of each graded component.
6. At the beginning of the course, instructors must inform students of any requirements related to regular course attendance and participation.

7. At the beginning of the course, instructors must inform students of any special attendance requirements. This includes, insofar as possible, specific dates, times, and places of additional outside-of-class work such as field trips, study sessions, or extra class meetings, and whether or not attendance at these additional activities will be reflected in the grade. If an instructor schedules mandatory activities that occur outside the regularly scheduled class time, information about these activities must be included on the syllabus and, when possible, in the class schedule.
8. Instructors should discuss scholastic dishonesty and what it means in the context of their class (e.g., whether collaboration is permitted and limits on it, requirements about and methods for citing sources, whether direct quotes are allowed and to what extent, receiving or giving aid on tests, and using electronic aids or communications during exams when prohibited).

B. Provide Students with Access to and Feedback on Their Work

1. Instructors must evaluate examinations and other student work with sufficient promptness to enhance the learning experience. Instructors must promptly return examinations or permit students to review their exams to request clarification of grades.
2. Instructors should specify the process and schedule for returning student work during the semester. Term papers and comparable projects are the property of students who prepare them (see Board of Regents Policy: *Copyright*.) Instructors who desire to retain a copy for their own files should state their intention to do so.
3. Instructors are strongly encouraged to provide sufficient graded feedback early in the term and before the deadline for withdrawing from classes to enable students to assess their progress in the course.
4. Instructors must turn in grades within three business days after the last day of final examinations.
5. Instructors must provide mid-term alerts to students in 1-xxx courses who are at risk of failing a class, in accordance with the provision of the policy on Mid-term Alerts.

C. Secure Handling of Examinations

Instructors must maintain the security of student examinations both before and after exams are given. For those using a University office, such as the Office of Measurement Services (OMS), for scoring answer sheets, instructors or their designate (departmental office employee or teaching assistant) must submit examination answer sheets in the manner prescribed by that office.

D. Observe Scheduled Class Times

1. Instructors are expected to meet their classes at the scheduled times, to be prepared for all class sessions, and to start and end classes at the scheduled times.
2. When instructors know in advance that they will be unable to attend particular class sessions, they are responsible for working with their academic unit to make appropriate alternate arrangements.

E. Observe Office Hours or Appointment Times

Instructors must schedule and keep a reasonable number of office hours or appointment times for student conferences. The minimum number of office hours or appointment times may be defined by the academic unit.

F. Report Scholastic Dishonesty

Instructors are obligated to report suspected scholastic dishonesty to their departments and to the appropriate office on campus (on the Twin Cities campus, the Office for Community Standards; at Morris, the Office of the Vice Chancellor for Student Affairs; at Rochester, the Office of Student Affairs; and at Crookston, the Vice Chancellor of Academic Affairs and Student Life).

G. Maintain an Appropriate Learning Environment

Instructors should take appropriate steps to have removed from class students who disrupt the educational process because of discourteous, threatening, harassing, or other aggressive behavior. "Appropriate steps" may include calling the University Police.

H. Maintain the Classroom Environment

Instructors are expected to leave the classroom and its equipment in good order (e.g., white/blackboards clean, chairs arranged, electronic equipment shut off).

Academic Unit Responsibilities

A. Maintain an Appropriate Schedule

1. Courses must be offered on a schedule, and frequently enough, to permit students to graduate in a timely fashion. All undergraduate departments must have a four-year graduation plan in place and must have course offerings that support it.
2. Classes must be offered at standard times. Failure to observe standard class periods leads to inefficient use of classrooms and is disrespectful of students and faculty: students are forced to be late to other classes, and faculty access to classrooms they need is reduced.
3. Academic units are responsible for retaining course records in accordance with Administrative Policy: *Maintaining Records of Student Work*.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

This policy clarifies and outlines responsibilities, to provide clear expectations for the instructor and the instructor's department and college. Faculty and students need a common understanding of their responsibilities for the learning process. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **How do these instructor responsibilities apply to courses in which instruction is provided by more than one individual, for example, a course in which a faculty member and teaching assistants share**

responsibilities?

The person in charge of the course (e.g., the lead instructor, course coordinator, faculty member supervising teaching assistants who work with the faculty member within a course) is responsible for ensuring that standards and policies are applied consistently to all students enrolled in the course. The lead instructor is responsible for communicating this information to teaching assistants, responding to questions, and ensuring a common understanding among everyone who is part of the instructional team for the course.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* (undergraduate) *Karen Starry* (graduate)	612-624-1328 612-625-2815	jkuecker@umn.edu starry@umn.edu
Twin Cities Campus Procedures	*Rebecca Ropers*	612-626-9545	ropers@umn.edu
Crookston Campus Procedures	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus Procedures	*Janet Ericksen*	320-589-6015	ericksja@morris.umn.edu
Rochester Campus Procedures	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu
Rochester Campus	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

Scholastic Dishonesty

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

Responsibilities

There are no specified responsibilities associated with this policy.

Related Information

- Board of Regents Policy: *Copyright*

- Board of Regents Policy: *Student Conduct Code*
- Administrative Policy: *Grading and Transcripts: Twin Cites, Crookston, Morris, Rochester)*
- Administrative Policy: *Maintaining Records of Student Work: Twin Cites, Crookston, Morris, Rochester)*
- Administrative Policy: *Teaching and Learning: Student Responsibilities (Twin Cites, Crookston, Morris, Rochester)*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

History

Amended:

September 2014 - Added clarifications related to Higher Learning Commission accreditation requirements.

Amended:

December 2013 - Comprehensive Review, Minor Revision. Includes language from the retired policy on classroom environment.

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

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

Effective:

April 2009

Supercedes:

Classroom Expectations Guidelines

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

ADMINISTRATIVE POLICY

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

Attending class: Students are expected to participate in all course requirements. Please note that your course requirements may be modified to accommodate alternative delivery formats for courses. Please contact your instructors with any course specific questions.

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Undergraduate Education • Vice Provost and Dean of Graduate Education	• Jessica Kuecker Grotjohn, Karen Starry, Maggie Towle	Sep 16, 2014 **Effective Date:** Apr 15, 2009

Policy Statement

1. **Satisfying prerequisites.** Students should not register for courses in which they lack the prerequisites unless they have permission from the instructor.
2. **Responsibility for class work.** Students are responsible for knowing all information contained in the syllabus. Students are responsible for meeting all course requirements, observing all deadlines, examination times, and other course procedures.
3. **Attending class.**
   a. Students are expected to attend all meetings of their courses. They may not be penalized for absence from class, however, to participate in religious observances, for approved University activities, and for other reasons in accordance with the policy on Makeup Work for Legitimate Absences. Students should notify instructors as soon as possible about such absences. (See Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*).
   b. Students must attend the first class meeting of every course in which they are registered unless(1) they obtain approval from the instructor before the first meeting or (2) they provide notice to the instructor they must miss class because of a recognized religious holiday (see the policy on Mandatory Attendance at First Class Session and Consequences for Absence). Otherwise, they may lose their places in class to other students. (See Administrative Policy: *Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester*).
   c. Students are responsible for being on time and prepared for all class sessions.

4. **Maintaining academic integrity.** Students are expected to maintain academic integrity, including doing their own assigned work for courses. If it is determined that a student has engaged in scholastic dishonesty, the instructor may impose an academic consequence (e.g., giving the student a grade of "F" or an "N" for the course), and the student may face additional sanctions from the University. (See Board of Regents Policy: *Student Conduct Code*, Section VI, Subd 1, Scholastic Dishonesty, and Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*.
5. **Seeking help and accommodation.**
   a. Students are responsible for seeking academic help in a timely fashion.
   b. Students who need special accommodations are responsible for working first with the relevant University offices and then with the instructor at the beginning of the course.

6. **Respecting intellectual property.**Students may not distribute instructor-provided notes or other course materials, except to other members of the same class or with the express (written) consent of the instructor. Instructors have the right to impose additional restrictions on course materials in accordance with copyright and intellectual property law and policy. Students may not engage in the widespread distribution or sale of transcript-like notes or notes that are close to verbatim records of a lecture or presentation.
7. **Keeping classroom in good order.** Students may be responsible for helping straighten up a classroom at the end of a class period, if requested to do so by the instructor. Keeping a classroom in good order includes taking away or disposing of everything one came in with, such as pop cans/bottles, food

containers/wrappers, newspapers, etc. Students must also not deface or damage classrooms or classroom furniture or equipment.

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

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

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

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **Is it permissible for a student to bring the student's child to class?**

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

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	*Jessica Kuecker Grotjohn* *Karen Starry* *Maggie Towle*	612-624-1328 612-625-2815 612-626-1242	jkuecker@umn.edu starry@umn.edu towle002@umn.edu

Subject	Contact	Phone	Email
Crookston Campus Procedures	*Jason Tangquist*	218-281-8424	jtangqui@crk.umn.edu
Morris Campus Procedures	Janet Ericksen	320-589-6015	ericksja@morris.umn.edu
Rochester Campus Procedures	*Lori Carrell*	507-258-8006	lcarrell@r.umn.edu

Definitions

Prerequisite

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

Scholastic Dishonesty

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

Responsibilities

Responsibilities are specified in the Policy Statement.

Related Information

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

History

Amended:

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

Amended:

May 2013 - Major Revision, Comprehensive Review.

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

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

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

Effective:

April 2009

Supercedes:

Classroom Expectations Guidelines

Printed on: 09/03/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

University-Administered Graduate Student Fellowships and Traineeships

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Vice Provost and Dean of Graduate Education	• Toni Abts	Jun 21, 2017
			Effective Date: Jul 16, 2012

Policy Statement

University-administered fellowships or traineeships are ones for which the funds are administered by the University to the student, regardless of the funding source. Graduate student fellowships and traineeships are awarded on the basis of academic merit and provide actively enrolled students with the opportunity to pursue study, training and research. Fellowships carry no service obligations. Traineeships may carry service obligations.

I. Eligibility and Selection for Graduate Student Fellowships and Traineeships

a. Students who are admitted to a University of Minnesota graduate program are eligible to hold a University-administered fellowship or traineeship if they are registered for at least the minimum number of credits required by the fellowship or traineeship for a particular term.

b. Recipients of graduate student fellowships and traineeships must meet registration requirements and other terms and conditions of their award for the duration of their fellowship or traineeship.

c. All students who apply for and meet the eligibility criteria for a fellowship or traineeship must be considered for the fellowship or traineeship in accordance with established review and selection processes and criteria.

d. University colleges and departments, or other University units as appropriate, must publicize the fellowships and traineeships the unit offers, including the eligibility and selection criteria.

II. Fellowship and Traineeship Stipends and Benefits

a. Ranges for graduate fellowship and traineeship stipends are established each fiscal year by the awarding collegiate unit, department, academic program, and/or external agency. These ranges must follow the rules and guidelines set by the sponsoring entity.

b. The awarding collegiate unit, department, academic program, and/or external agency stipulates the benefits. These benefits must follow the rules and guidelines set by the sponsoring entity.

c. Students who hold University-administered fellowships or traineeships that provide a stipend that is equivalent to at least a 25% graduate assistantship are eligible for resident tuition rates.

d. Students who hold University-administered fellowships or traineeships for at least two academic semesters are eligible for the extended benefit of resident tuition rates once their fellowship or traineeship ends. They may receive this benefit for no more than the number of semesters for which they held their fellowship or traineeship, up to a maximum of four semesters. This benefit will not extend beyond three years from the termination of the qualifying fellowship or traineeship. Members of the student's immediate family may also be eligible for resident tuition rates.

e. Fellows and trainees are responsible for payment of charges not covered by the fellowship or traineeship (e.g., lab, installment, or late registration fees).

f. Fellows or trainees who leave their graduate program before the end of a semester in which they hold a fellowship or traineeship may be required to re-pay all or a portion of the stipend for that term.

g. Fellowships and traineeships may be supplemented by other University-administered support (e.g., a graduate assistantship) unless restricted by the terms of the fellowship or traineeship. The level of supplementation may vary according to the terms of the fellowship or traineeship.

Exceptions

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M. and M.B.A. (Twin Cities) degrees.

Reason for Policy

This policy incorporates equity and fairness standards in the selection of recipients for University-administered fellowships and traineeships. This policy also aids the University in recruiting high-quality graduate students.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- *FAQ: University-Administered Graduate Student Fellowships and Traineeships*

Contacts

Subject	Contact	Phone	Email
Primary Contact	Toni Abts	612-625-7579	twheeler@umn.edu
University of Minnesota Duluth Questions	Erik Brown	218-726-8891	etbrown@d.umn.edu
University of Minnesota Rochester Questions	Virginia Wright-Peterson	507-258-8236	wrig0070@r.umn.edu

Definitions

Graduate Fellowship

A merit-based stipend award that an individual student wins competitively. The student applies (or is nominated) directly to the funding source.

Graduate Traineeship

Is awarded competitively to a group of faculty members in a particular disciplinary or interdisciplinary area, the discipline having been specified in advance by the funding agency. The University faculty group awarded the training grant identifies the recipients from among its students interested in studying in the targeted field.

University-Administered Graduate Fellowship or Traineeship

University-administered fellowships or traineeships are ones for which the funds are administered by the University to the student, regardless of the funding source. Funding sources for University-administered graduate fellowships may be national (e.g., the National Science Foundation Fellowship), the University or Graduate School (e.g., the Graduate School Doctoral Dissertation Fellowship) or from programs and departments (e.g., fellowships from department funds.)

Service

Work performed that is typically recognized by payment of a salary.

Stipend

A fixed sum of money primarily paid to cover living costs and educational expenses while the recipient is enrolled in an educational program.

Salary

A wage paid for work performed.

Immediate Family (for the purpose of qualifying for *resident tuition rate*)

Spouse, children, or legal ward living in the household.

Responsibilities

Graduate School Fellowships Office

- Publicize the fellowships the Graduate School offers.
- Clearly stipulate the benefits provided by each fellowship offered by the Graduate School.
- Fairly consider all students who apply and meet the eligibility criteria for a fellowship or traineeship.

Colleges

- Publicize the fellowships the college offers.
- Clearly stipulate the benefits provided by each fellowship offered by the college.
- Fairly consider all students who apply and meet the eligibility criteria for a fellowship or traineeship.

Programs/Departments

- Publicize the fellowships the program offers.
- Clearly stipulate the benefits provided by each fellowship offered by the program.

- Fairly consider all students who apply and meet the eligibility criteria for a fellowship or traineeship.

Students

- Meet all requirements, terms and conditions associated with their award.

Related Information

- Board of Regents Policy: *Tuition and Fees*
- Administrative Policy: *Leave of Absence and Reinstatement from a Leave: Graduate Students*
- Administrative Appendix: *Resident Tuition Rate*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision. Clarifies language in the following areas: a. eligibility for University-administered graduate student fellowships and traineeships and the need for publication of the eligibility and selection criteria; b. when a student holding a University-administered fellowship or traineeship is eligible for resident tuition rates; and c. level of supplementation allowed when a student holds a University-administered fellowship or traineeship.

Effective:

July 2012 - New Policy, Comprehensive Review - 1. Establishes standards that apply to all University-Administered fellowships and traineeships. 2. Distinguishes fellowships and traineeships from salaried graduate student employment. 3. Requires fair and transparent selection process for awards. 4. Extends applicability of policy requirements to all programs, including that not formerly under the aegis of the Graduate School.

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Using Email as Official Student Communication

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Associate Vice Provost and University Registrar	• Associate Vice Provost and University Registrar	• See Contacts Section	Jan 2, 2019
			Effective Date: Sep 1, 2001

Policy Statement

The University provides students with an email account upon matriculation to the institution. This account is free of charge and remains available at minimum while the student is enrolled or is active in their degree program.

The University-assigned student email account is the University's official means of communication with all students. Students are responsible for all official information sent to their University-assigned email account. If a student chooses to forward messages to another account, the student is still responsible for all information, including attachments.

Reason for Policy

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

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

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

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

2. **Can faculty or staff use an alternative email address for students?**

   In order to be certain that private student information is secure, any messages that contain private student data need to be sent to the student's umn.edu email account, which meets the security and authentication standards. Similarly, staff and faculty should use their umn.edu accounts for business purposes.

3. **May students forward their umn.edu email to another email address?**

   Yes. However, students are still responsible for the official communications sent to their University email account and should be aware that email forwarding could cause information to be missed due to spam filtering or other forwarding issues.

Contacts

Subject	Contact	Phone	Email
Policy Information	**Susan Van Voorhis**	**612-624-1111**	***vanvo002@umn.edu***
Twin Cities	Stacey Tidball	612-626-0075	*tidball@umn.edu*
Crookston	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Duluth	Carla Boyd	218-726-8795	*cboyd@d.umn.edu*
Morris	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Rochester	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Student

Any undergraduate, graduate or professional student. Student status starts upon matriculation.

Matriculation

The time when a student has met all conditions to enroll such as submitting any required deposits or final transcripts.

Responsibilities

Faculty and staff

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

Student

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

Registrars on each campus

Maintain policy. Respond to student requests.

Related Information

- Administrative Policy: *Acceptable Use of Information Technology Resources*
- Administrative Policy: *Accessibility of Information Technology*
- *Internet Account Initiation*
- *Account and email account activation/de-activation information*

History

Amended:

January 2018 - Comprehensive Review: Changes to clarify language about the reason for the policy and language about when this policy applies (timing of when the email account is available, when students should expect this account to be used.)

Amended:

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

Amended:

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

Effective:

September 2001

Printed on: 08/14/2020. Please go to http://policy.umn.edu for the most current version of the Policy or related document.

Administrative Policy

Withholding Diplomas and Official Transcripts from Students

Responsible University Officer(s):	Policy Owner(s):	Policy contact(s):	Date Revised:
• Executive Vice President and Provost	• Associate Vice Provost and University Registrar	• See Contacts Section	Jul 2, 2019
			Effective Date: Dec 1, 2004

Policy Statement

The University will not issue diplomas or official transcripts to students with financial obligations of $200 or more, or to students who have not satisfied student conduct or academic integrity sanctions.

Once a student satisfies the financial obligation or the outstanding sanction, the responsible office will remove the hold and the Office of the Registrar may issue the diploma and/or the official transcript.

Reason for Policy

The University expects students to meet any financial and/or student conduct and academic integrity obligations to the institution, both during their enrollment and upon graduation. Withholding the diploma and official transcript for not meeting these responsibilities is consistent with these expectations.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. **How is a student notified that the student will not be receiving a diploma or an official transcript due to these obligations?**

Students are informed of the holds on diplomas and official transcripts via MyU. Additionally, students are notified when placing transcript orders or requests for duplicate diplomas.

2. **Will a student's degree still be posted to the record if money is owed or a student conduct sanction is not met?**

   Yes, the degree will be posted, but a diploma will not be issued.

3. **Can holds be temporarily removed or how do I get an exception to a hold?**

   Contact the office responsible for placing the hold to see what the procedures are and whether the hold can be lifted, or whether an exception is possible. If you are unsure of what office is responsible, contact your campus One Stop or Office of the Registrar.

   For information on how to resolve past-due bills, visit the *One Stop website* and contact One Stop Student Services.

Contacts

Subject	Contact	Phone	Email
Policy Information - Twin Cities	Sue Van Voorhis	612-625-8098	612-626-1754
Policy Information - Morris	*Marcus Muller*	320-589-6011	*mull0262@umn.edu*
Policy Information - Duluth	Carla Boyd	218-726-8795	*cboyd@d.umn.edu*
Policy Information - Crookston	*Jason Tangquist*	218-281-8424	*jtangqui@crk.umn.edu*
Policy Information - Rochester	*Diane Douglas*	507-258-8008	*douglasd@r.umn.edu*

Definitions

Financial Obligation

Students that owe a minimum of to the University student account.

Student conduct and academic integrity sanction

A sanction imposed upon a student for violation of Board of Regents Policy: *Student Conduct Code*.

Responsibilities

Registrar

Notify faculty, staff and students of the policy of withholding diplomas and official transcripts.

College or department

Advise students of the policy on the policy of withholding diplomas and official transcripts.

Campus Collections Office

Determines if diploma can be issued based on satisfactory payment of financial obligations.

Office for Community Standards (OCS) - Twin Cities Campus

Determines if diploma or transcript can be issued based on satisfactory resolution of obligation.

Related Information

- Administrative policy: *Holds on Records & Registration: Twin Cities, Crookston, Morris, Rochester*

History

Amended:

July 2019 - Comprehensive Review:
1. Minor language changes for readability
2. Update FAQ to reflect current system (MyU) and better address questions raised during consultation
3. Retire outdated procedure

Amended:

December 2013 - Comprehensive Review, Minor Revision. Provides additional guidance to the students who have a hold on their record through a new FAQs.

Amended:

December 2009 -Changes withholding of "degrees" to withholding of "diplomas and official transcripts"; Improves satisfaction of student conduct or academic integrity sanctions by expanding the policy to address these types of obligations; Aligns with practices of our peer institutions.

Effective:

December 2004