



This is the Introduction and General Information; Education, Service, and Resource Centers; Policies and Procedures; and Liberal Education Program sections of the 2003-2005 Duluth Catalog for the University of Minnesota.

University of Minnesota Duluth

2003-2005 Catalog

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University of Minnesota Mission Statement

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

The University's mission, carried out on multiple campuses and throughout the state, is threefold:

- **Research and Discovery**—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.
- **Teaching and Learning**—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

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

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

Catalog Use—This catalog contains information that is current as of spring semester 2003.

A student normally may fulfill degree requirements identified in any combination of University of Minnesota Duluth (UMD) catalogs that have been in effect since entering a college or university and within eight years before graduation from UMD. The contents of this catalog and other University catalogs, publications, and announcements are subject to change without notice to accommodate requirements of accrediting agencies, budgetary restrictions, and policy modifications, and these changes may be applied to current students. Information about any changes can be obtained from appropriate department and college offices or the Office of Financial Aid and Registrar (OFAR).

Students may use a different catalog to determine degree requirements for each major, minor, and the liberal education distribution requirements. Only one catalog may be used,

however, to determine a student's individual major, minor, or liberal education requirements.

If a student re-enrolls at UMD after completing a baccalaureate degree, the student will be considered a new entrant. As a new entrant, a re-enrolling student will be expected to complete the requirements listed in the catalog in effect at the time of re-enrollment or in a subsequent catalog printed within eight years before graduation from UMD.

This catalog is available in electronic format and may be accessed at <www.catalogs.umn.edu/umd/index.html> or <www.d.umn.edu/catalogs/current/umd/umd.html> on the Web. The catalog also is available in alternative formats upon request. Please contact the Access Center, University of Minnesota Duluth, 138 Kirby Plaza, (218-726-8217).

Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive

Order 11246, as amended; by 38 U.S.C. 2021, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Deborah Petersen-Perlman, Director, Office of Equal Opportunity, University of Minnesota Duluth, 273 Darland Administration Building, 10 University Drive, Duluth, MN 55812-3011 (218-726-6849), or Julie Sweitzer, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455-0134 (612-624-9547).

Department Offices

After reading all pertinent sections in this catalog, students should feel free to contact department offices for more information about specific programs. Listed below are UMD's 42 academic departments along with their main office address (see map in back for full building name) and telephone (area code 218).

Accounting
125 LSBE (726-7966)

Aerospace Studies
ROTC (726-8159)

American Indian Studies
116 CinAH (726-8771)

Anatomy and Cell Biology
208 SMed (726-7901)

Art and Design
317 H (726-8225)

Behavioral Sciences
236 SMed (726-7144)

Biochemistry and Molecular Biology
252 SMed (726-7922)

Biology
211 LSci (726-6262)

Chemical Engineering
176 Engr (726-7126)

Chemistry
246 Chem (726-7212)

Communication
469 ABAH (726-8576)

Communication Sciences and Disorders
221 BohH (726-7974)

Composition
420 H (726-8131)

Computer Science
320 HH (726-7607)

Economics
165 LSBE (726-7284)

Education
120 MonH (726-7233)

Electrical and Computer Engineering
271 MWAH (726-6147)

English
410 H (726-8228)

Family Medicine
141 SMed (726-8552)

Finance and Management Information Sciences
150 LSBE (726-7532)

Foreign Languages and Literatures
457 H (726-7951)

Geography
329 CinAH (726-6300)

Geological Sciences
229 HH (726-8385)

Health, Physical Education, and Recreation
110 SpHC (726-7120)

History
265 ABAH (726-7253)

Management Studies
110 LSBE (726-8992)

Mathematics and Statistics
140 SCC(726-8747)

Mechanical and Industrial Engineering
105 VKH (726-6161)

Medical and Molecular Physiology
331 SMed (726-8551)

Medical Microbiology and Immunology
336 SMed (726-7561)

Music
231 H (726-8208)

Pathology and Laboratory Medicine
222 SMed (726-7911)

Pharmacology
308 SMed (726-8512)

Philosophy
369 ABAH (726-8548)

Physics
371 MWAH (726-7124)

Political Science
304 CinAH (726-7534)

Psychology
320 BohH (726-7117)

Social Work
220 BohH (726-7245)

Sociology-Anthropology
228 CinAH (726-7551)

Supportive Services Program
60 SCC (726-7152)

Theatre
141 MPAC (726-8562)

Women's Studies
475 H (726-7953)

Introduction and General Information

Setting

Duluth is at the western end of the largest freshwater lake in the world, Lake Superior. The city stretches nearly 25 miles along the 600-foot-high headlands of the lake. Duluth truly is a unique city. It is a popular tourist attraction and a busy international port hundreds of miles from the ocean.

The city is part of a seven-county area in northeastern Minnesota called the Arrowhead Region. The region offers unlimited opportunities to round out the college experience: sightseeing and rock climbing along the North Shore of Lake Superior, canoeing and camping in the Boundary Waters Canoe Wilderness Area north of Duluth, sailing on Lake Superior, and skiing at Spirit Mountain in Duluth. A popular spot for in-line skating, walking, and biking is Duluth's Minnesota Point. Just four miles from campus, Canal Park offers shopping, sightseeing, and a connection to the scenic Lakewalk.

Superior, Wisconsin, is Duluth's sister city across the bay. Duluth and Superior's combined population of more than 110,000 people supports activities of many cultural organizations in addition to those the campus offers. These organizations include the Duluth-Superior Symphony Orchestra, Minnesota Ballet, Duluth Art Institute, and Duluth Playhouse (the nation's oldest continuous community theatre). Twin Ports' residents live only 150 miles from the Twin Cities of Minneapolis and St. Paul and the many additional cultural activities available there.

Organization

The University of Minnesota was established in 1851 by an act of the Minnesota territorial legislature. It is governed by an autonomous Board of Regents that enacts laws governing the institution, controls expenditures, and acts upon all staff changes. The board is composed of 12 individuals appointed by the state legislature. The president of the University is the ex-officio head of the board and is directly responsible to the regents as the University's chief executive officer.

UMD became a coordinate campus of the University of Minnesota by legislative act on July 1, 1947. The campus is administered by a chancellor, who reports to the president of the University. The Duluth campus is organized into four broad functional areas: academic administration, finance and operations, university relations, and academic support and student life. Each area is headed by a vice chancellor who reports directly to the chancellor.

UMD has five undergraduate colleges and schools, each headed by a dean who reports to the vice chancellor for academic administration:

- Labovitz School of Business and Economics
- College of Education and Human Service Professions
- School of Fine Arts
- College of Liberal Arts
- College of Science and Engineering

Academic support units, including Information Technology Systems and Services, the library, and Continuing Education, are under the jurisdiction of the vice chancellor for academic administration, who also oversees the Natural Resources Research Institute and Minnesota Sea Grant. The School of Medicine, which offers a two-year basic science curriculum, is headed by a dean who reports to the vice president for health sciences.

The vice chancellor for academic support and student life has administrative jurisdiction over admissions, financial aid and registrar, Access Center, equity programs, Career Services, First-Year Experience, Supportive Services Program, Student Assistance Center, Health Services, Kirby Student Center, Recreational Sports, Student Life, and Systems Operation and Control Unit.

The vice chancellor for finance and operations has administrative jurisdiction over the Business Office, Facilities Management, Auxiliary Services, Human Resources, and Campus Police. Responsibilities include parking, housing, dining services, catering, bookstore, financial records, collection of tuition, real estate, disbursement of funds, payroll, loan collections, inventory, and campus transportation pool.

The vice chancellor for university relations has jurisdiction over intercollegiate athletics, development, public relations, photography, alumni, publications, and KUMD radio station.

Visit UMD online at <www.d.umn.edu/>.

Mission

UMD serves northern Minnesota, the state, and the nation as a medium-sized comprehensive university dedicated to excellence in all its programs and operations. As a university community in which knowledge is sought as well as taught, its faculty recognize the importance of scholarship and service, the intrinsic value of research, and the significance of a primary commitment to quality instruction.

At UMD, a firm liberal arts foundation anchors a variety of traditional degree programs, outreach offerings, and selected professional and graduate studies. Active learning through internships, honors programs, research, and community service promotes the development of skills, critical thinking, and maturity sought by society. Demanding standards of performance for students, faculty, and staff make UMD attractive to students with strong academic potential.

The campus contributes to meeting the cultural needs of the region and serves as a focal point for the economic development of the region through community outreach and through an emphasis on the sea-grant and land-grant components of its program.

UMD significantly contributes to enhancing the national stature of the University of Minnesota by emphasizing quality programs central to the University and the distinctive mission of UMD within the University system.

Providing an alternative to both a large research-oriented university and to a small liberal arts college, UMD seeks students looking for programs that emphasize personalized living and learning experiences on a medium-sized campus of a major university.

The UMD Student Life Creed*

The University of Minnesota Duluth is a community dedicated to fostering personal and academic growth for all its members. We are united in this common cause, because empowering all members of the community to achieve personal and academic excellence requires order, respect, integrity, and trust. When joining the community, an individual is agreeing to live by certain ideals and strive for the level of achievement and values suggested by the following:

I will practice personal and academic integrity.

A commitment to this ideal pledges honesty in relationships and academic work. It encourages doing one's own work, being truthful, giving credit where it is due, and being loyal in personal relationships.

I will respect the rights and property of others.

This ideal pledges respect for the personal rights of others to move about freely, express themselves appropriately, and enjoy privacy. It respects the property of individuals and the community.

I will practice personal responsibility in all manner of thought and action.

A commitment to this ideal presupposes an attitude of accountability and dependability toward others. It expects respect for the UMD society and anticipates an active participation within the community.

I will acknowledge diversity in people, ideas, and opinions and strive to learn from differences in others.

A commitment to this ideal pledges support for equal rights and opportunities for all individuals regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual preference, and political, social, or other affiliation or disaffiliation.

I will demonstrate caring and concern for others, their feelings, and their need for conditions that support their growth and development.

A commitment to this ideal is a pledge to be compassionate and considerate. It means being sensitive, hospitable, and supportive in order that all members of the UMD community are provided optimal conditions to be successful in their pursuit of academic and personal goals.

I will uphold generally accepted and respected principles of citizenship.

A commitment to this ideal is a promise to respect the welfare of the whole, understand membership privileges, and contribute to this community. It recognizes that each person is a valuable and unique community member. This community has behavioral standards to which each of us is accountable. Each of us has an affirmative obligation to confront, challenge, and respond to or report inappropriate behavior whenever and wherever encountered.

* Excerpts used with permission (The Carolinian Creed, University of South Carolina).

Academic Programs

UMD offers

- four-year baccalaureate degree programs in accounting and business administration, some areas of engineering, fine arts, liberal arts and sciences, applied arts and sciences, and elementary, middle, and secondary school teaching.
- master's degree programs in applied and computational mathematics, art (emphasis in graphic design), biology, business administration, chemistry, communication sciences and disorders, computer science, counseling psychology (emphases in community counseling, college counseling, and school counseling), education, electrical

Introduction and General Information

- and computer engineering, engineering management, English (emphasis in literary studies, English studies, and publishing and printing), environmental health and safety, geological sciences, liberal studies, music, physics, social work, and special education.
- a two-year basic sciences medical school program leading toward the M.D. degree through transfer to the University of Minnesota Medical School or another medical school.
 - cooperative master's and Ph.D. programs with the Twin Cities campus in biochemistry, molecular biology, and biophysics; microbiology, immunology, and cancer biology; pharmacology; and cellular and integrative physiology.
 - a four-year doctor of pharmacy (Pharm.D.) program on the Duluth campus offered through the College of Pharmacy, Twin Cities campus.
 - all-University graduate programs (master's and Ph.D.) in toxicology and water resources science.

Honors Program

A new UMD honors program begins fall semester 2003, allowing approximately 40 students per year to participate. During their first year at UMD, honors students enroll in one honors-designated freshman seminar course each semester; have the opportunity to select University housing in the honors student area; and participate in other academic and personal enrichment activities. During their second year, honors students enroll in an interdisciplinary honors seminar course each semester. This program leads to collegiate or departmental honors programs available for junior and senior students. The program director works with honors students on their academic and personal development.

Accreditation

As a campus of the University of Minnesota, UMD is accredited by the Higher Learning Commission; Member—North Central Association, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602 (800-621-7440). In addition, individual programs are accredited by appropriate organizations, including the National Council for Accreditation of Teacher Education, American Chemical Society, National Association of Schools of Music, American Association of University Women, Association to Advance Collegiate Schools of Business

International (AACSB International), Liaison Committee on Medical Education of the Association of American Medical Colleges, the Engineering Accreditation Commission (EAC) and the Computing Accreditation Commission (CAC) of the Accreditation Board for Engineering and Technology, American Speech-Language-Hearing Association, Council on Social Work Education, and Council for Accreditation of Counseling and Related Educational Programs.

Expenses

Costs of attendance for Minnesota residents who are full-time students living in campus resident halls is approximately \$13,765 per year. Actual expenditures may be lower for students who live with family or otherwise economize on room, board, transportation, and discretionary expenses. University tuition and fees are subject to change by the Board of Regents. Current tuition and fees can be found at <www.d.umn.edu/registrar/tuition_and_fees.html>.

Student Health Insurance—All degree-seeking students registered for 6 or more credits must carry health insurance. Students covered by family or other private insurance policies fulfill this requirement. A student health insurance policy may be purchased by qualified students for a full 12 months. The policy is valid 24 hours a day, worldwide. Those interested in dependent coverage should contact the insurance representative at 218-726-8022.

For more information, call 218-726-8000.

Student Identification Card—Each student is issued a student identification card (U card) at the time of initial registration in the University. The card bears the student's name, student file number, social security number, and photograph, and is a permanent identification to be used during the entire time the student attends the University. The card should be in a student's possession at all times and must be presented to obtain various University services.

Student Service Fee—The fee is required of all students registered for 6 or more credits in any semester and 3 or more credits in any summer session, except those living beyond the commuting area while doing research away from campus, and those registered only for the purpose of consulting with their major adviser by mail or on occasional visits to campus. Any student not required to pay the fee may elect to do so and thus become eligible for all services it covers.

Health Services Fee—This fee included in the student service fee provides students with access to Health Services for professional health care and services. X-ray and laboratory services and minor surgery may be billed to the patient's health insurance. The fee is required of all students registered for 6 or more credits in any semester or 3 or more credits in any summer session, except those living beyond the commuting area while doing research away from campus, those registered only for the purpose of working on starred papers, and those registered only for the purpose of consulting with their major adviser by mail or on occasional visits to campus. **Any student (including Continuing Education) not required to pay the fee may elect to do so and thus become eligible for all services it covers.** Spouses of students may also elect to pay the fee and become eligible for services.

Basic Internet and E-Mail Access Fee—This fee is required for all students and is assessed based on the number of credits taken each term. It provides access to basic network services such as e-mail and other Internet resources, even if you are not registered in any courses requiring microcomputer lab time. For more information, contact Information Technology Systems and Services Help Desk, 218-726-8847.

Collegiate Equipment and Technology Fee—This is a mandatory fee assessed each semester for students registered for 6 or more credits. The fee supports technology initiatives in the colleges, schools, and library.

Full Computer Lab Access Fee—The full computer lab access fee is assessed at registration for courses listed at this Web site <<http://webapps.d.umn.edu/cgi-bin/etc/labs/public/classlist>>. This fee provides access to full-service laboratories with advanced hardware and software. The fee is assessed only once per term even if you register for more than one of the courses listed. The per-page printing fee is either charged to your U Card account or you may establish a separate account by purchasing a Debitek card. If you want to use computers on campus and you are not registered in any of the courses that require computer lab access, you may purchase a computer access card from the Cashiers Office or the Computer Corner. For more information, contact Information Technology Systems and Services, 218-726-7587.

Course Fee—For current information about course fees, please see the *UMD Class Schedule*.

Minnesota Public Interest Research Group (MPIRG)—This optional/refundable fee is charged each semester at registration.

Student Legislative Coalition (SLC)—This optional/refundable fee is charged each semester at registration.

University Fee—This fee helps cover infrastructure and administrative support costs in a wide variety of areas. The fee is assessed to all students prorated as follows: 9 or less credits—per credit, 10 or more credits—standard fee.

Refunds

Students receive a 100 percent tuition and fee refund if they cancel up through the end of the first week of the semester; 75 percent during the second week; 50 percent during the third week; 25 percent during the fourth week; and no refund thereafter. Shorter length courses have an abbreviated refund schedule.

No retroactive refunds are given for either canceling a course or withdrawing from school. The date a student processes a course cancellation via the Web registration system or notifies the Student Assistance Center (in the Solon Campus Center) of their intent to withdraw from school is the date used to determine the refund amount.

Special consideration is given for course cancellations due to medical problems, attendance at other academic institutions, rules of individual academic departments, active military duty, or disciplinary actions. The student must provide documentation to 139 Darland Administration Building for exemption from the refund policy.

Financial aid recipients may have some funds returned to the aid source.

Residence Status

Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least one continuous calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Chair, 139 Darland Administration Building, 1049 University Drive, Duluth, MN 55812 (218-726-7849).

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Reciprocity—The University has **undergraduate** reciprocity agreements with Kansas, Michigan, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, and Manitoba. If you are a resident of any of these states or this province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For more information, contact the Resident Classification and Reciprocity Office Chair, 139 Darland Administration Building, 1049 University Drive, Duluth, MN 55812 (218-726-7849).

Reciprocity agreements for admitted Graduate School students exist with only North Dakota, South Dakota, Wisconsin, and Manitoba.

Financial Aid

Eligibility Requirements

To be considered for financial aid, a student must be admitted to a degree- or eligible certificate-seeking program at UMD, maintain satisfactory academic progress, meet eligibility requirements, and be familiar with the information on the Office of Financial Aid and Registrar (OFAR) Web site at <www.d.umn.edu/fareg>.

General Information

Financial aid awards are initially based upon full-time enrollment each term. Several awards are reduced or canceled if a student is not enrolled full-time. Students should be prepared to register for classes early. Federal and state regulations have restrictions on disbursing financial aid based on credits added after the end of the second week of a term. Registration after the start of a term may result in delay or cancellation of part or all of a student's financial aid award(s).

Federal regulation prohibits the disbursement of aid more than 10 days before the start of the academic term. For this reason, students should plan ahead to pay for expenses they may have prior to the start of each term (e.g., off-campus housing expenses, books).

How to Apply

To be considered for financial aid at UMD, students must complete the Free Application for Federal Student Aid (FAFSA) either online at <www.fafsa.ed.gov>, or by completing a paper application available at the Student Assistance Center, Office of Admissions, or from a high school counselor.

Within four weeks of receipt of the FAFSA, the Federal Processing Center (FPC) at the Department of Education determines the Expected Family Contribution (EFC) and sends a Student Aid Report (SAR); review the SAR for accuracy.

The UMD Office of Financial Aid and Registrar (OFAR) receives the FAFSA information from the Federal Processor and reviews any additional, related documentation. Once OFAR determines the award(s), an e-mail is sent notifying students when their online *Financial Aid Award Notice* (FAAN) is available at <www.d.umn.edu/fareg>.

Every application is reviewed for eligibility for all federal, state, and institutional programs. UMD knows that each student has a different financial situation. A financial aid award package consists of funding from one or a combination of financial aid programs and is designed to help meet educational costs.

Unfortunately, UMD cannot always completely meet the needs of every student due to the funding limits of the various programs. The primary responsibility for paying for school rests with the family. Financial aid is intended to supplement, not replace, financial support from students and their families.

Types of Financial Aid

Federal Pell Grants—Federal Pell Grants are awarded to undergraduate students working toward their first baccalaureate degree. In 2002-2003, these grants ranged from \$400-\$4000. The actual award depends on the student's expected family contribution, whether the student attends school full or part time, and other criteria.

Minnesota State Grants—These grants are awarded to Minnesota residents who are undergraduates, have not received their first baccalaureate degree, and have not attended postsecondary institutions more than the equivalent of five years at full-time status. Minnesota State Grant awards are calculated based on exact tuition and fee charges at the time of disbursement each semester. The original offer is based on the estimated average cost of 15 credits of registration per semester. Actual award amount will differ from the original offer. Students who are delinquent in paying child support or have a defaulted SELF-loan are ineligible for a Minnesota State Grant.

Federal Supplemental Educational Opportunity Grants (SEOG)—Federal SEOG grants are awarded to full-time undergraduate students working toward their first baccalaureate degree. Awards range up to \$2000 per academic year depending on the availability of funds. Students must be eligible for the Pell Grant to receive the Federal SEOG grant.

University Grants and Scholarships—University grants and scholarships are awards supported by UMD as well as foundations, organizations, alumni, and friends of UMD. UMD collegiate units and departments, in consultation with OFAR, award many of these scholarships. Some of these awards are offered to early applicants with high, unmet need. Scholarships available through OFAR are listed at <www.d.umn.edu/fareg/scholarships_overview.htm>. Scholarships available through the UMD Office of Admissions are listed at <www.d.umn.edu/admissions/meritschol.html>.

Non-AFDC Child Care Grant—This grant is available to Minnesota residents who are seeking their first baccalaureate degree who meet the income eligibility criteria and Minnesota State Grant eligibility requirements. A separate application is required and must be renewed annually. Information and applications are available from the Student Assistance Center. Funding is limited; apply early.

American Indian Students—Members of a federally recognized tribe who attend or are accepted by an accredited institution and who apply for all available financial aid may be eligible for need-based scholarships through the Minnesota State Indian Scholarship Program. To be eligible for the State Indian Scholarship Program, a student must also be a Minnesota resident and one-fourth blood quantum.

Students can apply for these scholarships through the tribal agency where they are affiliated or enrolled or through the American Indian Learning Resource Center, 209 Bohannon Hall.

Outside scholarships—Donors from civic groups, churches, and businesses offer many scholarships to students. Some listings are available through the UMD Financial Aid Office Web page at <www.d.umn.edu/fareg/scholarships_overview.htm> and at <www.fastweb.com/>.

The William D. Ford Federal Direct Student Loan Program—UMD's participation in this loan program simplifies the loan process, making it possible for the school to finance, deliver, and be the primary student contact for the loan. This

eliminates involvement with lending institutions and guarantee agencies. The U.S. Department of Education, rather than a bank or credit union, is the lender and delivers loan proceeds through UMD.

This is a low interest loan program with both subsidized and unsubsidized loans for students, and a Parent Loan for Undergraduate Students (PLUS). The maximum interest rate for a Federal Direct Subsidized or Unsubsidized Loan is 8.25 percent. For a Federal Direct PLUS Loan, the maximum interest rate is 9 percent. To be considered for a Direct Loan, the student must be enrolled for six or more credits in a degree or eligible certificate-seeking program and complete the financial aid process using the FAFSA form.

Annual limits for subsidized and unsubsidized loans vary from \$2,625 to \$10,500 for undergraduate students, depending on grade level (freshman, sophomore, junior or senior) and dependency status (independent or dependent). Graduate students may borrow up to \$18,500 each academic year; at least \$10,000 must be in unsubsidized loans. For the PLUS loan, the loan amount may not exceed educational costs minus any other financial aid received or estimated.

Federal Direct Subsidized Loan—Students must demonstrate financial need to receive the Federal Direct Subsidized Loan. The federal government pays the interest on this loan while the student is in school, for six months after they leave school or drop below half-time enrollment, and during some periods of deferment. At the end of the six-month grace period, repayment of principal and interest begins.

Federal Direct Unsubsidized Loan—Students do not need to demonstrate financial need to receive the Federal Direct Unsubsidized Loan. This loan accrues interest from the day it is disbursed until it is paid in full. Students may pay the interest while in school or have it added to the principal of the loan. The student is also responsible for interest during the six-month grace period and during all periods of deferment.

Direct PLUS Loans—This program provides an opportunity for parents with a good credit history to borrow funds for their dependent undergraduate student's educational costs. The interest rate is set annually (maximum of 9 percent) and repayment begins 60 days after the loan is disbursed. Loan amounts may not exceed educational costs minus any other financial aid received or estimated, and borrowers must be credit worthy. The University of Minnesota system requires the FAFSA be completed for this loan.

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SELF-loans—The SELF loan, funded by the State of Minnesota, is for use by Minnesota residents or nonresidents attending eligible postsecondary institutions in Minnesota; it requires a credit-worthy cosigner.

Freshman and sophomore students may borrow up to \$4,500, juniors and seniors \$6,000, and graduate students \$9,000 per year through this variable interest rate loan, with a minimum loan amount of \$500. Eligibility may be reduced if the student is receiving other financial aid.

Under the SELF-program, the student must make interest payments quarterly while in school. After leaving school, the student makes monthly interest-only payments for the first year and begins principal and interest payments in the second year. There are no payment deferments offered on the SELF-loan.

Student Employment—The Office of Student Employment has positions available at the University and throughout Duluth through two separate employment programs: college work-study and miscellaneous employment. Job vacancies for both on- and off-campus positions are posted online at <www.d.umn.edu/umdhr/studentjobs>.

College work-study is a need-based program. Students must submit the FAFSA and meet eligibility requirements. The amount of college-work-study each student may earn depends upon his or her expected family contribution and other aid received. A work-study award is not a guarantee of employment.

Miscellaneous employment positions on campus and throughout the community are available to students registered at least halftime. Students are not required to complete a FAFSA or demonstrate unmet need to work under miscellaneous employment.

Questions regarding financial aid can be answered in the Student Assistance Center, 21 Solon Campus Center, 218-726-8000 or 800-232-1339.

Veterans Benefits

Students eligible for veterans benefits should contact the Veterans Resource Center (VRC) on the UMD campus, 102 Darland Administration Building, 1049 University Drive (218-726-7849, <www.d.umn.edu/registrar/veterans.html>).

UMD Buildings

The Duluth campus consists of several tracts of land in Duluth's eastern section and outlying areas. The major development is on the 244-acre campus. A few blocks away, two buildings on the 3.5-acre lower campus provide office and research space. UMD's campus affords not only a scenic view of Lake Superior but also quick access to downtown Duluth and area community centers.

William R. Bagley Nature Area—This 14.25-acre tract is a unique study and recreational area immediately adjacent to the campus. Included in the area are two miles of nature trails, an observation deck, and flora of unusual diversity. Much of the area included in the arboretum was donated to the University by the William R. Bagley family.

UMD joined a regional and national trend by prohibiting smoking in campus buildings. Smoking is prohibited in all indoor facilities, including faculty and staff offices and the Kirby Student Center cafeteria.

Buildings on the UMD campus include:

Marshall W. Alworth Hall—Houses the Departments of Computer Engineering and Physics, classrooms, Information Technology Systems and Services, a general purpose computer lab, and a lecture hall for 156 persons.

Marshall W. Alworth Planetarium—The planetarium, at the western end of the campus building complex, is used by UMD students, area public school students, and the public. The planetarium is named for Marshall W. Alworth, who provided funds for the facility.

A. B. Anderson Hall—Accommodates the Departments of History, Philosophy, and Communication. It also contains uniquely designed case-study rooms and several art studios.

Bohannon Hall—Provides classrooms and offices for the Departments of American Indian Learning Resource Center, Communication Sciences and Disorders, Psychology and Mental Health, and Social Work. Special facilities include psychology laboratories, a reading clinic, closed circuit television studios, a general purpose computer lab, and a 395-seat auditorium. The offices of the College of Education and Human Service Professions are on the first floor.

Robert W. Bridges Fleet Grounds Maintenance Building—Houses six vehicle bays to accommodate equipment, vehicle maintenance, storage, is used by the landscape gardeners and student grounds employees, and has a seating

area that can accommodate 40 people for workshops and safety meetings. The facility is surrounded by a fenced compound area that secures large snow removal equipment and departmental vehicles.

Labovitz School of Business and Economics Building—Houses the Labovitz School of Business and Economics, which includes a general purpose computer lab and the Departments of Accounting, Economics, Finance and Management Information Sciences, and Management Studies, plus a new state-of-the-art financial markets lab.

Chemistry Building—The Department of Chemistry, classrooms, laboratories, and a 100-seat and a 400-seat lecture hall.

Cina Hall—Classrooms, laboratories, and offices for Interdisciplinary Programs, Political Science, Sociology-Anthropology, Geography, the Institute for International Studies, as well as psychology research laboratories are in this building. The offices of the College of Liberal Arts and the Department of American Indian Studies are on the first floor.

Darland Administration Building—Provides offices, conference rooms, and special purpose workrooms. Student services, including records, student accounts, cashier, and financial aid, are on the first floor. The upper floors of the building house the Business Office, University Relations Office, Facilities Management, Academic Support and Student Life, Campus Police, Continuing Education, the Chancellor's Office, Academic Administration, Sponsored Projects Administration Office, the Graduate School, and University for Seniors Office. The Administrative Data Processing Center, Print Service, and mailroom are in the basement.

Engineering Building—Contains classrooms and engineering laboratories, the offices of the College of Science and Engineering, the departments of Industrial Engineering and Chemical Engineering.

Griggs Field—Named after Richard L. Griggs, who provided funds for the facility. It includes a 3,800-seat stadium with lighting for night football games, track events, soccer and intramural activities, and outside rental to high schools, community colleges, and local community events.

Health Services (HS)—615 Niagara Court located between Goldfine Hall and Lake Superior Hall provides services to students who have paid the health fee including general outpatient medical care, physical exams, gynecologic services, and sports medicine. Laboratory and

X-ray services and minor surgery may be billed to patients' health insurance. Medications are available at the HS pharmacy. HS provides individual and group counseling and therapy services to students.

Heller Hall—Houses the Departments of Computer Science, Geology, and general purpose classrooms.

Humanities Building—Accommodates the classrooms, studios, and faculty offices of the Departments of Art, Music, Composition, English, and Foreign Languages and Literatures, Women's Studies; KUMD-FM; a general purpose and CLA computer labs; and the offices of the School of Fine Arts.

Kirby Plaza—Contains the Achievement Center, a large general purpose computer lab, a two-way interactive video classroom/conference room, and instructional space. Kirby Plaza is currently being remodeled into a transportation hub and will house offices for the School of Pharmacy.

Kirby Student Center (KSC)—Houses numerous student organizations, the campus newspaper—*The Statesman*, the Kirby Information Desk, a self-serve photocopying center, a music listening room, and a branch of the U of M Federal Credit Union. In addition, the games room and outdoor gear rental program is located in KSC, as well as many meeting and special event rooms. Auxiliary Services has staff offices in Kirby and operates the Kirby Deli, UMD Bookstore, Marketplace, Computer Corner, and Coffee Cart all located in Kirby.

Library—The UMD Library building and Annex has 167,570 square feet of space. The facility houses electronic and paper collections, two full-service computer laboratories, two electronic instruction classrooms, and twenty-two group study rooms. The Library also houses the Northeastern Minnesota Historical Center. The Library provides services and access to both traditional paper resources and electronic information resources that support the learning, teaching, and research activities of the UMD community. The Library's catalog, which is Web-based, is accessible to faculty, students and staff from the library, campus computer labs, and office, home and dormitory computers.

Life Science Building—The Department of Biology, laboratories, the Olga Lakela Herbarium, a greenhouse, classrooms, and two 200-seat lecture halls.

Lund Plant Service Building—Just off College Street; houses the heating plant, the chiller, various shops, and some Facilities Management offices.

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Marshall Performing Arts Center—Includes a 600-seat theater, the Dudley Experimental Theatre, classrooms, and offices; provides performance and rehearsal space for the Department of Theatre and performance space for many music, dance, and other performing groups from on and off campus.

School of Medicine—Houses the School of Medicine, providing space for classrooms, laboratories, offices, research, and the medical school's administrative offices.

Montague Hall—On Ordean Court; includes the laboratories for Communication Sciences and Disorders, as well as several general purpose classrooms, two auditorium units, a general purpose computer lab, offices, and classrooms used by the education department.

Ordean Court—On the east side of the campus, this courtyard is a memorial to Albert L. Ordean. It contains the statue of Daniel Greysolon, Sieur du Luth, which was created by Jacques Lipchitz with funds provided by Mr. Ordean.

Residence Dining Center—Located between Kirby Student Center and the residence hall complex, this area includes dining services and several conference rooms.

ROTC Building—Provides offices for the AFROTC staff, classrooms, a cadet lounge, and supply and other facilities.

Solon Campus Center Building—Provides offices, computer labs, conference rooms, and classrooms. Houses the Department of Mathematics and Statistics, Career Services, Achievement Center, Office of Admissions, Center for Professional Development, GLBT Services, African American Learning Resource Center, and Hispanic/Latino/Chicana Learning Resource Center.

Sports and Health Center—Includes a large and small gymnasium; locker rooms; swimming pool; offices for the Departments of Health, Physical Education, and Recreation, Intercollegiate Athletics, Outdoor Program, and Recreational Sports; classrooms; and weight and other special purpose rooms including an indoor rock climbing wall. The multipurpose facility contains an Olympic-size ice rink and accommodates a variety of sports activities. A jogging track is suspended above the rink area on the third-floor level. Outdoor track facilities, playing fields, and tennis courts are near the building.

Tweed Museum of Art—Established in 1958, the Tweed Museum of Art is considered the region's major resource for the visual arts. Over a period of years, Alice Tweed Tuohy donated a collection of 650 works of art that she and her husband, George P. Tweed, acquired since 1923. Alice and her daughter, Bernice Brickson, provided major funding to help construct a state-of-the-art museum facility that has undergone three major expansions. In 1988, the Sax Sculpture Conservatory was built with funds from a museum endowment provided by the estates of Jonathon, Simon, and Milton Sax. Today, the Tweed collection has grown to nearly 3,500 fine art objects. Considered a state and national treasure, the Tweed Museum of Art exhibits a permanent collection of old master, 17th- through 19th-century European and 19th- and 20th-century American art. Innovative exhibitions of contemporary art and related public programs broaden University and community access, encourage participation through interactive education, and facilitate understanding of the creative forces that generate them.

University Housing Facilities—Four residence halls (Burntside, Griggs, Vermilion, Lake Superior), Goldfine Hall, and four apartment complexes and the Heaney Hall Service Center are on campus. See Housing.

Voss-Kovach Hall (VKH)—Laboratories, classrooms, and faculty offices of the Departments of Industrial and Technical Studies, Industrial Engineering, and Music are in this building. VKH also has a newly completed photography lab, operated by the Department of Art.

Ward Wells Field House—Connected to the Sports and Health Center by a tunnel, this 240-by-164-foot open-span structure with composition floor provides indoor track, tennis courts, volleyball courts, and other facilities for physical education classes, intramural sports, recreation, and athletic practice.

Weber Music Hall—Designed by world famous design architect, Cesar Pelli, the Weber opened October 2002 with state-of-the-art equipment. This new building's auditorium seats almost 400 people for vocal and musical instrument recitals and concerts. The egg-shaped, elongated building, highlighted by a copper-tiled roof, has 21,000 square feet. In addition to the unique auditorium, the building also has a large lobby and rehearsal room, all acoustically sound.

Lower Campus

The lower campus includes buildings constructed before 1947. They accommodated UMD's predecessors, the Duluth State Teachers College and the Duluth State Normal School. Buildings on the lower campus include:

Research Laboratory Building—Originally housing the Laboratory School, this building now provides research office and laboratory space for the Large Lakes Observatory and geology and archeometry research.

Washburn Hall—A former residence hall, Washburn now is used for office and research space for the Sea Grant Program and the University of Minnesota's Northeast District Extension Service.

Other Property

Donors also have contributed other property to UMD, including

Coleraine—Formerly a USX research facility, this minerals research laboratory, on approximately 25 acres, is under the direction of the Natural Resources Research Institute.

Glensheen—This 22-acre historic estate is listed on the National Register of Historic Places. The property was given to the University of Minnesota in 1968 by the Congdon family. It includes a 39-room Jacobean revival mansion flanked by a carriage house, gardener's cottage, boat house, clay tennis court, bowling green, and formal gardens. The estate was opened as a museum in July 1979.

Limnological Research Center—This center for limnological work on Lake Superior is on London Road at the mouth of the Lester River.

Natural Resources Research Institute—Houses administrative offices, a natural resources library, research and development laboratories, a composite wood products pilot plant, and a Geographic Information System facility in support of research programs in the areas of forest products and peat and minerals development. Laboratories also support work on water and the environment with particular emphasis on environmental chemistry and ecosystem studies.

Northland Advanced Transportation System Research Laboratories (NATSRL)—Located on Interstate 35 near Carlton, MN, NATSRL is a cooperative research and education initiative of the Minnesota Department of Transportation, the University of Minnesota Center for Transportation Studies and its Intelligent Transportation Systems Institute, and the UMD College of Science and Engineering. NATSRL

was established in 2001 to investigate transportation issues unique to northern Minnesota; in particular, issues related to winter transportation systems for small urban areas.

Research and Field Studies Center

Approximately 100 acres that formerly were part of the Northeastern Agricultural Experiment Station, the center now provides facilities for biological field studies and materials and equipment storage.

WDSE-TV—On campus, this public television facility offers opportunities for cooperative programming and production experience.

Services

Alumni Association

The UMD Alumni Association serves as liaison between UMD and its approximately 44,000 graduates. All graduates of UMD, the Duluth State Teachers College, and the Duluth State Normal School are members at no cost. Alumni Association members receive the magazine, *The Bridge*, have access to UMD educational and recreational facilities, are invited to social and educational activities, and are represented on several campus committees.

UMD Stores

Campus Books (218-726-7286)—Campus Books (bookstore) is located on the first floor of the Kirby Student Center. Along with textbooks, Campus Books sells general reading books; school, office, and art supplies; backpacks; medical books and supplies; gift certificates; Bulldog phone cards; UMD class rings; and more.

Services include special orders, fax, and photo processing. During the academic year, Campus Books is open from 7:45 a.m. to 6:00 p.m. Monday through Thursday and 7:45 a.m. to 4:30 p.m. on Friday. September through December it is also open on Saturday from 11:00 a.m. to 3:00 p.m.

Cash for Books Buyback is held in the Kirby Ballroom during finals weeks of each semester. For more information, call 218-726-7286. For textbook inquiries, orders, reservations, and information on ordering products from any of the UMD Stores, please visit the Web site at <www.umdstores.com>.

Computer Corner (218-726-6218)—The UMD Computer Corner located on the second floor of the Kirby Student Center sells computers, computer software and accessories, calculators, electronics, and magazines. The Computer

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Corner also sells lab access cards, acts as a drop off for computer maintenance, and has many demonstration machines and software packages available to try. Educational pricing is available for all students, faculty, and staff. Special orders at competitive prices are placed daily.

Bulldog Shop (218-726-8520)—The UMD Bulldog Shop, located on the second floor of the Kirby Student Center, is the official outlet for UMD clothing and gifts. Available are hockey jerseys, sweatshirts, T-shirts, shorts, sweatpants, jackets, caps, socks, mittens, children's clothing, mugs, gift certificates, Bulldog Phone Cards, and much more.

UMD clothing and gifts are available at the Bulldog Shop concessions during selected athletic events throughout the year. Special orders are also available upon request. For information, call 218-726-8766.

Marketplace (218-726-8221)—The UMD Marketplace, located on the first floor of the Kirby Student Center, sells small gifts, greeting cards, gift wrap, thank you notes, magazines, posters, health and beauty items, candy, beverages, ice cream, grocery items, party supplies, stationery, Bulldog Phone Cards, gift certificates, special order cakes and bakery goods, and much more.

Food Services

Food services range from a la carte dining (including pizza, sandwich bar, grill, and salad bar) in the Kirby Cafe to vending services offering snacks and beverages in many locations around campus.

In addition, anyone may purchase a meal ticket, good for individual meals of your choice, in the Dining Center. Purchasing this ticket allows a great deal of flexibility and variety in eating on campus. Contact the Dining Center cashier for purchase and additional information.

University Catering Operations, a division of University Food Service, also provides a wide variety of options from banquets to small luncheons to receptions, including weddings. Contact the catering supervisor in 270 Kirby Student Center for additional information.

Contact the Housing Office for details on room and board accommodations.

Housing

A variety of furnished housing is available at UMD for students who wish to live in University residence halls, suites, and apartments. The University offers housing to 1,578 students in traditional residence halls, 96 students in suites, and 1,368 students in apartment-style units.

Requests for information about or assistance in securing accommodations in the residence halls or apartment complexes at UMD should be addressed to the Housing Office, 149 Lake Superior Hall, 513 Niagara Court, Duluth, MN 55812-3046. Application for housing and application for admission are two separate processes. The housing contract is binding for the entire academic year.

Recreational and educational opportunities are an integral part of student life in all residence halls and University apartments. Each residence area has trained, live-in student-staff members available to assist students with concerns or problems.

University Residence Halls—Four residence halls (Burntside, Griggs, Vermilion, and Lake Superior) house men and women on campus. All rooms are furnished with beds, mattresses, desks, dressers, chairs, lamps, draperies, wastebaskets, telephone with voice mail, computer connection outlets, and compact refrigerator. Students should bring their own bed linens, pillow, towels, and other personal necessities. Each hall provides study areas, television lounges, vending machines, and laundry facilities.

Goldfine Hall—This three-building complex includes 24 suites and 52 apartments. Each suite can accommodate four students and has two bedrooms, one bathroom, living room, and study area. Furnishings include beds, mattresses, desks, chairs, desk lamps, wastebaskets, draperies, couch and cushioned chair, coffee table, study table and chairs, telephone with voice mail, computer connection outlets, and refrigerator.

The apartments have two bedrooms, one bathroom, living room, kitchen, and an eating area. They are furnished like the suites with the addition of a stove. Students must provide their own bedding, wastebaskets, dishes, and kitchen utensils. Each apartment can accommodate four students.

Study areas, vending machines, and laundry facilities are available.

Meal Plan Options—Students living in residence halls and suites must choose a meal plan option. Meals are served in the Dining Center, between Kirby Student Center and the residence halls.

University Apartments—In addition to Goldfine Hall, four campus apartment complexes are available for UMD students. All apartments are furnished with stove, refrigerator, dining table and chairs, couch and chair, end table, desks and chairs, desk lamps, closet and dresser space, beds and mattresses, draperies, shower curtain,

computer connection outlets, and telephone with voice mail. All utilities are included in the rental rate.

Apartment residents must provide their own wastebaskets, cooking and eating utensils, bed sheets, pillow and pillow case, blankets, bedspread, and other personal necessities.

Stadium Apartments—This three-building complex, adjacent to a tree-bordered creek, has 78 apartments. Each apartment can accommodate four students and has two single bedrooms, one double bedroom, a bath and half-bath, a kitchen, and a living-dining area. Laundry facilities are available in each building.

Junction Avenue Apartments—(Mesabi and Cuyuna Halls) This two-building complex has 37 apartments. Each apartment can accommodate four students and has two bedrooms, a complete bath, a kitchen, and a living-dining area. Laundry facilities and study lounges are available in each building.

Oakland Avenue Apartments—(Oak, Aspen, Birch, Balsam, and Basswood Halls) This five-building complex has 127 apartments. Each apartment can accommodate four students and has two bedrooms, a complete bath, a kitchen, and a dining-living area. Laundry facilities, recreational and study lounges are available in this complex.

Heaney Hall—This two-building complex, opened in 1995, has 56 apartments. Each apartment can accommodate four students and has two bedrooms, a complete bath, a kitchen, and a dining-living area. Study lounges and recreational and laundry facilities are in the Service Center, connected to the complex.

Semester Break Housing—Burntside Hall, Vermilion Hall, and Stadium Apartments are the only University housing facilities open for semester break (8:00 p.m. on the last day of final exams for fall semester to 12:00 noon the day before classes start for spring semester). All other housing facilities are closed during the semester break.

To qualify for semester break housing, residents must meet all of the following requirements:

1. Reside in Burntside Hall, Vermilion Hall, or Stadium Apartments on the last day of classes for fall semester; and
2. Complete a semester break housing request form and submit it to 149 Lake Superior Hall on or before the last day of fall semester classes.

Residents who wish to stay during the semester break but are not residing in Burntside Hall, Vermilion Hall, or Stadium Apartments during fall semester, may submit a request for assignment change to one of these facilities. Requests are approved on a first-come first-served basis, dependent on availability of space.

There is no charge for semester break housing.

Off-Campus Housing—Listings of available privately owned off-campus housing facilities for students are maintained by the Kirby Student Center, 115 Kirby Student Center. Arrangements for off-campus housing are the responsibility of the individual student. These off-campus facilities are not inspected by the University. Usually, landlords require a lease and an advance deposit. Students should be certain that the accommodations are acceptable before making a deposit and should establish the exact rental period.

The UMD Food Service provides meal options for students who live off campus.

Information Technology Systems and Services (ITSS)

ITSS provides the campus community with a high-quality, stable, and reliable technology environment in support of the campus mission. ITSS helps faculty, staff, and students use technology to their best advantage and provides technical leadership and planning for future applications in these rapidly changing technologies. Specific services include

- cost-efficient, general-purpose computing and support of advanced document processing, laser printing, ITSS servers, file storage, electronic mail, statistics, Web services, computer graphics, and other applications.
- a campus-wide network that interconnects the central system computers, department and faculty computers, computers in instructional labs, and student computers in all residence halls on campus. In addition, network users can connect to computers on other campuses and to other national and international networks.
- IBM-compatible and Macintosh microcomputer labs with software for word processing, databases, spreadsheets, and graphics.
- interactive television classrooms that allow students to participate in courses taught at other college and university locations in the state.

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- support for the use of technology in the classroom, including computers and projection devices for presentations.
- audio-visual equipment checkout, maintenance, and consulting.
- telephone services, including a centralized voice mail system.
- staff services, including a Help Desk (218-726-8847); consulting and programming; software training; entry of data, programs, and documents; and the generation and scoring of multiple choice tests.
- support for applications related to student data, staff demographics, personnel and payroll, storehouse, University financial information, research administration, and Graduate School information.
- hardware and software maintenance for certain microcomputers and UNIX-based workstations.

Intercollegiate Athletics

A variety of intercollegiate varsity sports, including six men's and eight women's programs, is available to all UMD students. UMD competes nationally at the NCAA Division II level, except for men's and women's ice hockey (NCAA Division I). The men's and women's athletic teams are members of the Northern Sun Intercollegiate Conference (2003-2004) and the North Central Conference (beginning in 2004-05), again with the exception of ice hockey (which belongs to the prestigious Western Collegiate Hockey Association). Facilities used by the various UMD teams include the Duluth Entertainment and Convention Center (men's and women's ice hockey), Griggs Field (football, women's soccer, and men's and women's outdoor track and field), Bulldog Park (baseball), Junction Avenue Field (softball), Romano Gymnasium (men's and women's basketball, and women's volleyball), Ward Wells Fieldhouse (men's and women's indoor track and women's tennis), and the Lester Park Golf Club (men's and women's cross-country). Visit us at <www.umdbulldogs.com>.

Library

The UMD Library, which opened its new building in September 2000, provides services and access to both traditional paper resources and electronic information resources that support the learning, teaching, and research activities of the UMD community. The traditional library collection of books, periodicals, government

documents, videotapes, maps, microformats, records, and manuscripts totals more than 700,000 items. The Library also has access to numerous electronic indexing and abstracting services, full-text reference sources, and approximately 16,000 online journals. The Library's catalog, which is Web-based, is accessible to faculty, students, and staff from the library, campus computer labs, and office, home, and dormitory computers.

The Library participates in MINITEX and MNLINK. These state programs facilitate resource sharing among Minnesota libraries and make it possible for faculty, students, and staff to borrow information resources that are not available at UMD.

The new UMD Library building and Annex have 167,570 square feet of space. The facility houses electronic and paper collections, two full-service computer laboratories, two electronic instruction classrooms, and twenty-two group study rooms. The Library also houses the Northeastern Minnesota Historical Center.

Recreational Sports and Outdoor Program

The Recreational Sports and Outdoor Program promotes healthy, active lifestyles and connections to the natural world through personal and professional experiences. A wide variety of sports, fitness, and outdoor programs provide some of the most varied and comprehensive programming in the country and take advantage of great natural areas to observe and appreciate nature. Indoor and outdoor recreation facilities on campus are used by 95 percent of the student body plus many faculty, staff, and community members.

Activities, programs, and events are provided through the following programming areas.

- Intramural sports—structured leagues and tournaments in individual and team sports.
- Life fitness and wellness—informal and structured opportunities in activities such as weight training, jogging, cardiovascular fitness, open time use of facilities, aerobic exercise, massage therapy.
- Club sports—clubs organized around a particular sport for higher skilled competition, social, and/or skill development.
- Aquatics—recreational, instructional, and fitness programs in the pool such as lap swimming, hydro-aerobics, scuba.

- Paddling sport—flat water and white water instruction, events, and trips for canoeing, kayaking, and rafting.
- Climbing sport—indoor and outdoor climbing instruction, events and trips.
- Natural history and environmental education—hikes, bird watching, plant and animal observation/understanding, and outdoor learning.

The Recreational Sports and Outdoor Program is funded by student services fees, user fees, and outside sources. The office at 121 Sports and Health Center is the primary source for information on programs, policies, facilities, and schedules.

Speech-Language-Hearing Clinic

The Robert F. Pierce Speech-Language-Hearing Clinic provides services for the community and UMD students and faculty with communication disorders. Those who have concerns about hearing, voice, stuttering, accent reduction, or other communication problems should contact the clinic early in the semester (5 Montague Hall, 218-726-8199).

Health Services

Health Services (HS), 615 Niagara Court between Goldfine Hall and Lake Superior Hall, is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Appointments are made by calling 218-726-8155. Patients without appointments are seen by the triage nurse, but appointments are encouraged.

Services available to students who have paid the health fee include general outpatient medical care, physical exams, gynecologic services, and sports medicine. Laboratory and X-ray services and minor surgery may be billed to patients' health insurance. Some medications are available at reasonable prices at HS. In addition, HS provides individual and group counseling and therapy services to students experiencing ongoing or situational psychological or behavioral difficulties. HS also has an active health education department and wellness outreach program to help students develop healthier lifestyles. Trained peer educators teach students about health issues important to student life.

Programs focus on the developmental needs of University students to maximize their potential, so they benefit from the academic environment and University experience.

Students with after-hours and weekend emergencies are cared for by emergency physicians at St. Luke's Hospital (218-726-5616), St. Mary's Medical Center (218-786-4357), St. Luke's Urgent Care (218-725-6095), or Duluth Clinic Walk-In (218-786-2500). These services are at the student's expense. An ambulance for students with serious emergencies can be summoned by calling 911. For mental health emergencies, call the Miller Dwan Crisis Line (218-723-0099).

KUMD-103.3 FM

KUMD offers the UMD community and people of the Northland an exciting choice in various styles of music as well as news and information. KUMD programming includes The World Cafe weekday afternoons, R.P.M. (postmodern rock) evenings, blues and rock on weekends, and Northland Morning weekday mornings. KUMD also offers opportunities for students to gain experience as on-air hosts or for-credit interns in news and public affairs or marketing. KUMD is in 130 Humanities Building.

Student Life

American Indian/Alaskan Native Student Advisers

These student advisers introduce UMD and register new American Indian/Alaskan Native students, supporting them throughout their college experience by helping with financial, academic, and personal matters. For more information, contact the American Indian Learning Resource Center, 209 Bohannon Hall.

Convocations, Lectures, and Concerts

The University offers a varied series of lectures, concerts, and dramatic performances presented by students and faculty, as well as guest artists and lecturers. The School of Fine Arts, Kirby Student Center Program Board, and student organizations join to bring to the campus noted American and international attractions. Information about these presentations and community programs can be obtained by contacting the Kirby Student Center Information Desk.

International Student Program

More than 200 international students from over 40 countries are enrolled at UMD. The international student adviser provides support and counseling for these students concerning admission, orientation and registration, and adjusting to the United States, as well as assisting with U.S. immigration regulations.

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The UMD International Club is an exceptionally active student organization with members from the United States and abroad. The club meets regularly and members participate in a variety of social and service activities.

Members of the community volunteer organization, Friends of International Students (FIS), host special events and assist students in many ways, such as offering a tour of Duluth for new students and inviting students to share holiday celebrations.

The international student adviser, UMD International Club, and FIS work together with the University and the community to provide an excellent educational, social, and cultural experience for international students.

For more information, contact the Office of Admissions, 23 Solon Campus Center.

All international students, except those from Canada, must have a skin test for tuberculosis within 45 days of their initial registration at UMD. The test costs the student nothing and is performed at UMD Health Services, 615 Niagara Court.

Kirby Student Center

Named for Stephen R. Kirby, the Duluth and Iron Range civic and business leader who made the major individual contribution toward its construction, this center includes the Information Desk, Games Room and Outing Center, Music Listening Room, University Credit Union, Women's Resource and Action Center, Council of Religious Advisers, Black Student Association, Student Activities Center, Kirby Program Board, Student Association, University Education Association, Kirby Leadership Institute, Room Reservations, and the *UMD Statesman* office. The center also includes the Dining Center, a cafe, a ballroom, and many meeting rooms. For shoppers, the center offers the Bulldog Shop, Campus Books, the Marketplace, ATM Instant Cash machines, Self Service Copy Center, Poster Service, and the Computer Corner.

Kirby Student Center is a busy place seven days a week for students, faculty, staff, and visitors. It is a place to discover an internationally known speaker, an award-winning film, a quiet corner, or a new friend. Music, artwork, a games room, and comfortable lounges provide a pleasant setting for leisure-time or educational pursuits. Exhibits, debates, and musical performances are among the center's scheduled activities. Leadership programs, which give students the opportunity to gain practical

knowledge as well as learn more about themselves and others, are offered year-round by Kirby's Student Activities Center staff. Their home page is on the UMD Web site under Student Services, Kirby Student Center.

UMD Statesman

UMD's weekly newspaper, the *UMD Statesman*, is written, edited, and managed by students. Every student receives the paper through the student service fee. Students can get involved with the paper in various ways. Positions range from editor-in-chief, section editors, copy editors, and reporters to advertising representatives, business manager, photographers, and production artists. The paper is published every Thursday. The office includes an updated computer system, layout work area, darkroom, and business office.

Student Government—UMDSA

"One Body, One Mission"

The UMD Student Association (UMDSA) is a representative system of student government open to any member of the UMD student body. UMDSA's mission is to be the official voice of the student population. It has the responsibility to advocate student concerns, needs, desires, and opinions across campus via media, campus committees, and student input with the administration and Board of Regents. Finally, UMDSA oversees Student Legislative Coalition (SLC) lobby efforts.

SLC lobbies to express students' views on University quality, affordability, and accessibility. There is a refusible/refundable fee charged each semester to support these lobby efforts.

For more information about UMDSA or SLC, please visit 115 Kirby Student Center (218-726-7178, <www.d.umn.edu/~umdsa>).

Student Organizations

There are more than 130 student organizations open to any interested student. By joining an organization, students can meet others with similar interests, learn new skills, participate in leadership opportunities, and make a difference in the campus community.

To learn more about student groups and to e-mail contact people from groups of interest, go to <www.d.umn.edu/~student/stuorg/list.cgi> or stop in the Student Activities Center located on the first floor of the Kirby Student Center across from the Kirby Information Desk.



In addition to basic programs, UMD encourages students to participate in research and educational opportunities outside of their regular courses.

In addition to the basic academic programs offered by UMD and the University of Minnesota Graduate School, many other educational opportunities are available to UMD students, faculty, and to residents of northeastern Minnesota. Students are urged to carefully examine these opportunities when considering UMD and when planning their UMD programs.

Academic Support

The Office of the Vice Chancellor for Academic Support and Student Life (ASSL) provides services that empower students to achieve academic success and participate actively in the academic community from the time of initial admission to UMD through successful completion of a degree and beyond. These services include orientation, support and outreach to new students, academic assessment, tutoring, supplemental instruction, major and career exploration, and academic support courses.

Multicultural programs include the Access Center, which serves students with disabilities; African American Learning Resource Center; Hispanic/Latino/Chicana Learning Resource Center; Asian/Pacific Learning Resource Center; and the Women's Resource and Action Center.

Academic advising is provided to many students by ASSL staff in cooperation with the colleges' and schools' student affairs offices.

Access Center

The Access Center provides appropriate and reasonable accommodations to students with disabilities. Commonly provided services include assistance with adaptive equipment, note-taking assistance, sign language interpreters, test accommodations, taped textbooks, priority registration, advocacy, and problem resolution. Specific accommodations and services depend on the student's documented needs and are initiated by the student's request. In addition to direct services, the Access Center serves as a liaison to academic units and university offices, vocational rehabilitation programs, and community programs. It also provides disability-related training, technical assistance, and consultation for faculty and staff.

For more information or to request services, contact the Access Center, University of Minnesota Duluth, 138 Kirby Plaza, 1208 Kirby Drive, Duluth, MN 55812-3095 (218-726-8217 or 218-726-7380 TTY), or see the center's Web page at <www.d.umn.edu/access>.

African American Learning Resource Center

This office provides support services to African American students. It also provides counseling, academic advising, tutoring, and financial aid services. This office also coordinates campus-wide efforts to increase understanding of minority issues and foster an appreciation of cultural diversity. African American Learning Resource Center works with the Black Student Association in coordinating UMD's celebration of Dr. Martin Luther King, Jr.'s birthday, Black History Month, and other cultural events.

Career Services

Career Services is a centralized office where students may get professional, confidential help in identifying and achieving career goals. Students are encouraged to consult a career counselor early so they may begin investigating the world of work in relation to their values, interests, and abilities. Help is available for choosing courses, majors, and careers; dealing with academic difficulties; identifying internship possibilities; learning job search skills; and researching professional and graduate study options. Counselors are also available to address particular concerns of current and potential Continuing Education students.

Students may use the Career Resource Center to learn about different majors, occupations, employers, and graduate programs. Students may also get help with résumé writing, interviewing, other job-seeking skills, and graduate school admission. In addition, Career Services makes available through its Web page at <<http://careers.d.umn.edu>> a listing of job openings for graduates and a listing of internship possibilities. Career Services' Web page also includes current information about recruiters interviewing on campus, job fairs and workshops, and links to Internet sources for career information, job hunting, and employers' Web pages. Career Services also sponsors a Graduate and Professional School Day each fall and the Head of the Lakes Job Fair each spring.

Current students and alumni may register with Career Services using *JobLink*, *The UMD Résumé Referral Service*. Registration provides the opportunity to be included in a database for referral to employers requesting graduates or interns, and to be eligible for on-campus interviews. All graduating seniors must complete a *Graduate Follow-up Form*.

For more information or to schedule an appointment, contact Career Services (21 Solon Campus Center, 218-726-7985, carserv@d.umn.edu).

First-Year Experience

This office provides programs and services designed to help students through their transition into the university community. These programs and services include academic orientation, Bulldog Bash, Introduction to College Learning, Parents' and Family Weekend, and registration assistance. Students are encouraged to stop by 60 Solon Campus Center, call 218-726-6393, or e-mail fye@d.umn.edu for assistance.

Gay Lesbian Bisexual Transgender Services (GLBT)

Director: *Angela Nichols, 66 Solon Campus Center*

The University of Minnesota Duluth provides GLBT services to the campus and cooperates with the broader community to address the harmful effects of discrimination based on sexual orientation and gender identification.

The GLBT Services Office at UMD was created to serve students, faculty, and staff in order to improve the campus climate for GLBT people using five methods of delivery: information and referral, advocacy, education, consultation, and coordination. For more detailed information on services, programs, and GLBT student related interests, see the Web site at <www.d.umn.edu/student/MLRC/glbt> or call 218-726-7300.

Hispanic/Latino/Chicana (HLC) Learning Resource Center

HLC Learning Resource Center provides and facilitates support services to Hispanic/Latino/ Chicana students, including recruitment, counseling, academic advising, tutoring, housing and employment assistance, and financial aid counseling.

The HLC Learning Resource Center also coordinates campus-wide efforts to increase understanding of minority issues and foster an appreciation of cultural diversity. It works with the Latino/Chicana Student Association in coordinating the Latino/Chicana Heritage Celebration, Latin American Awareness Month, Annual Fiesta, and other cultural events.

Asian Pacific Islanders Learning Resource Center (APLRC)

The goal and mission of the APLRC office is to recruit, retain, and graduate Asian-Pacific American students by providing services that help them adjust, integrate, and achieve at UMD both socially and academically. The supportive services provided include academic advising, counseling, tutoring, financial aid counseling, and housing and employment assistance.

The office coordinates campus-wide efforts in diversity education by providing cultural programming, guest lectures, presentations, and increasing awareness through the APLRC. The office coordinates public events and outreach activities to the Asian-Pacific American communities through seminars, conferences, forums, speakers, and social gatherings. The office provides educational opportunities for students seeking information about and understanding of the Asian-Pacific American culture so they can be effective competitors in the global market.

Supportive Services Program (SSP)

Associate Professor: *Paul Treuer (on special assignment); Assistant Professor: Robert L. Flagler; Instructors: Shirley Reierson, Jill R. Strand (department head)*

SSP offers assessment, advising, tutoring, and developmental courses. Course offerings include skills development in writing, mathematics, study strategies, college learning, and a personal development course that emphasizes self-concept and human relationships. Upper division courses in teaching assistant training and tutor training are offered for selected students. These courses are listed in Course Descriptions under the Supportive Services Program.

Tutoring Program

The Tutoring Center, 40 Solon Campus Center, offers free, walk-in tutoring to all UMD students. Peer tutors selected by academic departments and trained in the Supportive Services Program are available to help students in accounting, chemistry, computer science, economics, some foreign languages, mathematics, physics, and writing. Supplemental Instruction is also available for selected courses.

Women's Resource and Action Center (WRAC)

The Women's Resource and Action Center (WRAC) is a student-run, student-oriented organization that gives students an opportunity to enrich their educational experience. WRAC seeks to provide support and encouragement for all women on the UMD campus.

An alliance of student interns, work-study employees, and volunteers provide a wide variety of resources and services for both male and female students. Resources and services include information about University opportunities, job postings, peer counseling and victim service referrals, extensive resource files and a book collection for academic and personal use, campus outreach and educational services, and special programming to meet the needs of the diverse

University population. WRAC provides a private room and refrigerator for the use of nursing mothers and a safe space for students to use for gathering and meeting.

Royal D. Alworth, Jr. Institute for International Studies

College of Liberal Arts

The objective of the Royal D. Alworth, Jr. Institute for International Studies is to promote understanding among nations by facilitating international research and study, exchanges and visits of scholars, and a greater awareness of the global environment in which political, economic, social, and cultural relations are conducted. The institute provides financial support for visiting speakers and scholars who teach and conduct international research at UMD. A weekly brown bag speakers series, an occasional international lecture series, and the Royal D. Alworth, Jr. Annual Memorial Lecture are the centerpieces of its outreach activities to the off-campus community.

For more information, contact the Royal D. Alworth, Jr. Institute for International Studies, 302 Cina Hall (218-726-8616, alworth@d.umn.edu), or visit the Web site at www.d.umn.edu/~alworth.

American Indian Learning Resource Center (AILRC)

College of Education and Human Service Professions

AILRC's primary goal is to encourage American Indian/Alaskan Native students to continue their education at UMD. Advisers provide academic, financial, and personal counseling and assist new students with orientation, registration, and tutoring.

AILRC has an extensive, culturally sensitive library with books, periodicals, videos, and music and language tapes. The center also sponsors public events such as conferences, forums, seminars, and speakers.

Center for Environmental Education (CEED)

Department of Health, Physical Education, and Recreation (CEHSP), Department of Education (CEHSP), and Recreational Sports and Outdoor Program (Academic Support and Student Life)

The purpose of the UMD Center for Environmental Education is to achieve excellence in environmental education training, experience, and research for pre-service, in-service, and graduate level environmental education. This is accomplished through collaboration between UMD departments, local, state, and federal agencies and organizations in order to advance the field of environmental education. This is accomplished in the following areas.

Graduate studies—Graduate opportunities are coordinated through CEED to provide students with the academic background and experiences necessary to be effective environmental educators in non-formal and formal educational settings.

Pre-service training—CEED works with departments and programs in developing awareness, knowledge, and skills of environmental education for undergraduate students who plan to work in non-formal and formal educational settings.

Research—Research is conducted to investigate environmental education teaching and learning to promote the development of research-based curricula in environmental education.

In-service training—CEED coordinates and offers workshops and courses to practicing educators in non-formal and formal education settings that help to expand awareness, knowledge, and skills in environmental education.

Regional Resource Center—CEED serves as a regional resource in environmental education literature reviews, current research, curricula, and professional activities to promote effective application of environmental education.

For more information contact CEED at 203 Sport and Health Center, 218-726-8677, or visit the Web site at www.d.umn.edu/ceed.

Fine Arts Program

Students interested in the fine and performing arts may participate in a variety of activities in art, music, theatre, and dance.

The Department of Art and Design offers many courses of general interest in both studio work and art history and sponsors an ongoing artist lecture series. The Tweed Museum of Art

and Glensheen offer activities and exhibitions. Interdisciplinary fine arts courses and museum and arts internships are also available.

The Department of Music offers opportunities for students interested in participating in music ensembles, bands, orchestras, vocal and instrumental jazz ensembles, opera theatre, and chamber music. Groups in these areas give regular campus concerts, and some tour the state or nation or travel internationally. Applied lessons are also available for all instruments and voice.

The Department of Theatre offers opportunities for students interested in performance, design, and technical theatre experiences as well as a broad liberal arts study. The department stages five major productions each year, including musicals, dramas, comedies, and dance performances. All University students, regardless of major or vocational interest, are encouraged to participate. Credit is offered for all phases of production work.

Instructional Development Service (IDS)

College of Education and Human Service Professions

Associate Professor: *LeAne Rutherford*

IDS's mission is to improve teaching and learning by facilitating the UMD community's use of traditional and innovative teaching methods, including established and emerging technologies. Through workshops, the IDS newsletter, and mini-libraries, IDS brings faculty together for dialogue and support. Individual and group consultation are offered to enhance teaching/learning for both students and teachers. Consultation services are voluntary and strictly confidential. IDS focuses on formative development rather than summative evaluation.

IDS plays an important role in the intensive teaching orientation program for graduate teaching assistants. IDS also participates in New Faculty Orientation and other faculty development efforts.

Minnesota Public Interest Research Group (MPIRG)

MPIRG is a nonprofit, nonpartisan, student-controlled corporation through which students address issues such as environmental quality, consumer protection and education, renters' rights, solid waste management, racial and sexual

discrimination, and corporate and government responsibility. The optional/refundable fee is charged each semester at registration.

Student Legislative Coalition (SLC)

SLC lobbies to express student views on University quality, affordability, and accessibility. The optional/refundable fee is charged each semester at registration. For information about lobby efforts, contact a Student Association officer.

Large Lakes Observatory (LLO)

College of Science and Engineering

LLO researchers study large lake systems worldwide, including the systems' sedimentology, paleoclimatology, isotope geochemistry, basin structure, circulation dynamics, zooplankton dynamics, inorganic aquatic chemistry, and nutrient dynamics. LLO's sedimentological and geochemical laboratories are equipped with a range of state-of-the-art analytical instrumentation. LLO operates the largest university-owned research vessel in the Great Lakes, the *R/V Blue Heron*, as well as a smaller vessel for work near shore. The *Blue Heron* is equipped with an acoustic Doppler current profiler, high-resolution seismic reflection and multi-beam sonar systems, CTDs, computer systems for data collection and archiving, water column sampling equipment, and several sediment corers.

Students may pursue graduate studies with LLO faculty through M.S. programs in geology, chemistry, and physics, or through M.S. and Ph.D. programs in water resources science that serve the Twin Cities and Duluth campuses. LLO also employs several undergraduate science majors each year.

Minnesota Sea Grant College Program

This program is a partnership between the University of Minnesota, the federal government, and the state of Minnesota. It is a statewide program and one of 30 programs in coastal and Great Lakes states and territories that make up the National Sea Grant Program. Minnesota Sea Grant supports research and public education programs related to Lake Superior and Minnesota's inland waters in order to sustain and enhance Minnesota's economy and environment.

Education, Service, and Research Centers

Centers

Minnesota Sea Grant works with other agencies, institutions, and organizations across the state, region, and country to maximize the resources available for dealing with Great Lakes issues.

Minnesota Sea Grant provides competitive research funding for University researchers to address basic and applied problems and opportunities associated with Lake Superior and Minnesota's inland waters. Research focus areas include: 1) understanding, managing, and restoring aquatic communities; 2) developing new markets, products, technology, and tools for aquatic resource management; 3) fundamental dynamics of the Lake Superior ecosystem; 4) pollutant processes and effects; 5) understanding terrestrial/aquatic interactions to minimize human impacts; and 6) integrating science into policy for coastal resource management.

Minnesota Sea Grant's Outreach Program is the University's link to local communities. Outreach staff are dedicated to providing technical assistance, research-based information, and education programs for a variety of Great Lakes issues, including fisheries, aquaculture, water quality, exotic species, recreation, and tourism. Minnesota Sea Grant produces publications for audiences ranging from research scientists to the general public to keep them informed about the issues and findings that affect Minnesota's aquatic resources. Minnesota Sea Grant's outreach staff also provide the conduit for pressing local problems to be considered by University researchers. This allows Minnesota Sea Grant's funded University research to be relevant to the needs of Minnesota's citizens.

Minnesota Sea Grant provides M.S. and Ph.D. assistantships for University students working on Minnesota Sea Grant-funded research projects.

Natural Resources Research Institute (NRRI)

NRRI is composed of scientists, engineers, and business specialists who provide technical, research, and economic development assistance relating to forest products, peat, minerals, water, and the environment.

The institute was established in 1983 to "foster economic development of Minnesota's natural resources in an environmentally sound manner to promote private sector employment."

Institute staff work with other University faculty, government agencies, private industries, and the individual entrepreneur by providing technical assistance to existing and start-up businesses and by creating new products and business opportunities.

The NRRI facilities are available in special circumstances for laboratory work associated with courses in the sciences and engineering. On joint NRRI-UMD research projects, financial assistance is available for graduate students in the form of research assistantships.

ROTC—U.S. Air Force

The Air Force Reserve Officer Training Corps (AFROTC) is a college-level educational program that gives students the opportunity to become Air Force officers while completing their degrees. AFROTC offers post-collegiate opportunities in more than 100 career specialties. Air Force officers are challenged with organizational responsibilities and experiences not often available to new college graduates. This program is for students who want to challenge themselves as Air Force leaders and managers while serving their country in a professional, high-tech environment. High school students seeking scholarships should review requirements and submit an application via <<http://AFROTC.com>> before December 1 of their senior year. College students seeking scholarships should contact UMD's AFROTC unit at 218-726-8159.

Four-Year Program

The four-year program is divided into the General Military Course (GMC), primarily for freshmen and sophomores, and the Professional Officer Course (POC), primarily for juniors and seniors. The GMC allows a student to "try out" AFROTC without incurring an obligation (unless receiving an AFROTC scholarship). At UMD, the GMC consists of a one-credit hour lecture and a 90-minute leadership lab every week with some requirements outside of scheduled times. Students learn leadership and officership skills; Air Force career opportunities: educational benefits, the life and work of an officer, the organization and missions of the Air Force, and historic development of aerospace doctrine and strategies. In the second year of the GMC, cadets compete for selection to Field Training before entering the POC.

Enrollment in the GMC does not confer military status. Normal course progression for GMC students is Air 1101, 1102, 2101, and 2102. Students take Air 0100 each semester.

After successfully completing Air Force Field Training, cadets enter the POC. They take a 3-credit hour lecture plus the 90-minute leadership lab with some requirements outside of scheduled times. In the POC, cadets get advanced training in leadership, management, and communication skills focusing on Air Force situations. They examine a broad range of American, domestic, and international military relationships within the context of American national security policy development and implementation. The class is combined with the leadership lab where the POC cadets plan, organize, and direct the cadet corps. As a POC student, participants may qualify to receive a tax-free allowance for each month in school and a tuition incentive. Normal course progression for POC students is Air 3101, 3102, 4101, and 4102 along with Air 3000 each semester.

Two-Year Program

The two-year program is identical to the POC and is available to full-time college students who have at least two years remaining (undergraduate, graduate, or a combination of the two).

Admitted students enter directly into the POC without participating in the GMC. They satisfy the prerequisite by completing a five-week extended Air Force Field Training program during the summer immediately preceding their last two years of university study.

Contact the AFROTC program office for exceptions to the 2-year and 4-year programs.

Veterans

Veterans may use prior military experience as credit for advanced placement. They may also take full advantage of all veterans' benefits they have accrued in addition to the financial aid they receive from AFROTC.

Study Abroad

International Education Office—UMD provides several opportunities for students to study abroad. One of the most popular is the Study in England Program, a full academic year of interdisciplinary studies in Great Britain. Each year about 50 undergraduates and 5 UMD faculty travel to study at the University of Birmingham Selly Oak campus for an academically challenging and personally rewarding experience. There are grade point average (GPA) and completed college credit requirements for participation in the program.

UMD also offers its students the chance to study and travel in Sweden, Finland, and Australia. Various full-year or semester programs taught in English are available at Växjö, Luleå, Blekinge, Örebro and Umeå Universities in Sweden and Joensuu University in Finland. Areas of study include Swedish culture and language, education, the sciences, business and management, computer science, engineering, environmental studies, and the social sciences. In most cases students are integrated into the classroom with Scandinavian and international students. Students may choose to live in student apartments or, during the spring semester program in Växjö, Sweden, with a host family, which provides a great opportunity to meet Scandinavian students and families.

Students can participate in a new exchange opportunity at Curtin University in Perth, Australia, as well as the University of Mauritius on the tropical island of Mauritius in the Indian Ocean. The full range of courses in business, the sciences, social sciences, education, and humanities are available to participating students.

UMD participates in cooperatively sponsored study abroad programs, including those offered by the International Student Exchange Program (ISEP) and the University of Minnesota, Twin Cities and Morris campuses. The International Education Office assists students in finding study abroad options to destinations throughout the world. Over 150 UMD students participate in these programs each year. The International Education Office also offers short-term (2-4 week) programs for academic credit. Check with the office for current opportunities.

The Department of Foreign Languages and Literatures encourages study abroad for those students at the intermediate level of college Spanish, German, and French. Consult with department faculty and the International Education Office about study abroad language opportunities.

For more information, contact the International Education Office, 110 Cina Hall (218-726-8764, ieo@d.umn.edu).

Summer Term

See the *UMD Summer Term Catalog* at <www.d.umn.edu/goto/summer>.

Supportive Services Program

See Academic Support and Student Life.

Undergraduate Research Opportunities Program (UROP)

UROP offers financial awards to undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. UROP affords undergraduates the unique educational experience of collaborating with a faculty member on the design and implementation of a project. At the same time, faculty have the opportunity to work closely with students and receive valuable assistance with their own research or professional activity. UROP adds new dimension to the undergraduate experience. It encourages students to conduct research and pursue academic interests outside of their regular courses by employing them to work on special projects. UROP applications are judged on the quality of the proposed project and educational benefit to the student. Since funding is limited, awards are granted to the strongest proposals.

For more information and applications, contact UROP coordinators in college offices.

Continuing Education (CE)

Director: *Louis F. Poirier*

CE serves as UMD's major point of access and educational opportunity for adult learners. As a University outreach unit, CE develops and delivers a variety of credit and noncredit courses, workshops, conferences, and certificate and degree programs offered at on- and off-campus locations. CE programs are designed especially for continuing, nontraditional, part-time, and professional students; many are working adults seeking degrees or developing skills and expertise for professional or personal reasons. Dedicated to enhance lifelong learning opportunities for Minnesotans, CE draws on telecommunications, information technology and networks, and a variety of support services to augment instruction, outreach, and learning.

CE programs are offered in collaboration with other UMD colleges and departments. Students who plan to use credits earned through CE to meet certificate and degree requirements must meet all UMD curricular requirements as stated in this catalog. In addition, students must contact their chosen major department and apply for admission to the appropriate UMD school or college through the Office of Admissions. Credit courses taken through CE are included on UMD fee statements and billings and are automatically

added to transcripts. There are restrictions on the total amount of credits transferred into a Graduate School degree; students should contact the Graduate School well in advance of beginning studies for information about these restrictions.

For more information, contact the CE director (403 Darland Administration Building, 218-726-8832) or visit <www.d.umn.edu/ce/>.

Support Services

Continuing Education offers academic counseling for CE students. Counselors are available to assist with course selection, registration, planning for a certificate or degree program, career counseling, applying for admission and financial aid, dealing with academic difficulties, and learning job-seeking skills. Career Services is in 21 Salon Campus Center (218-726-7985, carserv@d.umn.edu).

CE Registration Center staff provide phone, fax, in-person, or mail-in service for students needing assistance with registration or general information about CE and UMD programs.

Certificate Programs

CE certificates are regarded by many employers as valuable preparation for employment and promotion. With careful planning, a certificate can be a stepping stone to a baccalaureate or graduate degree. CE offers the following certificate programs: human services (undergraduate), 34 credits minimum; liberal arts (undergraduate), 30 credits minimum; educational computing and technology (undergraduate, graduate, noncredit), 16 credits; environmental education (postbaccalaureate), 18 credits minimum; general business (undergraduate) 24 credits minimum.

Certificates can be completed through day, evening, Individualized Instruction (InI), and summer term coursework. Transfer credits from other accredited institutions of higher education may also apply, although a minimum of 25 percent of the credits required must be earned at UMD.

Certificates are awarded by CE upon completion of a specified program with a 2.00 minimum overall grade point average (GPA), including a 2.00 GPA in UMD courses. Certificate requirements may occasionally be modified and students are bound to the requirements in force at the time of official admission to the certificate program. If a certificate is discontinued, CE makes every reasonable effort to assist students in completing

their program. For specific information about CE certificate programs, call a CE counselor at 218-726-7985, or refer to the CE certificate programs brochure. To request a brochure, call 218-726-7878.

Degree Programs

For the master of liberal studies (M.L.S.) program and the master of science in engineering management (M.S.E.M.) program, see the Graduate School section of this catalog.

Individualized Instruction Courses (InI)

InIs, modified independent study courses, are self-paced, using mixed media and/or read/study coursework. Students do not meet in a classroom setting. Credits earned in InI courses may be applied toward major, minor, or liberal education requirements. InI coursework may not apply toward Graduate School program requirements; contact the Graduate School for more information.

For general information about InIs, call 218-726-6536 or refer to the Continuing Education InI brochure. To request a brochure, contact 218-726-7878 or pnuhring@d.umn.edu.

Postsecondary Programs for High School Students

The state Post-Secondary Enrollment Options (PSEO) Act enables eligible high school juniors and seniors to attend college tuition-free. For more information, contact the PSEO counselor (218-726-8149, caker@d.umn.edu).

College In The Schools (CITS) is a cooperative program linking area high schools with UMD. The program enables high-ability students to take college courses for credit while remaining in high school. In addition, it gives qualified high school teachers the opportunity to teach at a college level. Participating in this program helps teachers and students gain an understanding of the skills and knowledge necessary for higher education success. For more information about CITS, contact 218-726-6938 or mmenzel@d.umn.edu.

Elder Learner Programs

University for Seniors (US), an Institute for Learning in Retirement, provides opportunities for intellectual and cultural exploration and development for adults aged 50 and older. US members, having diverse backgrounds, meet to share interests and develop appreciation and knowledge. The only program admission requirements are an interest in continuing education and support through participation and a

membership fee. US was developed by its members with the support of Continuing Education.

For more information about US, contact 218-726-6347 or momalich@d.umn.edu.

Summer Programs

CE annually coordinates two summer programs—UMD summer term and The Educators' Institute. For summer term information, refer to the UMD *Summer Term Catalog* or visit <www.d.umn.edu/goto/summer>.

The Educators' Institute is an array of courses and workshops designed to meet personal and professional development goals of teachers, administrators, support services staff, and parents. Institute offerings provide opportunities to gain new knowledge and learn practical skills in a concentrated format. Many of the graduate courses satisfy requirements in licensure areas. The institute is scheduled during July and August. For more information, call 218-726-6361.

Travel Programs

CE offers travel programs to various destinations. Excursions include field trips and opportunities to explore local cultures. Travel programs are offered for credit or noncredit. For more information, e-mail pnuhring@d.umn.edu or call 218-726-6361.

Professional Conferences, Workshops, and Training

CE offers a variety of professional development conferences, workshops, and training opportunities to meet community needs. These programs range from one-half day to several weeks in length and are generally publicized through advertisements and direct-mail brochures. Some programs are offered for credit, while others are offered noncredit and may be eligible for Continuing Education Units (CEUs) or Hours (CEHs).



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

Students With Disabilities

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

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

Inquiries regarding UMD's policies and guidelines for accommodating students with disabilities may be directed to the Access Center, University of Minnesota Duluth, 138 Kirby Plaza, 1208 Kirby Drive, Duluth, MN 55812-3095 (218-726-8217 or 218-726-7380 TTY).

Preparation Requirements

All students seeking admission to baccalaureate programs at the University of Minnesota Duluth are required to complete, at a minimum, the following courses either while in grades 9-12, or equivalent courses, at an accredited postsecondary institution: a) four years in English, emphasizing writing and including instruction in reading and speaking skills and in literary understanding and appreciation; b) two years in social studies, including U.S. history; c) three years in mathematics, including one year each of elementary algebra, geometry, and intermediate algebra; d) three years in science, including one year each of biological and physical science; e) two years in a single second language.

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

In exceptional cases students deficient in these requirements are admitted. It is expected that any deficiencies be made up before 60 credits are earned, including transfer credits.

A registration hold is placed on a student's record if deficiencies still exist at 60 credits (including transfer credits). Individual colleges, at their discretion, may request that a hold be placed earlier.

Four-Year Graduation Plan

Incoming fall freshmen have the opportunity to participate in UMD's four-year graduation plan. Under this plan if a student is unable to graduate within eight continuous semesters of registration due to the unavailability of a course (or courses) in the initially declared major, the University will pay the tuition (minus other forms of financial aid exclusive of loans) for the unavailable course(s) in a fifth year. There is no penalty if a student signs the agreement and later decides to pursue another opportunity that may prevent graduation in four years. Further information and forms are available in college student affairs offices.

UMD's Responsibilities

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

Student's Responsibilities

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

Admission Procedures

Admission information may be obtained from the Office of Admissions, and campus visits may be arranged by calling toll free 1-800-232-1339 or 218-726-7171. Correspondence regarding undergraduate admission to degree-granting UMD schools or colleges should be addressed to the Office of Admissions, University of Minnesota Duluth, 23 Solon Campus Center, 1117 University Drive, Duluth, MN 55812-3000.

Admission applications must be submitted by August 1 for fall semester and by November 15 for spring semester. When applying, follow these procedures:

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

Admission Requirements

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

Freshmen—No Previous College Work

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

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

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

Dismissed and Non-Degree Seeking Students

Academically dismissed students who wish to register for UMD courses must apply to Continuing Education by filling out a change of college form. Registration is on a space-available basis with signed permission from either the college (for the College of Liberal Arts, the College of Education and Human Service Professions, and the College of Science and Engineering) or the department (for the School of Fine Arts). College of Liberal Arts students are limited to a maximum of seven credits. See the following page for specific requirements of the Labovitz School of Business and Economics.

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

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

***Labovitz School of Business and Economics
(LSBE)***

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

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

College of Education and Human Service Professions (CEHSP)

Teacher Licensure—Students seeking teacher licensure under a postbaccalaureate contract should be admitted into CEHSP as new undergraduate students. It is necessary to consult with the CEHSP Student Affairs Office, 218-726-7156, for advisement and discussion regarding admission criteria.

Senior Citizens

Minnesota residents who are 62 or older may take University courses for \$9 per credit or audit them free of tuition if they meet necessary prerequisites and space is available after tuition-paying students are accommodated. Registration should be completed after the first day of the semester at Continuing Education registration windows in the Darland Administration Building lobby. Course fees and computer access may be assessed. For more information, contact Continuing Education Registration in the Darland Administration Building lobby, or call 218-726-8808.

Graduate Students

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

College of Science and Engineering (CSE)—

This college offers a master's degree program in environmental health and safety (M.E.H.S.) that prepares graduates for professional careers in such fields as occupational safety, industrial hygiene, ergonomics, risk management, and environmental health. Students interested in applying to the M.E.H.S. program should refer to the CSE section of this catalog for information about admission criteria and procedures.

Graduate School—Any student with a U.S. bachelor's degree or a comparable degree from a recognized college or university in another country may seek admission to the Graduate School. The Graduate School standard for admission is an undergraduate grade point average (GPA) of 3.00. Individual programs may require a higher GPA. Applicants should consult the program to which they are applying for more specific information about admission standards.

UMD offers the master of fine arts in art (emphasis in graphic design); master of arts in communication sciences and disorders, counseling psychology (emphases in community counseling, college counseling, and school counseling), and English (emphases in literary studies, English studies, and publishing and print culture); master of science in applied and computational mathematics, biology, chemistry, computer science, geological sciences, and physics; master of business administration; master of electrical and computing engineering; master of engineering management; master of liberal studies; master of music; and master of social work.

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

International Students

Citizens of foreign countries are encouraged to apply for admission to UMD. Applicants are evaluated on an individual basis, with consideration given to the academic record of each student in relation to the educational system

Policies and Procedures

of her or his native country. Students applying must show evidence of exceptional academic achievement, probability of success at UMD, and evidence of good health. The Test of English as a Foreign Language (TOEFL) is required of all students applying from outside the United States unless their native language is English. The TOEFL examination is offered worldwide at selected locations. Students who cannot obtain a *TOEFL Bulletin of Information for Candidates, International Edition*, and registration forms locally should write to the Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540, USA.

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

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

School of Medicine, Duluth Students

The School of Medicine considers applicants who are legal residents of Minnesota, Wisconsin, Iowa, South Dakota, North Dakota, and the Canadian province of Manitoba who wish to become family practice or other primary care physicians in a small-town setting. Applicants from other states (except for under-represented minorities) are not considered. Applicants must be U.S. citizens or have permanent resident status.

At present, three of the most significant qualifications that applicants can present to the Committee on Admissions are a demonstrated capacity for scholastic excellence in an academic discipline of their choice, personal and background traits that indicate a high potential for becoming a rural family practice or other primary care physician, and experience in a medically related field. Applicants also are evaluated on the basis of letters of evaluation and impressions gained from any personal interviews that may be held.

Representatives of the School of Medicine discuss premedical programs with college students, teachers, and advisers, either in person or through correspondence. A useful reference

book, *Medical School Admission Requirements*, summarizes admission requirements and application procedures for all medical schools in the United States and Canada. It can be purchased from the Association of American Medical Colleges, 2450 N. Street N.W., Washington, DC 20037, and is also available in most college reference libraries.

College of Pharmacy, Duluth Students

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

Summer Term Students

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

The *Summer Term Catalog* is available in early February. The catalog contains all necessary registration forms, explanations of procedures, and listings of course offerings. For more information, contact the Office of Summer Term, University of Minnesota Duluth, 104 Darland Administration Building, Duluth, MN 55812 (kheikel@d.umn.edu) or 218-726-8822.

Planning to Transfer?

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

2+2 Agreement

UMD and seven northeastern Minnesota community colleges have completed 91 comprehensive agreements in 21 major fields of study regarding college courses and credit transfers. The agreements, referred to as 2+2 transfer agreements, ensure the seamless transfer of credits to UMD in specific majors from the following community colleges: Fond du Lac

Tribal and Community College, Hibbing Community College, Itasca Community College, Lake Superior College, Vermilion Community College, Mesabi Range Community and Technical College, and Rainy River Community College.

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

Preparing for Transfer

If you are currently enrolled in a college or university:

- Discuss your plans with the UMD transfer specialist, Office of Admissions, 23 Solon Campus Center (218-726-8800).
- Call or visit UMD. You should obtain the following materials and information:
 - college catalog
 - information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have their own special requirements such as a higher GPA.
 - information on financial aid (how to apply and by what date)
 - information on housing
- After you have reviewed these materials, make an appointment to talk with an adviser in the college, school, or program you want to enter. Be sure to ask about course transfer and admission criteria.

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

Understanding How Transfer of Credit Works

- The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.
- Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level.
- Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: liberal education, major/minor courses and

prerequisites, and electives. The key question is, "Will your credits fulfill requirements of the degree or program you choose?"

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

Applying for Transfer Admission

- Complete the application as early as possible and enclose the application fee.
- Request that official transcripts be sent from every academic institution you have attended, including high school(s). Upon receipt, your transcripted credits will be evaluated for transfer. A transcript evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
- Recheck to be certain you supplied UMD with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
- If you have heard nothing from UMD after one month, call to check on the status of your application.
- If you have questions about your evaluation, call the Office of Admissions and ask to speak with the transfer specialist. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If you are not satisfied, you can appeal. See the following "Your Rights as a Transfer Student."

Your Rights as a Transfer Student

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- An explanation of the formal petition process in case there is a question regarding the transfer of credits.

Usual petition steps are: 1) Student fills out a petition form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help; 2) department or committee will review; 3) student receives, in writing, the outcome of the petition; 4) student can appeal the decision to the college dean's office.

- At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see the campus transfer specialist.

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

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

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

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

Students who will have attempted 26 or more semester credits of baccalaureate-level college work should request admission with advanced standing. Official transcripts from all high schools and colleges or universities previously attended must be provided before a decision can be made.

Advanced standing students who have completed the Minnesota transfer curriculum or an associate of arts or baccalaureate degree at another accredited Minnesota college or university are exempt from UMD's liberal education requirements.

Students are admitted on the basis of criteria established by the UMD school or college to which they are applying.

Labovitz School of Business and Economics—Students who have attempted 20 to 59 semester credits must have an overall GPA of at least 2.00 (the overall GPA is for all college work, except courses defined by UMD as nondegree credit, attempted at any institution). Students who have attempted 60 or more semester credits must have an *overall* and an *internal* GPA of at least 2.00 (the internal GPA is for all work attempted in accounting, business law, economics, finance and management information sciences, and management studies, regardless of where or when taken). Students seeking exceptions to admission requirements must petition the School.

Petition forms are enclosed with letters of denial for students who are eligible to appeal. Students admitted to the Labovitz School of Business and Economics are not guaranteed admission to upper division, (i.e., candidacy) status.

College of Education and Human Service Professions, College of Liberal Arts, College of Science and Engineering—Transfer students with 26 or more semester credits attempted (20 or more semester credits for the *College of Liberal Arts*) must have a cumulative GPA of at least 2.00 and have successfully completed at least 75 percent of all credits attempted. Students seeking exceptions to admission requirements must petition the College. Petition forms are enclosed with letters of denial for students who are eligible to appeal. For the College of Science and Engineering, courses in which a grade of D has been earned (at an institution other than the University of Minnesota) cannot be used to meet the specified course requirements of the engineering degrees (B.S.Ch.E., B.S.E.C.E., B.S.I.E., B.S.M.E.) unless the following course in the sequence is completed with a grade of C or better. Students admitted to the *College of Education and Human Service Professions* are not guaranteed admission to upper division status in any programs.

School of Fine Arts—Transfer students with 31 or more semester credits attempted must have a cumulative GPA of at least 2.00. Students who have attempted 30 or fewer semester credits must have a cumulative GPA of 1.80.

Transfer Students From Within the University

Students who are transferring from one academic unit to another within the University of Minnesota must submit a Request for Change of College Application. This form may be obtained from the Solon Campus Center Information Desk or college student affairs offices on each campus. The completed form should be returned to the college office on the campus to which the student is transferring. Requests must be submitted by mid-term of the preceding semester.

Labovitz School of Business and Economics—Students seeking transfer to the Labovitz School of Business and Economics from another college unit of the University of Minnesota must have an overall GPA (all college work attempted at any institution) and a transcript GPA (all work attempted at the University of Minnesota, including Continuing Education) of at least 2.00. Students who have attempted 60 or more semester credits must have an overall, transcript, and internal GPA (all work attempted in

accounting, business law, economics, finance and management information sciences, and management studies regardless of where or when taken) of 2.00 or above. Students admitted to the Labovitz School of Business and Economics are not guaranteed admission to upper division, i.e., candidacy status.

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

Readmission

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

Students seeking exceptions to the academic standing policy must petition the appropriate school or college. See the appropriate Colleges and Schools section of this catalog for each college unit's policy.

Orientation

Academic Orientation at UMD helps new students become integrated with the campus community by helping them understand the academic expectations of the University. During Academic Orientation, students learn about degree requirements, meet with an adviser, register for courses, and learn about the educational aspects of the University. A program for parents of freshmen is held concurrently with the Academic Orientation program. All new students must attend Academic Orientation and pay the first-time registration fee. UMD's fall welcome program, Bulldog Bash, introduces new students to the University's curricular, co-curricular, social, and student services components. (See First-Year Experience on page 21.)

Registration

Registration for classes at the University takes place before each academic semester. Before they start their first semester, new students receive orientation-registration instructions. Students currently enrolled at UMD should refer to the UMD Web site, the *UMD Statesman*, and *Class Schedule* for registration dates and procedures.

A late fee is applied to any student whose initial registration occurs on or after the first day of classes. The fee is \$50.00 the first two weeks of the term and \$100.00 beginning with week three.

Academic Advising

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

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

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

At UMD, the adviser's role is:

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

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

Policies and Procedures

The student's role is:

- to prepare a plan for degree completion that incorporates all requirements and considers testing requirements, application dates, upper division requirements, and entrance and exit requirements;
- to read the catalog, course schedule books, program worksheets, Web sites, and other available materials to understand University and college policies;
- to meet with their adviser regularly to review the academic schedule for the following term and progress toward degree completion. This can help students understand any sequencing of courses within their majors or other issues related to the integration of courses into a comprehensive program of study.

Uniform Syllabus Policy

During the first week of classes each student in each course is supplied a syllabus that contains essential information about the course.

Guidelines

Class Information—Class information consists of a description of a class and other essential information. It is **recommended** that the following be included in all syllabi:

1. Instructor's name;
2. Instructor's office hours;
3. Instructor's office location, phone number, and e-mail address;
4. Course title and number, semester taught;
5. Class meeting times and location(s);
6. Final examination date and time;
7. Short description of course objectives that may include the catalog description;
8. Required and recommended readings;
9. Grading policies, including the weight given to each graded component;
10. An outline of topics and course requirements, including approximate due dates for assignments and examination dates;
11. Special out-of-class requirements (computers, software, field trips, etc.);
12. Attendance requirements;
13. Assignment policies (late penalties, scope, size, etc.);
14. Make-up and incomplete policies;
15. Statement on participation by students with disabilities;
16. For any liberal education courses listed—the category that the course fulfills as well as the specific liberal education goals that are met by the course.

Auditing Courses

To audit a course, a student follows the same registration procedures and pays the same tuition and fees as for courses bearing credit. Audited courses do not carry credits or offer grades and may not be used to fulfill degree requirements. To register as an auditor, the "audit" option must be selected on the registration form; upon completion of the term, a V is recorded on the transcript. Registration for a course as an auditor must be completed before the end of the second week of the semester.

Cancel/Add

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

Student Classification

For the purpose of assigning registration priority, students are assigned to class years according to the number of credits they have completed, as follows: < 30: freshman; 30 to < 60: sophomore; 60 to < 90: junior; 90 to 120: fourth-year senior; > 120: fifth-year senior.

Course Prerequisites

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

Cross-Registration

Full-time UMD undergraduates have the opportunity to register concurrently at the College of St. Scholastica and the University of Wisconsin-Superior.

Admitted students having a cumulative credit load of 12 or more credits per semester are considered full-time students for internal and external verification purposes.

Cross-registration with the College of St. Scholastica and the University of Wisconsin-Superior—Students registering and paying fees for at least 12 credits at UMD may register for a combined maximum of two courses per term at the College of St. Scholastica and/or the University of Wisconsin-Superior. Additional UMD tuition charges for the cross-registered courses are computed as if the courses had been taken at UMD. Information and registration forms are available from Continuing Education Registration in the Darland Administration Building lobby, or call 218-726-8808.

Attendance at Another Campus—Multi-Institutional Students

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

Multi-institutional Students fall into two categories:

1. Students who are registered on two campuses for one term. For example, a student who is registered at UMD (home campus) but wants to take a distance learning course from another University of Minnesota campus (host campus).
2. Students who want to register at another University of Minnesota campus (host campus) *instead of* at UMD. For example, students who want to take courses that are not offered at UMD.

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

Duluth students who are interested in applying to another University of Minnesota campus should contact the Student Assistance Center, 21 Solon Campus Center, 218-726-8000, to request an *Application for Attending Another U of M Campus as a Multi-institutional Student*. Applications can also be printed from the Web at <www.d.umn.edu/registrar/reg_forms.htm>. You must complete the application, have it signed by your college student affairs office, and turn it in at the Solon Campus Center Information Desk one month before the start of the term.

Forfeit of Enrollment

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

Immunization Requirements

All students enrolled in a Minnesota college or university must provide dates of immunizations against measles, rubella, mumps, diphtheria, and tetanus on the required form. Students must have two doses of MMR (measles, mumps, rubella) after their first birthday and have a DT (diphtheria, tetanus) booster within ten years of first registering at the University. The immunization form must include month and year of each immunization. Immunizations are not required if the student submits a statement signed by a physician showing that

- for medical reasons, the student did not receive an immunization; *or*
- the student has experienced the natural disease against which the immunization protects; *or*
- a laboratory has confirmed the presence of adequate immunity; *or*
- the student submits a notarized statement that the student has not been immunized as required because of the student's conscientiously held beliefs; *or*
- the student was born before 1957.

All students (even those with the above exemptions) must complete and return an immunization form, which can be obtained from UMD Health Services.

Repeating Courses

Students may retake a course in which they received a grade of C- or lower or an N. Only the last passing grade earned is used in calculating the GPA Credits can be applied toward graduation requirements only once. Students receiving a grade of C or above or an

Policies and Procedures

S must obtain department permission before retaking a course. UMD students may retake an equivalent course at another University of Minnesota campus to replace a grade received at UMD. Students must complete a course repeat form at the Solon Campus Center Information Desk. Once a student has graduated, repeating a course taken as an undergraduate is not permitted.

Transfer students may retake, at UMD or at their previous college, a course for which a grade of C- or lower or an N was originally assigned. Students may not retake a course at another institution outside of the University of Minnesota system to replace a grade received at UMD.

Withdrawal From the University

To withdraw from all academic coursework at the University, a student must officially cancel all courses via the Web at <www.d.umn.edu/register>, click on “Add or Change Classes.” Students withdrawing from the University after the eighth week of the semester must be doing satisfactory work to receive a W for courses in which they are registered. Students with outstanding financial obligations to the University are not eligible to receive grades or official transcripts of coursework completed. All University property such as library books, athletic equipment, band equipment, laboratory materials, locker keys or locks, and athletic tickets must be turned in to the appropriate office. Students must also make arrangements for an exit interview if they had a student loan. Veterans must also notify the Veterans Office, 102 Darland Administration Building.

Students Called to Military Duty

Students who are called to active military duty can withdraw from UMD. The University works with students to remove them from class and get tuition and other financial issues resolved. Students need to submit a copy of their military orders and are asked to complete a retroactive tuition petition. As a general rule, the petition is approved at a 100 percent refund unless there are negative financial aid implications for the student. Students are advised as to what would be the most beneficial for their situation.

Students who wish to continue their registration status while on duty have two options. The first option is to make arrangements with professors to take an incomplete for coursework instead of canceling, particularly for students who are receiving financial aid. The professor and the student must agree on a plan

for completion and file the plan with the department. The incomplete should be extended until the military duty is completed.

The second option is to try to complete the work while on active duty.

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

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

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

Scholastic Progress

Academic Progress Audit System (APAS)

Each student has an individualized APAS report generated each term. The report compares past and current coursework with the requirements of the student’s academic program. Advisers can help students understand various sections of the report and plan a course of study to satisfy degree requirements. Copies are available from the Solon Campus Center Information Desk, or the collegiate student affairs offices, or on the Web at <www.d.umn.edu/Register>.

Further information regarding the APAS is available by calling the associate registrar at 218-726-7849.

Academic Standing

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

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

Appeal and Petition

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

Admission to Upper Division

Some college units require the filing of some type of upper division papers or degree requirement forms as a prerequisite to admission to upper division status or candidacy for degree. Students should check the policies of their college unit for specific degree and program/major requirements. Students must successfully complete the lower division composition requirement before they are admitted to the upper division.

All-University Degree Requirements

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

- All undergraduate degrees require a minimum of 120 semester credits.
- Undergraduates must meet all course, credit, and grade average requirements of the University school, college, or division in which they are enrolled, including liberal education requirements and an advanced writing requirement.
- Undergraduates must meet the requirements specified by the school or college from which they will receive their degrees. Degree candidates must earn at least 30 semester degree credits or the equivalent awarded by the University of Minnesota Duluth. For policies on obtaining more than one major or degree, see the degree requirements described for each of the college units in the Colleges and Schools section of this catalog.
- UMD graduates who would like to return for a second degree that is different from their initial degree (e.g., a student received a B.B.A. and now is coming back to seek a B.Ac.), must complete only remaining degree and major requirements for the second degree.
- Graduate School students must meet only the academic and residency requirements of their graduate departments and the Graduate School.
- All students must meet all financial obligations to the University.
- Prospective graduates must file their *Application for Degree* form by the end of the second week of the term for which they are applying. All degrees requested must be on the application. Graduates receive their diplomas approximately three months after completion of degree requirements.

Credit Options

College Level Examination Program (CLEP)

CLEP offers two kinds of examinations. General examinations measure achievement in the five basic areas of liberal arts and subject examinations measure achievement in specific college courses.

UMD accepts scores from the general examinations and allows up to 22 credits to be applied toward the liberal education requirements. For the general examination in

humanities, mathematics, science, and social science, credit is awarded according to the following schedule: 25-49 percentile, 4 credits; 50-74 percentile, 6 credits; 75 percentile and above, 8 credits. No grade is recorded for these credits and they are not calculated into the GPA. Cutoff scores are subject to change.

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

UMD also accepts scores and allows credit for some of the CLEP subject examinations. Students should check with the appropriate department to determine the level of achievement required to receive credit for each of these examinations. The following subject tests can be taken for credit.

College of Education and Human Service Professions

Psychology (Psy 1003)

College of Science and Engineering

Biology (Biol 1011)

Chemistry (Chem 1102)

Geology (Geol 1110)

College of Liberal Arts

Political Science (Pol 1011)

Labovitz School of Business and Economics

Accounting (Acct 2001)

Economics (Econ 1003, 1022, 1023)

CLEP examinations are given the third week of September, January, April, and June at the College of St. Scholastica. The registration deadline for each CLEP examination is 15 working days before the examination date; students who miss the deadline should check with the test center. Students may pick up the CLEP registration guide from Student Assistance Center or Office of Admissions.

Advanced Placement

Advanced placement is sponsored by the College Entrance Examination Board in certain high schools. Satisfactory examination scores (typically 4 or 5) may earn UMD credit in an existing course, subject to approval by the department offering the course. In those cases in which a suitable course does not exist, "blanket credit" may be granted; with appropriate campus approval, such credits may be used to meet certain liberal education requirements.

International Baccalaureate

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

Examinations for Proficiency

Neither credits nor grades are granted for courses satisfied through proficiency examinations. If proficiency is demonstrated, a notation is made on the student's transcript that reads, "Course X satisfied by proficiency examination."

Proficiency may be certified for the beginning sequences of foreign languages. Through department evaluation to determine proficiency, a student may be allowed to start within the beginning sequence or at the intermediate level of a language sequence.

Courses satisfied through proficiency examination do not reduce the total credit requirements for graduation. Courses listed as major requirements that are satisfied through proficiency examination do reduce the credit requirements in the major field.

For a department to test for proficiency, a \$30 fee is required in advance; in addition, a service charge may be assessed when a nationally standardized examination is given. No exceptions are made for students enrolled for the first time or after an absence from the University.

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

Examinations for Credit

Credit may be earned through examination for the following courses only if a student has less than the required high school preparation (as noted in parentheses) in the area: beginning sequences of foreign languages (two years of high school credit in a single foreign language), geometry—Math 0102 (one year of high school credit in geometry).

With the restrictions noted above, credit may be earned through examination by any currently registered UMD student for any UMD course in which they are not currently enrolled. (By college action, certain courses such as practica, student teaching, internships, research courses, independent study, and seminars are excluded.) To earn credit, the work must be of C quality (i.e., grade of C- or higher). If the work

on the examination is below this level, no notation is made on the transcript. Only credits, not grades, are granted upon successful completion.

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

Departments will consider examinations for credit at least once each semester. The date, time, and nature of the examinations are set by each department. To take an examination for credit, the student must obtain a *Request for Special Examination* form from the Solon Campus Center Information Desk, and complete the outlined procedures. A \$30 fee is required in advance for each examination; in addition, a service charge may be assessed when a nationally standardized examination is given. No exceptions are made for students enrolled for the first time or after an absence from the University.

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

Grades and Grading for Undergraduate Programs

There are 11 permanent grades—A (highest), A-, B+, B, B-, C+, C, C-, D+, D (lowest), and S (ungraded but of at least C [2.00] level performance) that may be assigned when a student successfully completes the work for a course. There are two permanent grades—F and N—that may be assigned when a student does not successfully complete the work for a course.

Incompletes

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

responsibility of the student to obtain an Extension of Incomplete form, get the instructor's signature, and submit the form to the registrar before the deadline.

Withdrawals

The permanent registration symbol W (withdrawal) designates official cancellation of a course and is posted by the registrar only on the basis of an official change in registration. The symbol is assigned in all cases of official cancellation only during the first eight weeks of classes; thereafter withdrawal from classes is not permitted.

Sequence Courses

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

Grading Options

Courses are graded under one of three systems at UMD: mandatory letter grading, mandatory S-N grading, and optional grading in which a student may select either letter or S-N grading. With optional grading, students make their selection of grading system at the time of registration. Changes from the original selection may be made during the first two weeks of a semester by following the cancel-add procedure. The following restrictions apply to the various grading options.

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

Academic Records

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

Students may obtain official or unofficial copies of their transcripts online or by submitting a request in writing to UMD Transcripts, 184 Darland Administration Building, 1049 University Drive, Duluth, MN 55812. There is an \$8 charge for official copies or \$18.00 for rush service. Unofficial transcripts can also be requested from the on-the-spot transcript service at the Solon Campus Center Information Desk. There is no charge for these copies, but students are limited to one copy per visit.

Grades are not automatically mailed to students or their guardians. Grades for a given academic semester are usually available two weeks after the end of the semester.

A student can print or view a Web copy of their transcript and grades by going to <www.d.umn.edu/Register/transcript.html>.

Access to Student Educational Records

In accordance with regents' policy and federal law on access to student records, information about a student generally may not be released to a third party without the student's permission. (Exceptions under the law include state and federal educational and financial aid institutions.) Also, posting lists of examination scores or course grades, or returning test materials to students in ways that make it possible for students to obtain information about other students' scores or grades, is inappropriate. The policy does permit students to review their educational records and to challenge the contents of those records.

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must activate directory suppression via UMD's Web site at <www.d.umn.edu/register> (link to "View/Change your Personal Information") or notify the Solon Campus Information Desk. The regents' policy is available for review on the Web at <www1.umn.edu/regents/policies.html>.

Grade Point Average

A cumulative grade point average (GPA), tabulated by the Office of the Registrar, appears on each transcript. The GPA is determined by dividing the sum of the grade points earned by the sum of the degree credits for which they were earned. Each grade carries the following grade points: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; F=0.00. Credits associated with the grade F are not applied toward the credit total needed for graduation but are included in GPA calculations. The grade N does not carry credits or grade points. The grade S carries credits but no grade points. The amount and quality of work required for a grade of S may not be less than that required for a C (2.00).

Graduation Honors

Baccalaureate degree candidates who have done outstanding work may be awarded special honors upon completion of the senior year, either through graduation with honors, conferral of department honors, or both.

Collegiate honors are designated as *cum laude*, *magna cum laude*, or *summa cum laude*. The decision to award graduation honors lies with the college unit in which the student is enrolled. Each college unit has established criteria to ensure that academic excellence is maintained. The 15 percent of students graduating with honors within each college shall consist of no more than 3 percent *summa cum laude*, 5 percent *magna cum laude*, and 7 percent *cum laude*.

Department honors are designated as "Graduated With Distinction in _____." The decision to award department honors lies with the student's major department.

Students should consult their major departments and college units regarding questions and policies dealing with honors.

Excused Absence Policy

Credit Courses

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

Activities

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

Student Responsibilities

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

Instructor Responsibilities

In general, requested absences are permitted at the instructor's discretion. When permitted, the instructor must work with the student to develop a procedure by which unfulfilled course requirements can be satisfied. In some cases, however, the nature of the course may make attendance throughout the semester absolutely necessary. In these cases, the student has the choice of taking the course and missing the activity or withdrawing from the course.

Supervisor Responsibilities

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

Final Examinations

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

Procedures—Approvals and Exceptions

Credit Courses—An approval request goes through the college curriculum committee to the Office of the Vice Chancellor for Academic Administration.

Activities—The activity supervisor submits the proposed schedule through the proper reporting line to the Office of the Vice Chancellor for Academic Administration.

Appeals

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

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

Absence From Class for Religious Observances

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

Commencement Participation

Students may participate in spring commencement if they can demonstrate that they can fulfill all graduation requirements by the end of fall semester following spring commencement. Exceptions to this policy must be approved by the Vice Chancellor for Academic Administration and are granted only for very unusual and compelling reasons.

Student Academic Grievance Policy

A. Scope and Purpose

1. This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. Academic grievances must be based on a University rule, policy, or established practice claimed to be violated. (This policy does not limit the University's right to change rules, policies, or practices.)

2. This policy does not apply to conflicts connected with student employment or actions taken under the Student Conduct Code or complaints alleging violation of the University's policies of sexual harassment or academic misconduct. Such claims shall be referred to the appropriate office for investigation and review. Any complaint alleging discrimination in the University/student relationship, other than sexual harassment, may be filed either under this policy or with the Office of Equal Opportunity and Affirmative Action, but not both.
3. Students enrolled at any University of Minnesota campus may file academic grievances under this policy.
4. This policy provides an efficient process, allowing for both informal and formal resolutions of conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not include monetary compensation or take disciplinary action against any employee of the University. If, as a result of the outcome of a student grievance, discipline is being considered, a separate investigation will be conducted by the appropriate disciplining member of the administration or his/her designee who will follow the procedures in the relevant contracts, where applicable.

B. Informal Resolution

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

C. Formal Resolution

1. Each college unit designates an academic grievance officer (generally the associate or assistant dean) who reviews formal complaints, interviews the parties involved, and recommends a course of action to the dean, who provides a formal resolution. In the case of involved units without an established faculty, the grievance officer will be a member of that staff.
2. There will be a UMD Academic Grievance Committee and a UMD academic grievance officer for grievances arising from actions of college deans or the vice chancellor of student affairs.

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

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

3. If any of the parties are not satisfied with the unit grievance officer's resolution of the grievance, they may appeal to the UMD academic grievance officer located in the office of the Vice Chancellor for Academic Administration. Based on the written appeal and response, this officer will determine whether or not there are sufficient grounds to hold an appeal hearing. The UMD Academic Grievance Committee will not hear a *case de novo*, but rather will determine whether the parties have been afforded due process. The committee reports its recommendation to the appropriate vice chancellor for review and action. If the recommendation is not accepted, the vice chancellor provides a written explanation of any nonconcurrence.
4. The decision of the appropriate vice chancellor is final and cannot be appealed.

D. Timeliness

1. All complaints must be filed within 90 calendar days after the incident being grieved occurred. A response to the complaint must be filed within 15 working days.
2. Unit grievance officers shall provide a formal resolution, if required, within 30 working days of the date formal action is requested.
3. Appeals of the unit grievance officer's actions must be filed within 15 working days.
4. Timeliness may be adjusted if there are compelling reasons for delay offered by any of the parties.

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

Final Examination Policy

UMD policy requires that final examinations be administered at the time and place prescribed in the final examination schedule for all UMD courses offered for undergraduate credit.

Exemption from this policy may be granted by

the appropriate college dean. Requests for exemption should be initiated by the instructor of record for the course and forwarded through the department to the college dean for action, with an information copy to the registrar. Such requests are considered on a semester-to-semester basis.

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

Examination Scheduling Procedures

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

Examinations Outside of Regular Class Time

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

- The dates and times of the examinations shall be listed in the syllabus and announced on the first day of class.
- The scheduling shall be approved by the department head and the collegiate dean.

Alternative times shall be provided to any student who encounters an academic, work, or health-related conflict.

Final Examination Conflicts

UMD policy provides that no student may be required to take more than two final examinations on the same day. The regular final examination and the common examination schedules are constructed to minimize conflicts.

Conflicts are resolved according to the following policy. Regular final examinations take priority over common final examinations and both take priority over examinations that have been shifted to a time deviating from the published examination schedule. When three or more regular final examinations fall on the same day for an individual student, the first and last scheduled examinations on that day take priority over others. When one regular final examination conflicts with two or more common final examinations, the first scheduled common final examination on that day takes priority over other common final examinations. When three or more common final examinations fall on the same day, the first and last scheduled examinations on that day take priority over others. When one or more common final examinations are scheduled at the same time, priority is given to the earliest class time as determined by the regular class schedule.

Makeup Examinations

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

Sexual Harassment and Sexual Violence

Sexual harassment in any situation is reprehensible. It subverts the mission of the University and threatens the careers and well-being of students, faculty and staff. It is viewed as a violation of Title VII of the 1964 Civil Rights Act. Sexual harassment will not be tolerated at the University of Minnesota. For the purpose of this policy, sexual harassment is defined as follows:

“Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s

employment or academic advancement in any University activity or program; (2) submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.”

Sexual Harassment Policy adopted by the Board of Regents, December 11, 1998, Section I, Subd. 1.

Sexual harassment can occur between members of the same sex, and the victim as well as the harasser may be a woman or a man. The harasser can be a coworker, a supervisor, an administrator in your unit or another unit, or someone who is not an employee but visits your work space. If you believe you are being harassed, whenever possible you should directly inform the harasser that the conduct is unwelcome and must stop. You can also inform your supervisor or administrator to help prevent future incidents and to prevent retaliation.

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

It is the University’s goal to maintain a work environment free from sexual harassment. Supervisors and administrators must take timely and appropriate action when they know or have reason to know that behavior that might be sexual harassment is occurring. Supervisors and administrators who know of, or should have known of, the existence of sexually harassing conduct, can be held individually responsible under the sexual harassment laws.

Consenting romantic and sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client sexual relationships. In the view of the Senate, the professor-student relationship is one of professional and client. The respect and trust

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accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should sexual favors be included among the professor's other, legitimate, demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into a sexual relationship with a student, or a supervisor with an employee, where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

It is the responsibility of the administration of this University to uphold the requirements of Title VII and other laws prohibiting sexual harassment and/or sexual violence. The academic and working environment of the University must be kept free of these negative influences. Sexual violence is an extreme form of sexual harassment involving physical violence against an individual. Such incidents may constitute criminal violations and also are a violation of the sexual harassment policy of the University.

Justice requires that the rights and concerns of both complainant and respondent be fully assured. The University shall make every effort to assure and protect these rights and shall undertake no action that threatens or compromises them.

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

If you know or suspect that sexual harassment is occurring at the University, please contact your supervisor, administrator, or Deborah Petersen-Perlman, Director of the UMD Office of Equal Opportunity at 218-726-6849.

E-mail

E-mail is the University's official means of communication with students. Students are responsible for all information sent via their University e-mail account. Students who forward

their University e-mail account are still responsible for the information, including attachments, sent to the account.

Smoke-Free Campus Policy

Smoking is prohibited in all indoor facilities, including faculty and staff offices and the cafeteria in the Kirby Student Center. The ban also includes all University vehicles, residence halls, and apartments. The smoking ban does not apply to the campus grounds, except in areas near building air intakes and some outside building entrances. Common smoking areas outside buildings are equipped with permanent receptacles, and some areas have seating facilities as well.

Student Conduct Code

I. Introduction

The University of Minnesota regents adopt regulations for governing the University to provide educational opportunities to its students, transmit and advance knowledge, and provide a wide range of services to both students and the general public. To carry out these responsibilities, the University requires a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems. To safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community, and to assure protection of the interests of the University as it seeks to carry out its mission on behalf of the citizens of Minnesota, certain minimum standards of conduct become necessary.

In the past, the University had been guided by a Code of Conduct consisting of rules, statements, and policies stemming from many sources. As the structure of the University expanded and in recognition of the need for the clarification and definition of standards of behavior in contemporary society, the Committee on Student Affairs recommended that the University establish and maintain standards of student conduct.

The president was directed to promulgate these standards of conduct on all campuses with appropriate explanation.

This Statement of Standards was adopted by the Board of Regents in 1970. A revision of Section IV, the Conduct Code, was approved by the board at its December, 1974 meeting. A

revision of the “Procedures for Disciplinary Proceedings—Twin Cities Campus” was approved at the July, 1978 meeting of the board. These revisions were developed through consultation with the Assembly Committee on Student Affairs and are the result of lengthy review by many students, faculty, and staff.

The Policy Statement on Sexual Harassment was approved by the University Senate at its May, 1984 meeting. The policy applies to the entire University and to the conduct of students and employees, including academic staff.

The Statement of Standards, including the conduct code and the Twin Cities disciplinary procedures, and the Policy Statement on Sexual Harassment are published and made available on request to inform all members of the University community of the code, procedures, and standards governing student conduct at the University of Minnesota. Territorial Laws, 1851, Sec. 3; Minn. Const. Art. VIII, Sec. 3.

II. Interest of the University Relevant to a Code

Over a period of years, University adjudicative bodies have decided questions of jurisdiction by identifying University interests. These interests provide a substantial foundation for the building of a code.

1. The University has a primary concern with matters which impinge upon academic achievement and integrity.
2. The University has a fundamental concern with conduct which breaches the peace, causes disorder, and substantially interferes with the rights of others.
3. The University has a special interest in behavior that threatens or actions that imperil the physical and mental health and safety of members of the University community.
4. The University has an obligation to protect its property and the property of members of its community from theft, damage, destruction, or misuse.
5. The University has a commitment to enforce its contractual agreements.
6. The University has an obligation to support and be guided by laws of the land.
7. The University has a concern about behavior repugnant to or inconsistent with an educational climate.

III. The Problems of Dual Membership

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and the University neither substitutes for nor interferes with regular legal processes. Students are also responsible for offenses against the academic community. Therefore, an action involving the student in a legal proceeding in a civil or criminal court does not necessarily free the student of responsibility for this conduct in a University proceeding. When a student is charged in both jurisdictions, the University will decide on the basis of its interest and the interest of the student whether or not to proceed with its internal review simultaneously or defer action.

IV. Conduct Code

The following are defined as disciplinary offenses actionable by the University:

1. *Scholastic Dishonesty*: submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement.
2. *Falsification*: willfully providing University offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; forging, or altering without proper authorization, official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents.
3. *Identification and Compliance*: willfully refusing to or falsely identifying one's self; willfully failing to comply with a proper order or summons when requested by an authorized University official.
4. *University Facilities and Services*: acting to obtain fraudulently (e.g., by deceit, unauthorized procedures, bad checks, misrepresentation) goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of

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- fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of University properties or facilities.
5. *Disorderly Conduct on the Campus:* threats to, physical abuse of, or harassment that threatens to or endangers the health, safety, or welfare of a member of the University community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, research, administrative, and public service functions; obstructing or disrupting disciplinary procedures or authorized University activities; vandalism.
 6. *Theft and Property Damage:* theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the University, a member of the University community, or a campus guest.
 7. *University Rules:* violating other University, college, department, union, and residence regulations that have been posted or publicized. Provisions contained in University contracts with students shall be deemed "rules" under this code.
 8. *Weapons on Campus:* possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the University community, except in those instances when expressly authorized by the head of a University department whose activities properly require the use or possession of any of the enumerated items.
 9. *Disruptive Demonstrations:* intentional participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities of any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, both pedestrian and vehicular, on campus.
 10. *Keys:* possession, making, or causing to be made any key to operate locks or locking mechanisms on campus without proper authorization or using or giving to another a key for which there has been no proper authorization.
 11. *Violations of Federal or State Laws of Special Relevance to the University:* when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against the University community.
 12. *Sound Amplification:* using sound amplification equipment such as a bullhorn on campus or in a campus building without permission of the vice president for student affairs or the vice president's designee, except when such use is authorized for official University purposes.
 13. *Disruptive Noise:* making noise or causing noise to be made with objects and instruments that disturbs classes, meetings, office procedures, and other authorized University activities.
 14. *Attempt to Injure or Defraud:* to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.
 15. *Disruption of University Events:* unauthorized entry upon the playing performance area or the spectator areas of any athletic contest, exhibition, or other event.
 16. *Persistent Violations:* repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's membership in the University.

V. Procedures and Sanctions

If any person is found guilty or pleads guilty to an offense under this code, the sanctions available shall include the following:

1. *Warning and Admonition:* the issuance of an oral or written warning, admonition, or reprimand.
2. *Required Compliance:* carrying out a bona fide University rule as a condition for being admitted or continuing membership in the University; restriction of privileges; restitution; removal from quarters; withholding of diploma and degree for a specified period of time.

3. *Confiscation*: confiscation of goods used or possessed in violation of University regulations; confiscation of falsified identification or identification wrongly used.
4. *Probation*: special status with conditions imposed for a limited time after determination of misconduct.
5. *Suspension or Expulsion*: termination of status in a given course for not more than one calendar year; termination of student status for not more than one calendar year; indefinite termination of student status.
6. *Interim Suspension*: the chancellor may, after evaluating the evidence received, the identification of parties, the safety and well-being of students, faculty, and University property, and, in those cases in which there is an indication that a student's misconduct will be repeated or continued or where the president believes it is necessary to permit the University to carry on its functions, impose immediate suspension with resultant loss of all student rights and privileges, pending hearing before the appropriate disciplinary committee. The student has a right to a prompt hearing before the president or the president's designee on the limited questions of identification and whether suspension should remain in effect until the full hearing is completed.

VI. Repeal of Contradictory Rules

This student code supersedes the definition of student misconduct published in the "Laws and Regulations Governing the University of Minnesota," 1931 edition; sections I and II of the regent actions of June 10, 1914; and any other university, college, or department regulations found in contradiction.

Appeals of Student Discipline

Any student or student organization charged with violation of a University rule or standard must have the opportunity to receive a fair hearing and access to at least one campus-wide appeal. To safeguard the rights of students and student organizations, each campus must have developed and approved an appeals procedure to govern those cases of individual scholastic, nonscholastic, and student organization misconduct heard in original campus jurisdictions. The procedure must reflect the University's concern for both substantive and procedural fairness for the accused student or student organization, including both the

student's/student organization's and institution's right to resolution of a case within a reasonable period of time. The procedure must specifically include sections stating the

1. grounds for an appeal;
2. procedures for filing an appeal; and
3. nature of an appellate review.

VII. Role and Process Levels for the Conduct Code Coordinator, Student Behavior Judiciary Committee, Student Affairs Committee, and Chancellor

The conduct code coordinator receives referrals or allegations from students, faculty, staff, and guests of the University about alleged violations of the conduct code. The conduct code coordinator collects information, interviews the parties involved, and provides the student, if accused, with a statement of his/her rights. Academic offenses are handled by college offices. In all other cases, the conduct code coordinator attempts an informal/mediated resolution of the case or refers it to the Student Behavior Judiciary Committee. If an attempted informal/mediated resolution is not acceptable or the student charged wishes, the case proceeds to the Student Behavior Judiciary Committee.

Level One

The conduct code coordinator will attempt an informal resolution of the case. This process involves the complainant and the accused in a series of discussions that concludes in an agreement between the parties. Regarding student versus student, the written agreement specifies the conditions under which each party will comply in modifying their behavior toward each other, toward the end of resolving the conflict between them. This agreement also specifies the consequences should either party fail to honor the terms of the agreement. Regarding the University versus student, the student will receive a letter specifying the charges and sanctions imposed.

Should this informal resolution process fail to conclude with a statement agreeable to all parties, none of the proceedings of this process shall be admissible by either party in subsequent steps in the UMD conduct code process. Only the original complaint, the evidence gathered in the investigation of the original complaint, and factual information gathered during the informal process will be admissible in further hearings.

Level Two

The Student Behavior Judiciary Committee is responsible for taking action on cases referred to it by the conduct code coordinator based on alleged violations of this code and for advising the vice chancellor for academic support and student life and the Student Affairs Committee on matters related to student behavior.

Level Three

The Student Affairs Committee of the Campus Assembly is the campus-wide student appeal committee and is also responsible for developing and reviewing policies related to student behavior.

Level Four

The chancellor is the final review authority on matters of student discipline at UMD, acting on appeal recommendations from the Student Affairs Committee/Campus Appeals Body.

VIII. Procedures Implementing the Student Conduct Code

Alleged violations of the code are reported to the conduct code coordinator. Any information pertinent to the complaint is collected and reviewed by the coordinator. The parties involved in the allegation are interviewed. In the event the coordinator issues a complaint, the complainant is the University of Minnesota Duluth.

Any student charged with a violation of the code will receive in writing a statement of the complaint including the range of possible sanctions and will be informed of the opportunity to receive a fundamentally fair hearing. If a hearing is held, the accused students will be granted the following rights:

To hear all evidence against them; to present their own case including witnesses; to be accompanied by an advisor or legal counsel in a nonparticipatory role; to question adverse testimony; to receive written notice of the hearing committee's decision; and the opportunity for an appeal if guilt is determined.

If more than one student is charged with misconduct in a related incident, a single hearing may be held for all of the students so charged.

The Student Behavior Judiciary Committee hearings are closed unless the parties agree to an open hearing. All information about the proceedings and the outcome of closed hearings is private.

IX. Appeals

Dispositions by the Student Behavior Judiciary Committee may be appealed to the UMD Campus Assembly Committee on Student Affairs.



At UMD, a firm liberal arts foundation anchors a variety of degree programs, outreach offerings, and selected professional and graduate studies.

Liberal Education Program

The liberal education program is the overall framework around which all UMD baccalaureate degree programs are designed. While depth is achieved through requirements for majors and minors, breadth is achieved by exposure to disciplined inquiry in the liberal education program's ten categories of knowledge.

In addition to providing breadth of knowledge, the liberal education program encourages critical and creative thinking, develops speaking and writing skills, provides practice in analytical study methods, examines basic values, encourages active citizenship and social responsibility, and provides awareness of historical traditions, intellectual and artistic endeavors, global issues and concerns in today's world, and diverse cultural values in the United States. Objectives for each of the ten categories are indicated in the brief statement at the beginning of each category in the following list.

Candidates for any UMD baccalaureate degree must complete the lower division liberal education program. Some baccalaureate degree programs have requirements that exceed those specified here. Students should check their degree program requirements as well as those below.

Most students are expected to complete the liberal education program in their first two years of study. It is the student's responsibility to select, in consultation with an adviser, specific liberal education courses that are prerequisites for upper division courses in their major, minor, or degree programs. Students enrolled in pre-professional programs who do not intend to complete their degree at UMD are not required to complete the lower division liberal education program. However, these students should carefully select liberal education courses in consultation with their adviser to meet requirements of the institution in which they intend to complete their degree, especially if that institution requires the Minnesota Transfer Curriculum.

Advanced standing transfer students who are candidates for a UMD baccalaureate degree may have completed the 40 credits required in the Minnesota Transfer Curriculum at another institution as part of an associate of arts or baccalaureate degree program.

Advanced standing students who have completed an associate of arts or baccalaureate degree at another accredited Minnesota college or university are exempt from UMD's liberal education requirements.

Composition Requirements

Comp 1120—College Writing (3 cr) or its equivalent must be completed during the first two semesters of attendance at UMD as part of the UMD liberal education program or Minnesota Transfer Curriculum. UMD also requires all students to take one advanced composition course. This requirement is clarified under the requirements of the major.

Entering freshmen who score a 3 or above on either of the Educational Testing Service Advanced Placement examinations in English: Literature and Composition or Language and Composition are granted 3 credits for Comp 1120. Credit for Comp 1120 is also granted for a score of 6 or 7 on the International Baccalaureate examination. Students scoring a 32 or above on the ACT are exempt from Comp 1120.

The Department of Composition offers a credit by examination option for Comp 1120 and Comp 3xxx once each semester (excluding summer term).

For more information, contact the Department of Composition.

Liberal Education Program (LEP) Requirements

Students intending to graduate from UMD must complete at least 35 semester credits from the LEP by:

- completing at least one course within each of the 10 LEP categories except where an option is provided. One course is defined as a minimum of two credits from a single course designator (e.g., Econ, Soc, Mu).
- completing one course that emphasizes cultural diversity within the United States. These courses are designated with one asterisk (*).
- completing one course that emphasizes international perspective. These courses are designated with two asterisks (**).

Cultural diversity courses focus on being sensitive to and understanding significant differences among people in the United States. International perspective courses focus on understanding issues or topics in today's world from a global perspective or on understanding cultures and societies different from those in the United States.

Options

1. Students may take two courses from Category 4 and none from Category 5 if the Category 4 courses have two different course designators.
2. Students may take two courses from Category 9 and none from Category 10 if the Category 9

courses have two different course designators. Art and Art History are considered the same course designator.

3. A maximum of 2 credits from approved PE and Rec courses may be included in the total LEP credits but will not be applied to any category.

Category 1—Composition

Courses in this category should develop skills in composition and written communication.

Comp 1120—College Writing (3) or its equivalent

Category 2—Math, Logic, and Critical Thinking

Courses in this category should develop the ability to use and analyze formal symbolic systems. Emphasis should be on the theory and/or development of skills in specific symbolic systems, logic, linguistics and linguistic analysis, mathematics, statistics, and critical thinking.

Geog 2552—Introduction to Maps and Cartographic Methods (3)

Ling 1811—Introduction to Language (3)

Math 1024—Introduction to Contemporary Mathematics (3)

Math 1160—Finite Mathematics and Introduction to Calculus (5)

Math 1234—Freshman Seminar: Topics (3)

Math 1250—Precalculus Analysis (4)

Math 1290—Calculus for the Natural Sciences (5)

Math 1296—Calculus I (5)

Phil 1008—Critical Thinking (4)

Phil 1018—Logic (4)

Stat 1411—Introduction to Statistics (3)

Stat 2411—Statistical Methods (3)

Category 3—Communication, Computer Science, and Foreign Languages

Courses in this category should develop the ability to use and analyze human and computer languages. Emphasis should be on the theory and/or development of skills in the methods of human and computer languages, and rhetoric.

Amln 1103*—Beginning Ojibwe I (3)

Amln 1104*—Beginning Ojibwe II (3)

Amln 2203*—Intermediate Ojibwe I (3)

Amln 2204*—Intermediate Ojibwe II (3)

Comm 1000—Human Communication Theory (3)

Comm 1112—Public Speaking (3)

Comm 1222*—Interpersonal Communication (3)

CSD 1100—Phonetics (2)

CSD 2001*—American Sign Language Studies I (3)

CSD 2002*—American Sign Language Studies II (3)

CS 1011—Introduction to Computers and Software (3)

CS 1121—Introduction to Programming in Visual BASIC (3)

CS 1131—Introduction to Programming in FORTRAN (3)

CS 1135—Introduction to Programming in FORTRAN 90 (2)

CS 1211—Introduction to Programming in C (3)

CS 1511—Computer Science I (5)

CS 2211—Introduction to Programming in Java (3)

Fr 1101—Beginning French I (4)

Fr 1102—Beginning French II (4)

Fr 1201—Intermediate French I (4)

Fr 1202**—Intermediate French II (4)

Fr 2301**—Advanced French (4)

Ger 1101—Beginning German I (4)

Ger 1102—Beginning German II (4)

Ger 1201—Intermediate German I (4)

Ger 1202**—Intermediate German II (4)

Ger 2301**—Advanced German (4)

Ital 1101**—Beginning Italian (3)

Lang 1101—Beginning Foreign Language I (4)

Lang 1102—Beginning Foreign Language II (4)

Lang 1201—Intermediate Foreign Language I (4)

Lang 1202**—Intermediate Foreign Language II (4)

Phil 2011—Philosophy of Language (3)

Russ 1101—Beginning Russian I (4)

Russ 1102—Beginning Russian II (4)

Span 1101—Beginning Spanish I (4)

Span 1102—Beginning Spanish II (4)

Span 1201—Intermediate Spanish I (4)

Span 1202**—Intermediate Spanish II (4)

Span 2301**—Advanced Spanish (4)

Category 4—Physical and Biological Sciences With Lab

Courses in this category should focus on the observation, identification, description, experimental investigation, and theory of natural phenomena.

Biol 1001—Biology and Society (4)

Biol 1011—General Biology I (5)

ChE 2001—Introduction to Environmental Engineering (3)

Chem 1102—Aspects of Chemistry (4)

Chem 1113—Introduction to General, Organic, and Biological Chemistry I (5)

Chem 1151—General Chemistry I (5)

Chem 1161—Honors Course: General Chemistry I (5)

Chem 2172—General Chemistry (4)

Geog 1414—Physical Geography (4)

Geol 1044—Freshman Seminar: Revolution in the Earth's Sciences (3)

Geol 1045—Freshman Seminar: Minnesota's Geologic History (3)

Geol 1110—Geology and Earth Systems (4)

Geol 1130**—Introduction to Environmental Science (3)

Phys 1001—Introduction to Physics I (5)

Phys 2011—General Physics I (4)

Category 5—Physical and Biological Sciences Without Lab

Courses in this category should focus on the observation, identification, description, experimental investigation, and theory of natural phenomena.

Ast 1040—Introductory Astronomy (3)

Ast 1051—Freshman Seminar: The New Solar System (3)

Biol 1087—Freshman Seminar: Darwinian Medicine (3)

Biol 1088—Freshman Seminar: Biodiversity at Risk; Exotic and Invasive Species (3)

Biol 1089—Freshman Seminar: Northland Environmental Issues (3)

Biol 1092—Freshman Seminar: Earth's Life Support Systems (3)

Biol 1093—Freshman Seminar: Biological Illustrations (3)

Biol 1094—Freshman Seminar: Northern Stream Ecosystems and the Angler (3)

Biol 1096—Freshman Seminar: Current Issues in Conservation (3)

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Biol 1097—Freshman Seminar: Topics (3)
 Biol 2763*—Biology of Women (2)
 Biol 2803**—Issues in Global Ecology (3)
 CHE 1011—Introduction to Chemical Engineering (3)
 Chem 1102—Aspects of Chemistry (3)
 Geol 1040—Freshman Seminar: Topics (3)
 Geol 1041—Freshman Seminar: Minerals and Life (3)
 Geol 1042—Freshman Seminar: Natural Disasters and Civilizations (3)
 Geol 1043—Freshman Seminar: Science and Societal Issues (3)
 Geol 1046—Freshman Seminar: Source to Sink (3)
 Geol 1120—Life and Death of the Dinosaurs (3)
 Geol 2350**—Earth's Resources (3)
 Geol 2610—Oceanography (3)
 Hlth 1470—Human Nutrition (3)
 Phys 1011—Ideas in Physics (3)

Category 6—The Social Sciences

Courses in this category should deal with the empirical/descriptive study of individual behavior and social institutions affecting individuals as members of society, including psychological, social, cultural, economic, and political phenomena.

Anth 1604**—Cultural Anthropology (4)
 Anth 1612—Introduction to Archaeology (4)
 Comm 2929**—Intercultural Communication (4)
 Econ 1022—Principles of Economics: Macro (3)
 Econ 1023—Principles of Economics: Micro (3)
 Econ 1063—Freshman Seminar: Business and Public Policy (3)
 Geog 1304*—Human Geography (3)
 Geog 2313—Economic Geography (3)
 Pol 1011—American Government and Politics (3)
 Pol 1500**—Introduction to Comparative Politics (3)
 Psy 1003—General Psychology (4)
 Psy 2021*—Developmental Psychology (4)
 Soc 1101*—Introduction to Sociology (4)

Category 7—Historical and Philosophical Foundations

Courses in this category should focus on the study of societies and/or cultures and the analysis of basic philosophical issues and traditions.

Amln 1120*—American Indians in the 20th Century (3)
 Anth 1601**—Freshman Seminar: Prehistoric Cultures (4)
 Anth 1602**—Prehistoric Cultures (4)
 Comp 1005—Freshman Seminar: Cyber Theory and Practice (3)
 Comp 1015—Freshman Seminar: Honors, Cyber Theory and Practice (3)
 Comp 1506—Freshman Seminar: Literacy, Technology, and Society (3)
 CSt 1004—From Classical Antiquity to Medieval Culture (4)
 CSt 1020—Landscapes, Environments, and U.S. Culture (3)
 CSt 1030*—Frontier Heritage in Canada and the United States (4)
 CSt 1201—American Working Class and Culture: The Struggle for Control (4)
 Econ 1042—Freshman Seminar: The Great Depression and Macroeconomic Thought (3)
 Econ 3031—History of Economic Thought (3)
 Econ 3036—Radical Economics (3)
 Educ 1101—Education in Modern Society (3)

Engl 1802—Freshman Seminar: Asian Culture (3)
 Hist 1025—Freshman Seminar: WWII: War of Technologies (3)
 Hist 1026**—Freshman Seminar: Cold War (3)
 Hist 1027—Freshman Seminar: Intro to Islam (3)
 Hist 1095—Freshman Seminar: Topics (3-4)
 Hist 1207—Dawn of Modern Europe (3)
 Hist 1208—Europe in the Modern Age (3)
 Hist 1304—U.S. History Part I: 1607-1877 (3)
 Hist 1305—U.S. History Part II: 1865-Present (3)
 Hist 2245—Science and Society: 1500-Present (3)
 Hist 2265**—Russia in the 20th Century (3)
 Hist 2355—U.S. Military History (3)
 Hist 2357*—Women in American History (3)
 Hist 2515*—Precolonial Africa (3)
 Hist 2525**—Islamic Societies (3)
 PE 2001—Sport Ethics and Society (3)
 Phil 1001—Introduction to Philosophy (3)
 Phil 1007**—Philosophy and World Religions (3)
 Pol 1610—Politics and Society (3)
 WS 1000*—Introduction to Women's Studies (3)

Category 8—Contemporary Social Issues and Analysis

Courses in this category should analyze contemporary issues and their relationship to individuals and/or social institutions in economic, political, educational, or religious systems.

Acct 2005—Survey of Accounting (3)
 Amln 3106*—Indian-White Relations (3)
 Anth 1095**—Freshman Seminar: Topics (3-4)
 BLaw 2001—The Legal Environment (3)
 Comm 1500—Media and Society (3)
 Comm 2101—Foundations of Mass Communication (3)
 Comp 1007—Freshman Seminar: The Rhetoric of Popular Culture (3)
 Comp 1017—Freshman Seminar: Honors, The Rhetoric of Popular Culture (3)
 CS 1094—Freshman Seminar: Computers and Society (3)
 CSD 2230*—Human Communication Disorders (3)
 CSt 1040*—American Immigrant Heritage (3)
 CSt 1095—Freshman Seminar: Bodies and Culture (4)
 CSt 1096—Freshman Seminar: Topics (3-4)
 CSt 1101—Introduction to Cultural Studies (4)
 Econ 1003—Economics and Society (3)
 Econ 1014—Freshman Seminar: Economics of Income Inequality and Poverty (3)
 Econ 1072—Freshman Seminar: Economics and the Environment (3)
 Econ 1094—Freshman Seminar: Understanding Regional Economic Development in Minnesota (3)
 Educ 1100*—Human Diversity (3)
 Educ 1201—Managing Planet Earth (3)
 FMIS 1601—Consumer Finance (3)
 Geog 1202**—World Regional Geography (3)
 Geog 2306—Environmental Conservation (3)
 Ger 2402**—Germany Today (3)
 Hlth 1100—Health and Wellness Strategies for Life (3)
 IntS 1066**—An Introduction to Britain (3)
 IntS 1070**—An Introduction to Scandinavia (3)
 LSBE 1101—The Business Environment (3)
 Phil 1003**—Ethics and Society (3)
 Phil 2021—Science and Pseudo-Science: Thinking About Weird Things (3)

Phil 2250*—Feminist Issues in Philosophy (3)
 Phil 3242—Values and Technology (3)
 Pol 1050**—International Relations (3)
 Pol 1200—Introduction to Public Policy (3)
 Psy 2023**—Marriages and Families Worldwide (4)
 Psy 2223*—Gender in Society (4)
 Soc 1095—Freshman Seminar: Topics (3-4)
 Soc 1096*—Freshman Seminar: Topics (3-4)
 Soc 1201*—Sociology of the Family (3)
 Soc 1301—Introduction to Criminology (4)
 Span 2540*—Latino Literatures and Cultures (3)
 SW 1210**—Global Issues (3)
 SW 1211**—Freshman Seminar: Global Issues (3)
 SW 1619*—Race, Class, and Gender in the United States (3)
 SpEd 1357*—Individuals With Disabilities in Society (3)
 WS 2101*—Women, Race, and Class (3)

Category 9—Literary and Artistic Expression: Analysis and Criticism

Courses in this category should familiarize students with the basic aims, elements, and principles of interpretation and criticism of literature, folklore, myth, the visual arts, dance, film, music, and theatre. Emphasis should be on principles and techniques of analysis, interpretation, and criticism.

Amln 1106—American Indian Prose, Poetry, and Oratory (3)
 Amln 2105—Survey of American Indian Arts (3)
 Art 1001**—Art Today (3)
 Art 2814*—Creating Across Cultures (3)
 Art 2900—Visual Literacy (3)
 ArtH 1303—History of World Art I (3)
 ArtH 1304**—History of World Art II (3)
 ArtH 2305—Classical Themes in Art History (3)
 ArtH 2390*—American Art of the 20th Century (3)
 ArtH 2815*—Women Artists in History (3)
 Comp 1006—Freshman Seminar: Journal and Memoir Writing (3)
 CSt 1010—Romanticism and Revolution (4)
 CSt 1022—The Bible as Literature (3)
 Dn 1001**—Introduction to the World of Dance (3)
 Engl 1001—Great American Authors (3)
 Engl 1101—Literature Appreciation (3)
 Engl 1507—Time and Place (3)
 Engl 1535—King Arthur in History, Literature, and Art (3)
 Engl 1575—20th-Century Literature (3)
 Engl 1582**—Introduction to World Literatures (3)
 Engl 1585**—Australian and New Zealand Literature and Culture (3)
 Engl 1666—Tales of Terror (3)
 Engl 1801—Freshman Seminar: American Gothic (3)
 Engl 1803—Freshman Seminar: Unseen Reality (3)
 Engl 1805—Freshman Seminar: Satire and Humor (3)
 Engl 1907—Introduction to Literature (3)
 Engl 2571—Contemporary Literature (3)
 Engl 2581*—Women Writers (3)
 Engl 3223—Shakespeare (3)
 FA 1101—Freshman Seminar: Creating Art (3)
 Fr 2315**—French Cinema (4)
 Mu 1001**—Introduction to Music (3)
 Mu 1003—Beethoven to the Beatles (3)
 Mu 1005*—Jazz Studies (3)
 Mu 2001**—Ethnic and Folk Music of the World (3)
 Mu 2003—Survey of American Music (3)
 Mu 2005*—African Roots of American Music (3)

Phil 1021—Classical Mythology (3)
 Th 1001—Introduction to Theatre Arts (3)
 Th 1051—Introduction to Film (3)
 Th 1071—Musical Theatre History (3)
 Th 3871—Playwriting (3)

Category 10—Literary and Artistic Expression: Performance

Courses in this category should provide opportunities for creative expression through participation, production, or performance of literary or artistic expression and should pay significant attention to larger theoretical issues.

Art 1002—Introduction to Art (3)
 Art 1005—Freshman Seminar: Introduction to Art (3)
 Art 1006—Freshman Seminar: Fundamentals of Drawing (3)
 Art 1009—Fundamentals of Drawing (3)
 Art 1015—Freshman Seminar: 3-D Design (3)
 Art 1405—Fundamentals of Ceramics (3)
 Art 1605—Fundamentals of Photography (3)
 Art 1607—Freshman Seminar: Fundamentals of Photography (3)
 Dn 1101—Modern Dance Technique I (2)
 Dn 1111—Jazz Dance Technique I (2)
 Dn 1131—Ballet Technique I (2)
 Mu 1501—Concert Band (1)
 Mu 1502**—Symphonic Wind Ensemble (1)
 Mu 1503**—Symphony Orchestra (1)
 Mu 1504—Chamber Orchestra (1)
 Mu 1505*—Jazz Ensemble (1)
 Mu 1510—Concert Chorale (1)
 Mu 1511**—University Singers (1)
 Mu 1512—Chamber Singers (1)
 Mu 1513*—Vocal Jazz Ensemble (1)
 Th 1099—Production Practicum I (1)
 Th 1111—Acting Fundamentals I (3)
 Th 1199—Performance Practicum I (1)

PE and Rec Courses

A maximum of 2 credits of 1xxx physical education and recreation courses may be included in the total liberal education credit requirement, but these courses are not applied to any category.

PE 1220—Intermediate Swimming (1)
 PE 1300—Ballroom Dance (1)
 PE 1304—Square Dance (1)
 PE 1402—Tennis (1)
 PE 1410—Golf (1)
 PE 1414—Bowling (1)
 PE 1500—Cross-Country Skiing (1)
 PE 1502—Alpine Skiing (1)
 PE 1506—Sailing (1)
 PE 1507—Introduction to River Kayaking(1)
 PE 1508—Flatwater Canoeing (1)
 PE 1510—Whitewater Kayaking (1)
 PE 1512—Fishing Skills (1)
 PE 1530—Rock Climbing (1)
 PE 1600—Physical Fitness (1)
 PE 1601—Aerobics (1)
 PE 1612—Karate (1)
 PE 1614—Self Defense (1)
 PE 1616—Weight Training (1)
 PE 1620—Aikido (1)

- PE 1706—Volleyball (1)
PE 1708—Basketball (1)
PE 1710—Softball (1)
Rec 1201—Outdoor Skills I (2)
Rec 1202—Outdoor Skills II (2)

The Minnesota Transfer Curriculum (MTC)

The Minnesota Transfer Curriculum is a collaborative effort among two- and four-year public colleges and universities in Minnesota to help students transfer their work in general education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for such work upon admission to any other participating institution. This transfer curriculum consists of ten areas of competency and completion of these is certified at the sending Minnesota institution.

Students who transfer to UMD and have completed MTC elsewhere have met UMD liberal education requirements and are not required to complete additional liberal education coursework. If only some, but not all, competencies of the MTC have been completed elsewhere, these competencies will satisfy equivalent competencies at UMD.

Students intending to transfer from UMD to public colleges and universities within Minnesota, and who wish to fulfill the MTC, must adhere to the following general requirements:

- Complete at least 40 semester credits. These could include credits transferred to UMD from another institution.
- Only apply a maximum of 10 credits of S-N courses to the MTC.
- Satisfy the ten specified competencies of the MTC. The list of UMD courses that can be used to do this is available from the UMD Office of Financial Aid and Registrar (139 Darland Administration Building, UMD, Duluth, MN 55812) and can be found online at www.d.umn.edu/registrar/reg_online_courses.htm.