

This is the Introduction and General Information; Education, Service, and Research Centers; and Policies and Procedures sections of the 1997-1999 University of Minnesota, Duluth Catalog

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INTRODUCTION AND GENERAL INFORMATION

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.

Bulletin Use—The University of Minnesota will change to a semester-based academic calendar beginning academic year 1999-2000. This bulletin is the last quarter-based bulletin that will be produced for the University of Minnesota, Duluth. It covers academic years 1997-98 and 1998-99. Information about semester-based academic programs will be provided in the fall of 1998 in semester-transition publications.

This bulletin contains information that is current as of spring quarter 1997.

A student normally may fulfill degree requirements identified in any combination of University of Minnesota, Duluth (UMD) bulletins that have been in effect since entering a college or university and within eight years previous to graduation from UMD. The contents of this bulletin and other University bulletins, 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 Registrar's Office.

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

bulletin in effect at the time of re-enrollment or in a subsequent bulletin printed within eight years previous to graduation from UMD.

This bulletin also is available in alternative formats upon request. Please contact the Access Center, University of Minnesota, Duluth, 138 Library (218/726-8217).

This bulletin also is available in electronic format on the Internet and may be accessed at <http://www.umn.edu/commpub> on the World Wide Web.

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. 2012, 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, 255 Darland Administration Building, 10 University Drive, Duluth, MN 55812-2496 (218/726-6849), or Stephanie Lieberman, 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 bulletin, 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 SBE (726-7966) | Communication Sciences and Disorders 221 BohH (726-7974) | Geography 329 Cina (726-6300) | Pathology and Laboratory Medicine 222 Med (726-7911) |
| Aerospace Studies 2 ROTC (726-8159) | Composition 420 H (726-8131) | Geology 229 HH (726-7238) | Pharmacology 308 Med (726-8512) |
| American Indian Studies 116 Cina (726-8771) | Computer Science 320 HH (726-7607) | Health, Physical Education, & Recreation 110 SpHC (726-7120) | Philosophy 369 ABAH (726-8548) |
| Anatomy and Cell Biology 208 Med (726-7901) | Economics 165 SBE (726-7284) | History 265 ABAH (726-7253) | Physics 371 MWAH (726-7124) |
| Art 317 H (726-8225) | Education 120 MonH (726-7233) | Industrial Engineering 105 VKH (726-6161) | Political Science 304 Cina (726-7534) |
| Behavioral Sciences 236 Med (726-7144) | Electrical and Computer Engineering 271 MWAH (726-6147) | Management Studies 110 SBE (726-8992) | Psychology and Mental Health 320 BohH (726-7117) |
| Biochemistry and Molecular Biology 252 Med (726-7922) | English 410 H (726-8228) | Mathematics and Statistics 140 Cctr (726-8747) | Social Work 220 BohH (726-7245) |
| Biology 211 LSci (726-6262) | Family Medicine 141 Med (726-7916) | Medical and Molecular Physiology 352 Med (726-8551) | Sociology-Anthropology 228 Cina (726-7801) |
| Chemical Engineering 207 Engr (726-7126) | Finance and Management Information Sciences 21 SBE (726-7532) | Medical Microbiology and Immunology 336 Med (726-7561) | Supportive Services Program 78 Cctr (726-8728) |
| Chemistry 246 Chem (726-7212) | Foreign Languages and Literatures 457 H (726-7951) | Music 231 H (726-8208) | Theatre 141 MPAC (726-8562) |
| Communication 465 ABAH (726-8576) | | | Women's Studies 469 ABAH (726-7953) |

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 112,000 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 three broad

functional areas: academic administration, finance and operations, 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.

College units are:

- 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 Services and the Library, are under the jurisdiction of the vice chancellor for academic administration, who also oversees the Natural Resources Research Institute. 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 for the Achievement Center (which includes the Access Center, Career Services, Equity Programs, First Year Experience Program, Supportive Services Program, SERVE, Tutoring Center, and the Women's Resource and Action Center), admissions, records, counseling, orientation and advisement programs, student financial aid, and systems operations and control.

Financial records, collection of tuition and fees, disbursement of funds, parking and transportation, the transportation pool, real estate, inventory, payroll, and loan collections are the responsibility of the vice chancellor for finance and operations. Auxiliary Services, the Business Office, Facilities Management, and the Departments of Human Resources, Intercollegiate Athletics, and Police and Parking report to this vice chancellor unit.

Visit UMD through our home page at <http://www.d.umn.edu/> on the World Wide Web.

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 central resource point for the economic development of the region through community outreach and through an emphasis on the seagrant 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's mission and UMD's distinctive mission within the University system, including fresh water and American Indian issues and research.

Providing an alternative to both large research-oriented universities and small liberal arts colleges, UMD attracts the student looking for a program that emphasizes a personalized learning experience on a medium-sized campus of a major university.

As the second major university site in the state, the campus endorses the following objectives:

- Development of the art of critical thinking.
- Examination of basic values in light of the thought and experience of humankind.
- Preparation for leadership and social responsibility, including tolerance of the ideas of others.
- Encouragement of broad cultural and intellectual interests.
- Development of effective communication abilities.
- Development of vocationally useful abilities.

To help the student achieve these objectives, UMD offers opportunities for many kinds of educational experiences. Students are encouraged to seek the help of teachers, advisers, and counselors, and to take advantage of the many

opportunities for personal growth provided on the campus and in the community. UMD believes that growth is an individual process and that, although the results are not equal for all, education should encourage self-reliance based on self-understanding. Therefore, each student is required to assume final responsibility for his or her own academic progress and personal conduct.

In addition to classroom activities, students benefit from the educational opportunities and enrichment offered through living-learning centers in University housing, special lectures, concerts, the theatre, the library, the art gallery, the many organized student activities, and occasions for informal talks with friends, teachers, and counselors.

Academic Programs

UMD offers the following academic programs:

- 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 and secondary school teaching.
- Master's degree programs in applied and computational mathematics, art, biology, business administration, chemistry, communication disorders, computer science, education, educational psychology, English, geology, industrial safety, liberal studies, music, physics, and social work.
- 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, interdisciplinary archaeological studies, chemistry, public health nursing, geology, microbiology, pharmacology, and physiology.
- All-University Graduate Program (master's and Ph.D.) in toxicology and water resource sciences.

Accreditation

As a campus of the University of Minnesota, UMD is accredited by the Commission on Institutions of Higher Education of the North

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Central Association of Colleges and Schools, 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, Liaison Committee on Medical Education of the Association of American Medical Colleges, Board for Engineering and Technology, American Speech-Language-Hearing Association, Commission of the Computing Sciences Accreditation Board, Council on Social Work Education, and Council for Accreditation of Counseling and Related Educational Programs.

Expenses

Cost of attendance for Minnesota residents who are full-time students living in dormitories is approximately \$11,275 per year. This figure will be lower for students who live at home, carry lunches, or otherwise economize on board and room. Tuition and fees outlined below are in effect during the 1997-98 academic year and can provide a basis for estimating the cost of attending UMD. University tuition and fees are subject to modification by the Board of Regents.

Tuition

Listed below are 1997-98 tuition rates for *lower division*, *upper division*, *Graduate School*, *master of business administration (M.B.A.) degree program*, and *School of Medicine* students. For more information on the resident/nonresident breakdown, see Residence Status in this section of the bulletin.

Undergraduates are in the lower division through the quarter in which they register for their 90th credit, after which they are in the upper division.

Lower division and upper division undergraduates pay the same tuition for 18-20 credits as for 17 credits; the straight per-credit rate is in effect for 1-17 credits and for 21 credits and above. The free 18-20 credit band does not apply to graduate, M.B.A., or medical students.

Note: A base tuition assessment of \$60 is assessed quarterly for all students in addition to the per-credit or term rate.

Resident Nonresident

UNDERGRADUATE¹

| | | |
|--|---------|----------|
| Lower Division ² —all units (per credit) | \$78.40 | \$231.30 |
| Upper Division ² —all units (per credit) | 87.40 | 257.90 |
| Department Master's* | 120.10 | 240.20 |

GRADUATE SCHOOL³ (except M.B.A.)

| | | |
|-------------------------------------|----------|----------|
| Part-time Enrollment: | | |
| 1 credit (total)** | 290.00 | 520.00 |
| 2 credits (total)** | 520.00 | 980.00 |
| 3 credits (total)** | 750.00 | 1,440.00 |
| 4 credits (total)** | 980.00 | 1,900.00 |
| 5 credits (total)** | 1,210.00 | 2,360.00 |
| 6 credits (total)** | 1,440.00 | 2,820.00 |
| Full-time Enrollment: | | |
| 7-14 credits (total)** | 1,660.00 | 3,260.00 |
| Above 14 credits (per credit) | 210.00 | 420.00 |

SCHOOL OF MEDICINE³

| | | |
|--|----------|----------|
| 1-5 credits** | 1,048.75 | 1,910.00 |
| 6-10 credits** | 2,037.50 | 3,760.00 |
| 11-15 credits** | 3,026.25 | 5,610.00 |
| 16+ credits** | 4,015.00 | 7,460.00 |
| Medical Fellow Specialists (per term)** | 121.00 | 121.00 |

M.B.A. PROGRAM³

| | | |
|--------------------|--------|--------|
| (per credit) | 235.00 | 235.00 |
|--------------------|--------|--------|

¹ Lower and upper division undergraduates pay the same tuition for 18-20 credits as for 17 credits; the per-credit rate is in effect for 1-17 credits and for each credit above 20.

² Lower division rates are assessed through the quarter in which students register for their 90th credit. Upper division rates are assessed thereafter.

³ The free 18-20-credit plateau does not apply to medical, graduate, or M.B.A. students.

* College of Education and Human Service Professions (12-18-credit plateau).

** Includes base tuition assessment.

Deposits

| | |
|--|--------------|
| <i>Art</i> | |
| For materials and live model cards as required | \$2.50-35.00 |
| <i>Chemistry</i> | |
| For breakage card | 30.00 |
| <i>Chemical Engineering</i> | |
| Usage card | 30.00 |
| <i>Music</i> | |
| Key deposit | 5.00 |

Special Fees

| | |
|--|---------|
| <i>Base Tuition Assessment</i> | |
| Assessed quarterly for all students in addition to the per-credit or term rate. | \$60.00 |
| <i>Minnesota Public Interest Research Group (MPIRG)</i> | |
| Per quarter (optional) | 2.25 |
| <i>Student Legislative Coalition (SLC)</i> (formerly University of Minnesota Coalition for Higher Education (UMCHE)) | |
| Per quarter (optional) | 1.81 |
| <i>Undergraduate Application Fee</i> | |
| For all except special, summer-only, and UC students | 25.00 |

| | |
|--|---------------|
| <i>Graduate Application Fee</i> | |
| Graduate School | |
| Domestic application | 40.00 |
| International application | 50.00 |
| Master of Education | 25.00 |
| Master of Industrial Safety | 25.00 |
| <i>Computing Fees</i> | |
| Lab access fee (per quarter) | 30.00 |
| Computer network access (per credit up to 18 credits) | 2.00 |
| Laser Printer Use, per page | 0.06 |
| <i>Special Examination Fee</i> | |
| (purchase from cashiers) | 30.00 |
| Duplicate Diploma Fee | 15.00 |
| <i>Duplicate ID</i> | |
| (purchase from cashiers) | 10.00 |
| <i>Placement Service Fee</i> | |
| For graduating seniors | 30.00 |
| For alumni | 40.00 |
| <i>Lockers (annual)</i> | |
| Small or large; includes a \$5.00 refundable padlock deposit | 9.00 or 12.00 |
| <i>Matriculation Fee</i> | |
| (Medical School) | 50.00 |
| Music Instrument Rental | 10.00 |
| <i>Orientation Fee</i> | |
| Fall, winter, spring quarters mandatory fee paid by all new undergraduates | 32.00 |
| <i>Parking Decal (yearly)</i> | |
| Subject to annual change | 63.00 |
| <i>Transcript Fees</i> | |
| Official transcript (per copy; purchase from cashiers) | 5.00 |
| <i>Late Registration Fee</i> | |
| During first week of classes | 10.00 |
| During second week of classes | 20.00 |
| <i>Late Payment Fee</i> | |
| For payment after due date printed on billing statement; also required of agencies that pay student tuition and fees | 15.00 |
| <i>Installment Payment Fees</i> | |
| Allows tuition payment to be made using installment payment plan | 7.50 |

Computer Access Fee

A list of courses requiring a computer access fee is in the *Class Schedule*.

Course Fees

All course fees are listed with individual courses in the *Class Schedule*.

Student Health Insurance

All degree-seeking students registered for 6 or more credits (3 or more credits during summer sessions) must carry health insurance. Students covered by family or other private insurance policies fulfill this requirement. Purchase of this policy provides maternity coverage; accident and sickness benefits up to \$5,000 per accident or sickness; and broad major medical benefits up to \$100,000 over and above the basic \$5,000. The policy is valid 24 hours a day, world-wide, and can be purchased by qualified students for a full 12 months.

For more information, contact the Student Health Insurance Office (218/726-6160).

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 and to register each quarter. The cost to replace an identification card is \$10.

Student Service Fee

The student service fee for the 1997-98 academic year is \$106.30 and \$6.00 for the recreational sports facilities, for a total of \$112.30. This fee is subject to change.

The fee is required of all students registered for 6 or more credits in any quarter and 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 University College) who is 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, subject to change, 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 quarter 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 University College) who is 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.

Refunds

There are two refund schedules: one for new students and one for continuing students.

If *new* students cancel during the first week of the quarter or before, they receive a 100 percent tuition and course fee refund; 80 percent during the second week; 70 percent during the third week; 60 percent during the fourth week; 50 percent during the fifth week; 40 percent during the sixth week; and no refund thereafter. *Note: These refund rates apply to the first quarter of enrollment only. After the first quarter, rates for continuing students apply.*

If *continuing* students cancel during the first week of the quarter or before, they receive a 100 percent tuition and course fee refund; 50 percent during the second week and the first half of the third week; 25 percent during the last half of the third week and the fourth and fifth weeks; and no refund thereafter.

No retroactive refunds are given for either canceling a course or withdrawing from school. The date a student processes a course cancellation via either touch-tone telephone registration or computer or notifies the Information Desk (in the Darland Administration Building) 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 the Registrar's Office 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 calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Chair, 184 Darland Administration Building, 10 University Drive, Duluth, MN 55812 (218/726-7849).

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, 184 Darland Administration Building, 10 University Drive, Duluth, MN 55812, (218/726-7849).

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

Financial Aid

All students requesting financial aid at UMD must submit the Free Application for Federal Student Aid (FAFSA). These forms are available from the UMD Office of Admissions and Financial Aid and high school counselors. The U.S. Department of Education determines a student's financial need from information provided on the FAFSA.

After UMD receives a student's information from the Department of Education, it mails the student a financial aid notification letter. UMD knows that every student has a somewhat different financial situation. A financial aid award package consists of funding from one or more aid programs and helps meet a student's financial need.

Financial aid recipients must show reasonable academic progress to be eligible for federal and state aid. An *Academic Policy* brochure is available for review at the Campus Center Information Desk.

Questions regarding financial aid can be answered in the Customer Service Area in the Campus Center.

Types of Financial Aid

Federal Pell Grants—Federal Pell Grants are awarded to undergraduate students working toward a first baccalaureate degree. In 1996-97, these grants ranged from \$400 to \$2,470. The actual award received depends on the student's family financial situation, whether the student attends school full-time or part-time, and other criteria.

Federal Supplemental Educational Opportunity Grants—These are federal grants awarded to undergraduate students who demonstrate exceptional financial need. Award amounts depend on the availability of funds.

Minnesota State Grant—Minnesota residents who will be enrolled for at least three credits as undergraduates are eligible for a State Grant. Students may not have attended postsecondary institutions more than the equivalent of 12 quarters full time. The actual award received varies based on cost of attendance, financial need, number of credits, and the amount the student is eligible for in the Federal Pell Grant.

University Grants and Scholarships—These are awards supported by foundations, organizations, alumni, and friends of the University. Many of the scholarships are awarded by scholarship committees of the University colleges and departments in consultation with the financial aid office.

Air Force ROTC College Scholarships—These scholarships are available to qualified students regardless of financial need. Grants are based on

applicants' organizational leadership potential as demonstrated by scores earned on the Air Force Officer Qualifying Test, their academic and extracurricular achievements, and the recommendation of an AFROTC scholarship committee. Air Force college scholarships cover tuition, laboratory and associated fees, and textbooks. Additionally, a tax-free allowance of \$150 per month is included during the period the student is in school and on scholarship status. All Air Force scholarships are granted tax free and are available for four, three, or two years. Applications for the four-year scholarship must be made early in the senior year of high school. Students enrolled in the AFROTC leadership development program are eligible for the three- and two-year scholarships and apply through the Department of Aerospace Studies. *Note: All ROTC students enrolled in the Professional Officer Course (junior and senior years) who maintain at least a 2.35 GPA are eligible for a \$3,800 annual grant to offset their college expenses. For more information, contact Air Force ROTC at (218)726-8159; e-mail: air@d.umn.edu.*

American Indian Scholarships—Candidates for state or federal American Indian scholarships who plan to attend UMD must submit the FAFSA. American Indians who are residents of Minnesota may be eligible for special scholarship assistance. Information regarding opportunities for financial assistance from state and federal sources may be obtained from the financial aid minority counselor, 139 Darland Administration Building.

Outside Scholarships—Donors from civic groups, churches, and businesses offer many scholarships to students. Local libraries, high school counselors, and the UMD Financial Aid Office provide listings of available scholarships.

Student Employment Options—The Student Employment Office, 101 Darland Administration Building, has positions available at the University and in Duluth through two employment programs: College Work-Study and Miscellaneous Employment. Job vacancies under both programs are posted outside 129 and 139 Darland Administration Building.

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College Work-Study (CWS) Employment—The Federal and State Work Study Programs fund jobs for students with financial need. CWS gives students a chance to earn money to help pay for educational expenses.

Miscellaneous Employment—Positions are available on campus and in the Duluth community. Students employed by the University must register for a minimum number of credits each quarter: undergraduates, six credits; graduate students and adult special students, three credits.

Federal Direct Student Loans—Federal Direct Student Loans are low-interest loans for students and parents. The federal government makes these loans directly to students and parents through UMD.

For students, Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan, the federal government pays interest on the loan until a student begins repayment.

An unsubsidized loan is not awarded on the basis of need. If a student qualifies for an unsubsidized loan, he or she will be charged interest from the time the loan is disbursed until it is paid in full.

Annual limits for subsidized and unsubsidized loans vary from \$2,625 to \$10,500 for undergraduate students, depending on grade level and status (independent or dependent). Graduate students can borrow up to \$18,500 each academic year; at least \$10,000 of this amount must be in unsubsidized loans.

For parents, the Direct PLUS loan is available. This loan enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half time. The yearly limit on PLUS loan is equal to the student's cost of attendance minus any other financial aid received.

Federal Perkins Loans—A Federal Perkins Loan is a low-interest-rate loan for students who demonstrate exceptional financial need. Federal Perkins Loans are made through UMD. UMD is the lender and the loan is made with government funds. Interest and principal payments begin nine months after a student graduates, leaves school, or drops below half-time status.

Student Educational Loan Fund—The Minnesota Student Educational Loan Fund (SELF) is a loan program for use by Minnesota residents or nonresidents at Minnesota schools. Undergraduate students may borrow up to \$6,000 per year. Graduate students may borrow up to \$9,000 per year. Under the SELF program, the borrower must pay interest while in school. To qualify for a SELF loan, a student needs a credit-worthy co-signer.

Veterans Benefits

Students eligible for veterans benefits should contact the Veterans Resource Center (VRC) on the UMD campus, 102 Darland Administration Building (218/726-8791).

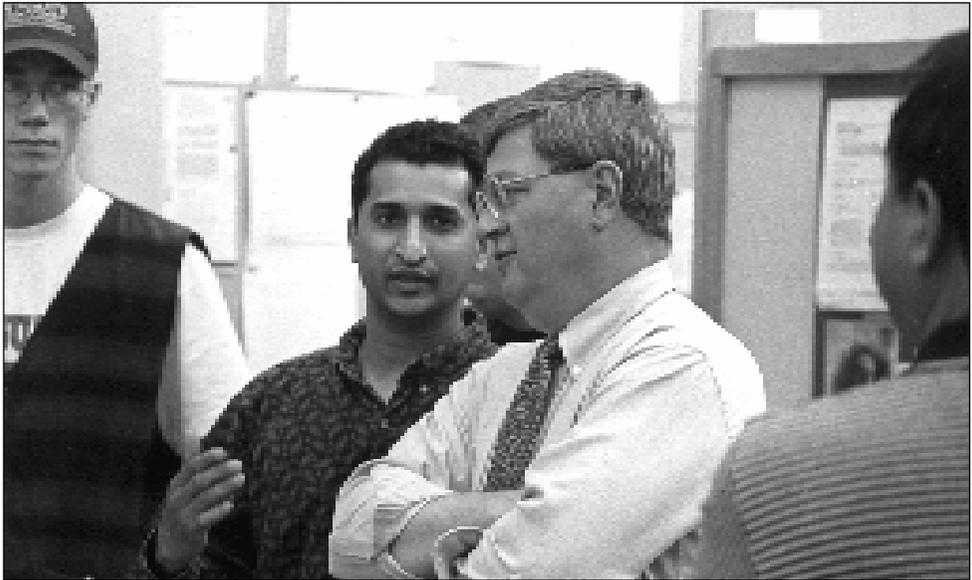
UMD Buildings

The Duluth campus consists of several tracts of land in Duluth's eastern section and outlying areas. The major development is located on the 244-acre campus. A few blocks away, two buildings on the 10-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.

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:
Campus Center Building—Provides offices, computer labs, conference rooms, and classrooms. Houses the Department of Mathematics and Statistics, Career Services, Achievement Center, Admissions Office, and Center for Professional Development.

Darland Administration Building—Provides offices, conference rooms, and special purpose workrooms. Student services, including records and financial aid, are located on the first floor. The upper floors of the building house the Business Office, University Relations Office, Facilities Management, Academic Support and Student Life, University College, the Chancellor's Office, Academic Administration, Research and Technology Transfer Administration Office, and the Graduate School. The Administrative Data Processing Center, printing service, and mailroom are located in the basement.



A biochemistry and molecular biology professor speaks with students at the Undergraduate Research Opportunities Program (UROP) symposium.

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

Marshall W. Alworth Planetarium—The planetarium, located 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, Communication, and Women's Studies. It also contains uniquely designed case-study rooms and several art studios.

William R. Bagley Nature Area—This 13-acre tract is a unique study and recreational area located 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.

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.

School of Business and Economics Building—Houses the School of Business and Economics, which includes a general purpose computer lab and the departments of Accounting, Economics, Finance and Management Information Sciences, Management Studies, and the Center for Economic Development.

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 are on the first floor.

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

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.

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.

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

Montague Hall—Located 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.

Humanities Building—Accommodates the classrooms, studios, and faculty offices of the departments of Art, Music, Composition, English, and Foreign Languages and Literatures; KUMD-FM; a general purpose computer lab; and the offices of the School of Fine Arts.

Voss-Kovach Hall—Laboratories, classrooms, and faculty offices of the Departments of Industrial and Technical Studies, Industrial Engineering, and Music are located in this building.

Library—Contains the Library, the Achievement Center, a large general purpose computer lab, a two-way interactive video classroom/conference room, and instructional space.

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

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

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.

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.

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.

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

Sports and Health Center—Includes a large and small gymnasium; locker rooms; swimming pool; offices for the Department of Health and Physical Education and Recreation and the Department of Intercollegiate Athletics; classrooms; weight rooms, and other special purpose rooms. 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 located near the building, and broomball courts are maintained nearby during the winter.

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 (Stadium, Junction Avenue, Village, Oakland Avenue) are located on campus. See Housing.

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:

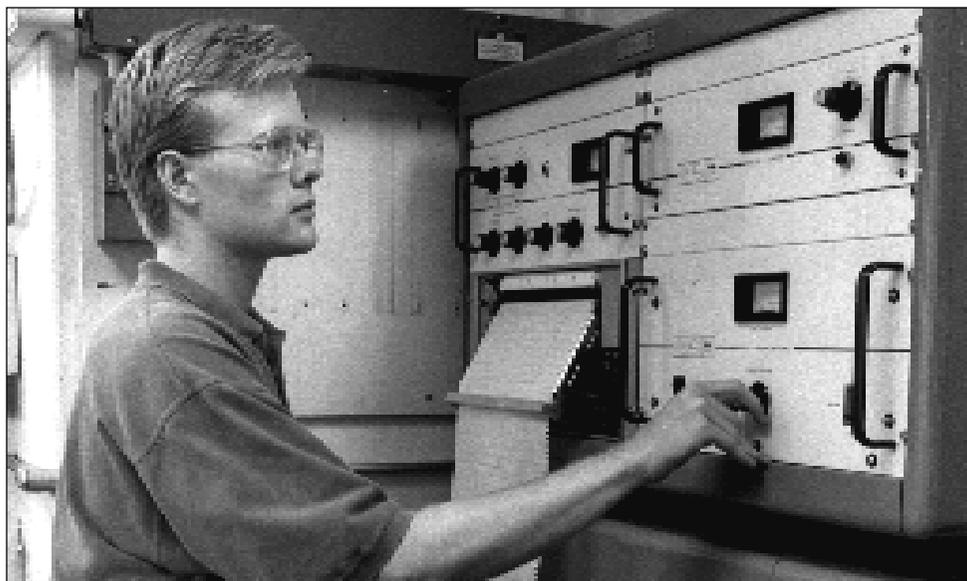
Research Laboratory Building—Originally housing the Laboratory School, this building now provides research office and laboratory space for the Large Lakes Observatory and Geology, School of Medicine, and archeometry research.

Washburn Hall—A former residence hall, Washburn now is used for office and research space for the Sea Grant Program, the Marine Advisory Service, the Cooperative Extension Office, and the South St. Louis County Agricultural Extension Service.

Other Property

Donors also have contributed other property to UMD, including:

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



A chemistry student takes a high resolution spectrum of a rare earth compound.

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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, located at the mouth of the Lester River, provides laboratory space for University scientists.

Research and Field Studies Center—A 280-acre site, formerly the Northeastern Agricultural Experiment Station, now provides facilities for animal holding, plastics laboratories, biological field studies, and materials and equipment storage.

WDSE-TV—Located 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 39,000 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.

Bookstore

Main Street Store—The Main Street Store provides a wide variety of products and services to UMD students, faculty, and staff. Along with textbooks and school supplies, the Main Street Store sells general books, art and office supplies, film, cassettes, and much more. At the end of each quarter, a "cash for books" buyback allows students to receive cash for textbooks they no longer wish to use.

Computer Corner—The UMD Computer Corner, on the second floor of the Kirby Student Center, sells calculators and electronics, computers, and computer software, accessories, magazines, and books. The Computer Corner also sells lab access cards,

acts as a drop off for computer maintenance, and has many demonstration machines and software packages available to view. Educational pricing is available for all students, faculty, and staff of UMD.

Bulldog Shop—The Bulldog Shop, on the second floor of the Kirby Student Center, is the official outlet of UMD clothing and gifts. Sweatshirts, T-shirts, shorts, sweatpants, jackets, mugs, and more are available.

Marketplace—The UMD Marketplace, on the first floor of the Kirby Student Center, sells greeting cards, magazines, posters, health and beauty items, candy, beverages, grocery items, stationery, and more.

Food Services

A complete variety of food services is available, ranging from a la carte dining (including Domino's Pizza, a sandwich bar, and a 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 for use 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.

The 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 of room and board accommodations.

Housing

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, 2404 Oakland Avenue, Duluth, MN 55812-1107. 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, 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—Twenty-four suites and 52 apartments are located in this three-building complex. 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, and compact refrigerator.

The 52 apartments in Goldfine Hall have two bedrooms, one bathroom, living room, kitchen, and eating area. The apartments are furnished similarly to the suites with the addition of stove and refrigerator. 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 the residence halls and suites must choose a meal plan option. Meals are served in the Dining Center, which is located between Kirby Student Center and the residence hall complex.

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, 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 dining-living 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 and study lounges are available in this complex.

Village Apartments—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 located in the Service Center, which is connected to the complex.

Off-Campus Housing—Listings of available privately owned off-campus housing facilities for students are maintained by the Kirby Student Center, 115 KSC. 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 Services

UMD Information Services provides the campus community with high-quality information, computing, audio-visual, and telecommunications tools that support UMD's mission. Information Services works hard to continuously improve facilities and services; help faculty, staff, and students use technology to their best advantage; and provide technical leadership and planning for future applications in these rapidly changing technologies. Specific services include

- cost-efficient, general-purpose computing. Servers running the popular UNIX operating system support advanced document processing, laser printing, electronic mail, statistics, computer graphics, compilers, and other applications. Novell servers provide printing, file storage, and application software for microcomputers across campus.
- a campus-wide network that interconnects the central system computers, many department and faculty computers, the computers in the instructional labs, and student computers in some of the 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.
- two interactive television classrooms that allow students to participate in courses taught at other university locations in the state.
- 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 (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.

Interactive Television and Distance Education

UMD shares courses with other sites using interactive television (ITV). ITV is a two-way audio-video system allowing students and faculty at a variety of locations to see and hear one another. UMD's first use of ITV was with the University's Twin Cities campus, which links all the University's campuses. UMD is also a member of the Northeast Alliance for Telecommunications (NEAT), a regional consortium of all higher education institutions in northeastern Minnesota. Both the NEAT network and the University's network are part of the larger Learning Network of Minnesota, which will connect all higher education institutions in the state. UMD is also a member of the Northeastern Minnesota Telecommunications Network that connects high schools and higher education institutions in the Duluth area.

Intercollegiate Athletics

A wide variety of intercollegiate varsity sports, including eight 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 ice hockey (NCAA Division I). The men's and women's athletic teams are members of the Northern Sun Intercollegiate Conference, 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 (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 tennis), and Lester Park Golf Club (men's and women's cross-country).

Library

The UMD library provides access to services and collections of information resources that coincide with the learning, teaching, and research activities of the UMD community. The collection includes 482,740 volumes, 2,676 current periodical subscriptions, more than 10,000 nonprint items (videotapes, microforms, and sound recordings), and 319,489 government documents. It also houses the Northeastern Minnesota Historical Center collection. During the normal academic year, the library is open 95.5 hours a week Monday through Sunday.

Library staff offer a number of specialized services, including classroom and individual instruction, research, a Health Science Collection that serves the UMD School of Medicine and the professional medical community, and a library staff member to assist those with a physical or sensory impairment.

Students and faculty access information about library holdings using an on-line catalog and a general periodical index in electronic form. These are accessible in the library and from computer labs, faculty offices, and individuals' homes. In addition, the library subscribes to over 30 electronic indexing and abstracting services.

The library actively participates in Minitex, the Minnesota Interlibrary Loan Network. Through this service students and faculty request information resources not available at UMD. Materials are delivered by overnight messenger or fax. Each year the library's interlibrary loan staff handle more than 16,000 requests. In addition to Minitex, the library has access to resources in the United States, Canada, Europe, and the Far East.

Recreational Sports

Recreational Sports offers a wide variety of sports and fitness programs to meet the needs of students and the entire University community. The office, 121 Sports and Health Center, is the center for information on programs, policies, and schedules.

Recreational Sports provides:

- **Intramural Sports**—structured league and tournament competition in individual, dual, and team sports.
- **Life Fitness Sports**—informal and self-structured opportunities to participate in such sports as weight training, jogging, swimming, and pick-up basketball. Fitness and wellness programs are structured and offer activities for all fitness levels.



UMD offers seven varsity sports for women, including basketball.

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- Club Sports—clubs organized about a sport for social and/or competitive purposes.

Each quarter a schedule of programs and facilities hours can be obtained in the Recreational Sports office. Locker and towel service is available.

Recreational Sports has some of the finest facilities and most extensive programming in the Midwest. All students are encouraged to participate in some form of sport or fitness program.

A new academic major in recreational sports programming has been added for those who wish to pursue a degree and profession in this field.

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 inquire at 5 Montague Hall early in the quarter or call the clinic at 726-8199.

Health Services

Health Services (HS), located at 815 East University Circle between Goldfine Hall and Lake Superior Hall, is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Appointments may be made by calling 726-8155. Patients without appointments are seen by the triage nurse.

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. Medications are available at reasonable prices at HS's pharmacy. In addition, HS provides individual and group counseling and therapy services to students experiencing ongoing or situational psychological or behavioral difficulties. Counseling services include chemical abuse counseling; adult children of alcoholics, eating disorder, and self-esteem groups; and stress management and relationship counseling.

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 (726-5616), St. Mary's Medical Center (726-4357), St. Luke's Urgent Care (725-6095), or Duluth Clinic Walk-In (725-3292). These services are at the student's expense. An ambulance for students with serious emergencies can be summoned by calling 911. The University police (726-7000) may transport students with less serious medical problems. For mental health emergencies, call the Miller Dwan Crisis Line (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 a program organized by the Black Student Association Sunday evenings. 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 Adviser

The American Indian student adviser introduces UMD and registers new American Indian 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 100 international students from 25 countries around the world 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 and Naturalization Service regulations.

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 Admissions Office, 184 Darland Administration Building.

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, 815 East University Circle.

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, University for Seniors Office,



More than 100 international students from 25 countries are enrolled at UMD.

MPIRG, Women's Resource and Action Center, Council of Religious Advisers, Black Student Association, International Students' Office, AAA Travel Agency, Student Activities Center, Kirby Program Board, Student Association, Kirby Leadership Institute, Room Reservations, and the *UMD Statesman* office. The center also has a cafe/deli, ballroom, and many meeting rooms. For shoppers, the center offers the Bulldog Shop, the Main Street Store, 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,

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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.

UMD Statesman

UMD's weekly newspaper, the *UMD Statesman*, is written, edited, and managed by students. Every student receives the paper. Subscriptions are paid through the student services fee.

Student Government

The UMD Student Association (SA) is a representative system of student government open to any member of the UMD student body. SA provides an arena in which students can discuss existing University policies and recommend new ones to meet the demands of an ever-changing institution. Its cabinet

consists of a president, an administrative assistant, a vice president of academic affairs, a vice president of business affairs, a vice president of student affairs, and a student representative to the Board of Regents.

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. The organizations are organized into the following categories: recreation, special interest, Greek life, political and social action, religious, professional, departmental, honorary, student government, campus-wide programming, student newspaper, and community service. Stop by the Student Activities Center to find out how to join a student group.



In addition to the basic academic programs offered by UMD and the Graduate School of the University of Minnesota, 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.

Achievement Center

The Achievement Center 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. The Achievement Center also administers Students Engaged in Rewarding Volunteer Experiences (SERVE).

Student equity programs include the Access Center, which serves students with disabilities; Africana Student Services; Hispanic/Latino/Chicano Student Services; Southeast Asian-American Student Services; and the Women's Resource and Action Center.

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

Access Center

The Access Center provides comprehensive academic and personal support to students with disabilities. Commonly provided services include: assistance with adaptive equipment, tutoring, note taking services, sign language interpreters, exam modification, priority registration, advocacy, and problem resolution. Specific services depend on the students' documented needs and are provided upon 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 to faculty and staff.

For more information or to request services, contact the Access Center, University of Minnesota, 138 Library, 10 University Drive, Duluth, MN 55812 (218/726-8217 or 218/726-7380 TTY).

Africana Student Services

This office provides support services to Africana students, including recruitment, 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. Africana Student Services 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. Help is available for choosing courses, majors, and careers; dealing with academic difficulties; identifying internship possibilities; and learning job search skills. Counselors are also available to address the particular concerns of current and potential University College students.

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. Counselors have available a number of tests, information about internships and job opportunities, and information about admission to professional and graduate programs. Students may use the Career Resource Center to learn about different majors, occupations, and employers. Appointments may be made to use the *Minnesota Career Information System (MCIS)*, a computer program, also available in campus computer labs, that includes assessments for lists of occupations and information on education, training, occupations, and employment. Students may also get help with résumé writing, interviewing, other job-seeking skills, and graduate school admission. In addition, Career Services publishes and makes available through its home page (<http://www.d.umn.edu/careers>) *Employment*

Opportunities, a listing of job openings for graduates, and *Opportunities for Experience*, a listing of internship possibilities. Career Services' home page also includes current information about recruiters on campus, special events, and workshops, with links to additional Internet sources for career information and job hunting and employers' home 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 *The UMD Résumé Referral Service*. Registration provides the opportunity to be included in a computerized database for referral to employers requesting graduates or interns, create a customized résumé, and be eligible for on-campus interviews. Seniors who choose not to register must sign a waiver.

To schedule an appointment, contact Career Services (21 Campus Center, 218/726-7985, carserv@d.umn.edu).

First-Year Experience

This office helps students through the transition to college by sponsoring programs and services to enhance new student success such as Academic Orientation, Bulldog Bash, and Parents' Weekend. Students are encouraged to stop by 60 Campus Center, call 218/726-6278, or e-mail pknudson@d.umn.edu.

Hispanic/Latino/Chicano (HLC) Student Services

HLC Student Services provides and facilitates support services to Hispanic/Latino/Chicano students, including recruitment, counseling, academic advising, tutoring, housing and employment assistance, and financial aid counseling.

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

SERVE

SERVE (Students Engaged in Rewarding Volunteer Experiences) is a student volunteer program that benefits both the University and the local community through many projects ranging from distribution of food baskets to tutoring.

Southeast Asian-American Student Services (SEAA)

The goal and mission of the SEAA Office is to recruit, retain, and graduate SEAA students by providing services to assist SEAA students 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 SEAA awareness through the SEAA Association. The office coordinates public events and outreach activities to the SEAA communities through seminars, conferences, forums, speakers, and social gatherings. The office provides educational opportunities for students seeking information about and understanding of the Asian/Southeast Asian culture so they can be effective competitors in the global market.

Supportive Services Program

Associate Professor: Paul Treuer; *Assistant Professors:* Robert L. Flagler, Dale S. Olson; *Instructors:* Kathleen D. Clark, Jill R. Strand

The Supportive Services Program (SSP) offers assessment, advising, tutoring, and developmental courses. Course offerings include skills development in writing, mathematics, study strategies, and a personal development course that emphasizes self-concept and human relationships. Upper division courses in Teaching Assistant, Student Adviser, 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 Campus Center, provides free, walk-in tutoring for all UMD students. Peer tutors selected by academic departments and trained in the Achievement Center are available to help students in accounting, chemistry, computer science, economics, foreign languages, mathematics, physics, and writing.

Women's Resource and Action Center

The Women's Resource and Action Center (WRAC) works to empower women both individually and collectively. It provides extracurricular services to UMD students, staff, and faculty. WRAC maintains networks with women's organizations and services in the region. Located in 193 Kirby Student Center, the women's center is a safe and supportive place for people to meet, study, and relax. It is also a resource center for information about women's issues and events, both locally and nationally. The center maintains a book exchange, a subject file for research and coursework, and a convenient place for messages and announcements.

The Women's Resource and Action Center is not only a specific place but also people,

programs, and services. Throughout the year the center sponsors special events such as well-known speakers, topical seminars, and informal social gatherings. The quarter-time coordinator, work-study student, and volunteers offer advice about University opportunities or make referrals to resources on campus and in the community. They serve as peer counselors and volunteer advocates for a variety of issues, including sexual assault, Title IX (a federal education amendment act that provides protection against exclusion based on gender), and other student issues. Support groups, seminars, and workshops are organized for classes and campus groups on various topics such as interpersonal relationships, workplace issues, and date and acquaintance rape. The coordinator works in conjunction with UMD Health Services to provide education on date and acquaintance rape and sexual harassment.

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



A student synthesizes a new organic compound in the chemistry summer undergraduate research program.

understanding among nations by providing opportunities for international education, cross-cultural research, the exchange of scholars, and the fostering of improved business relations. The institute provides financial support for international scholars who teach and conduct research at UMD. A weekly brown bag speakers series, a monthly lecture series, and a monthly newsletter address issues of international concern and are a major feature of the institute's outreach to the off-campus community.

American Indian Learning Resource Center (AILRC)

College of Education and Human Service Professions

AILRC's primary goal is to encourage American Indian and 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.

Fine Arts Program

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

UMD Theatre stages five major productions during the 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.

The Department of Music offers opportunities for students interested in chorus; band; orchestra; jazz choir, band, and combos; opera theatre; and chamber music. Groups in these areas give regular campus concerts. Some groups tour the state or nation or travel internationally.

The Department of Art 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 for interested students. Interdisciplinary fine arts courses, museum studies, and arts internships are also available.

Institute of Foreign Study Program

The Institute of Foreign Study, an English language school with branches in Osaka and Tokyo, Japan, provides counseling services to Japanese students seeking admission to universities in the United States. The University of Minnesota, Duluth has an agreement with the institute to facilitate the admission and enrollment of Japanese students at UMD. Applicants assisted by the institute must satisfy the normal admissions criteria of UMD.

Instructional Development Service

College of Education and Human Service Professions

Associate Professor: Linda R. Hilsen; Assistant Professor: LeAne Rutherford

A concrete embodiment of UMD's commitment to teaching excellence, the Instructional Development Service (IDS) helps faculty become even better teachers/scholars. 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 concerns itself with formative development as opposed to 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.

MPIRG

The Minnesota Public Interest Research Group (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 reusable/refundable fee of \$2.25 (or \$1.00 per summer term) for the Duluth campus is charged each quarter at registration.

SLC

The Student Legislative Coalition (SLC) lobbies to express student views on University quality, affordability, and accessibility. The optional/refundable fee of \$1.05 for the Duluth campus is charged each quarter at registration.

The Large Lakes Observatory

The University of Minnesota established the Large Lakes Observatory (LLO) on the Duluth campus as part of its institution-wide lake studies initiative. The LLO uses an integrated systems approach to study large lakes in collaboration with other limnological centers in the United States and abroad.

Specific areas of inquiry at LLO include sedimentology, paleoclimatology, isotope geochemistry, geophysical mapping, circulation dynamics, and inorganic aquatic chemistry. Facilities include sedimentological and geochemical laboratories, a small research vessel for nearshore work, high-resolution seismic reflection and side-scan sonar profiling systems, CTDs, current meters, sampling equipment for the water column and lake floor, and computer systems for data analysis and archiving. Access to larger research vessels is readily available from other institutions on Lake Superior and elsewhere.

LLO faculty apply their expertise not only to Lake Superior and the other North American Great Lakes but to large lakes worldwide. Research is in progress on several of the large lakes of the East African Rift Valley, Asia, Central America, Central Asia, the United States, and Canada. LLO works closely with other limnology programs at the University of Minnesota, including the Limnological Research Center (LRC) at its Twin Cities location and the Center for Water and the Environment at NRRI in Duluth. LLO faculty are establishing cooperative ventures with LRC members to jointly supervise graduate students



One of the most successful NCAA Division II programs in the country, football was the first intercollegiate sport at UMD, making its debut in 1930.

studying on the Twin Cities campus, in addition to advising graduate students on the Duluth campus.

Students may pursue graduate studies with LLO faculty through M.S. and Ph.D. programs in geology, an M.S. program in physics, or new M.S. and Ph.D. programs in water resources science that serve the Twin Cities and Duluth campuses.

Minnesota Sea Grant College Program

The University of Minnesota Sea Grant College Program is a partnership between the University of Minnesota, the federal government, the state of Minnesota, and various Minnesota industries. It is a statewide program, and one of 29 programs in coastal ocean and Great Lakes states that make up the National Sea Grant Program. Minnesota Sea Grant's mission is to provide research, outreach, and education on Lake Superior and Minnesota's inland aquatic resources in order to sustain and enhance Minnesota's economy and environment. 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 aquatic resources. Research focus areas include: 1) developing an understanding of ecosystem processes necessary for improved management of Lake Superior, the other Great Lakes, and smaller Minnesota lakes, rivers, and streams; 2) solving current problems associated with stressed aquatic resources; 3) enabling coastal communities to adapt to changing social and economic conditions; and 4) improving and enhancing sustainable economics for coastal regions. Recently funded research areas have included: biotechnology, aquaculture, K-12 marine science curricula, water quality/contaminant issues, public policy, exotic species, and fisheries.

The University of Minnesota Sea Grant's Outreach/Extension Program is our link to the

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, erosion, dredging, shipping, coastal hazards, recreation, and tourism. 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. graduate assistantships for University graduate students working on Sea Grant funded research projects. Sea Grant also provides graduate and undergraduate fellowships to qualified Native Americans through its funding of the American Indians in Marine Sciences (AIMS) program.

Natural Resources Research Institute

The Natural Resources Research Institute (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 members 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 Officers 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 postcollegiate 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 before December 1 of their senior year. College students seeking scholarships should contact UMD's AFROTC unit (218/726-8159 or 1-800-232-1339, press 1, ext. 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 75-minute leadership lab every week. 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 prior to entry into the POC.

Enrollment in the GMC does not confer military status. Normal course progression for GMC students is Air 1101, 1102, 1103, followed by 1201, 1202, 1203.

After successfully completing field training, cadets enter the POC and take a three-credit hour lecture plus the 75-minute leadership lab. 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, cadets receive a tax-free allowance for each month in school. Normal course progression for POC members is Air 3310, 3311, 3312, followed by 3410, 3411, 3412.

Two-Year Program

The two-year program is identical to the POC, available to full-time college students who have at least two years remaining (undergraduate, graduate, or a combination of the two). Entry into the two-year program is highly competitive so it is important to apply as early as possible (no later than January of the year before entering the program). Admitted students enter directly into the POC without participating in the GMC. They satisfy the prerequisite by completing a six-week field training program during the summer immediately preceding their last two years of university study.

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 45 undergraduates and 7 UMD faculty travel to Westhill College in Birmingham 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 and Finland. Spring quarter programs focusing on language, humanities, the social sciences, and education are offered at Växjö University in Sweden. The



A student receives personal advisement at UMD's Academic Orientation.

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. Various full-year or semester programs in English are available at Växjö, Luleå, and Umeå Universities in Sweden or Joensuu University in Finland.

UMD participates in cooperatively sponsored study abroad programs, including those offered by the International Reciprocal Student Exchange Program (IRSEP) and the University of Minnesota, Twin Cities. The International Education Office assists students in finding study abroad options from universities all over the United States to destinations all over the world.

For more information, contact the International Education Office, 108 Cina Hall (218/726-8764, dgood@d.umn.edu).

Summer Session

See the *UMD Summer Session Bulletin*.

Supportive Services Program

See Achievement Center.

Undergraduate Research Opportunities Program (UROP)

The University of Minnesota's Undergraduate Research Opportunities Program (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.

University College (UC)

University College—Duluth

Degree and selected certificate programs are offered through University College at UMD. UC also offers special credit and noncredit conferences and workshops held at both on- and off-campus locations. Students who plan to use credits earned through UC to meet UMD degree requirements must meet all UMD curricular requirements as stated in this bulletin. In addition, students must establish contact with their chosen major departments and apply for admission to the appropriate school or college at UMD through the Office of Admissions. Students enrolled in day courses may concurrently enroll in a maximum of two UC courses (cross-register) at the time of their day-school registration if space allotted for cross-registration is available. These courses are included on their UMD (day school) fee statement and billing, and are automatically added to their day school transcript.

There are restrictions on the total amount of credits earned through UC that may be applied toward a Graduate School degree; students should contact the Graduate School well in advance of beginning studies for information about these restrictions.

A UC bulletin is available in early July. For more information, contact University College, University of Minnesota, 403 Darland Administration Building, Duluth, MN 55812.

University College—Twin Cities

University College provides educational opportunities for highly motivated students who need flexibility in using the resources of the University of Minnesota to achieve their bachelor of arts or bachelor of science degrees. UC serves the University through two degree programs: the Inter-College Program (ICP) and the Program for Individualized Learning.

Inter-College Program (ICP)

ICP offers students a credit-based, individualized program that draws upon courses and resources from throughout the University community. The degree program provides an alternative to traditionally structured majors by allowing students to combine coursework from more than one college to achieve their educational goals. To be admitted to ICP, students must develop a personal degree plan that includes a comprehensive statement of educational goals and a list of the courses and resources to be used in the individual degree program.

Program for Individualized Learning

The program offers a distinctive B.A. or B.S. degree for intellectually independent students. Students select the Program for Individualized Learning (PIL) because they want to develop specialized or interdisciplinary fields of study, incorporate knowledge gained from independent learning into their degree programs, and have greater responsibility for the nature and scope of their education. To be admitted, students must demonstrate, through the PIL application, their ability to undertake a self-directed, individualized degree program.

Students in the Duluth area who want to learn more about University College degree programs and how those programs can serve them should contact UMD Career Services to pick up a bulletin. Students may also contact the programs' main offices on the Twin Cities campus. For information write or call University College Individualized Degrees, University of Minnesota, 107 Armory, 15 Church Street S.E., Minneapolis, MN 55455 (612/624-4020).

Policies and Procedures



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 handles 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 study abroad, field trips, student teaching, internships, and fieldwork.

Inquiries regarding UMD's policy and guidelines for accommodating students with disabilities may be directed to the Access Center, University of Minnesota, Duluth, 138 Library, 10 University Drive, Duluth, MN 55812.

High School Preparation Requirements

UMD requires students take at least the following high school courses in grades 9-12 in preparation for University work: a) four years in English with emphasis on writing and including instruction in reading and speaking skills and in literary understanding and appreciation; b) two years in social studies, including American 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. In addition, one year of instruction in the arts (music, drama, visual arts) and familiarity with microcomputers and common types of software are recommended.

The visual and performing arts are an integral part of life at UMD; therefore, in addition to the other areas of academic preparation outlined above, UMD encourages students to participate in creative expression and the fine arts as they prepare for University life and the contribution they will make to UMD.

Four-Year Graduation Plan

Incoming fall freshman have the opportunity to participate in UMD's four-year graduation plan. Under this plan if a student is unable to graduate within 12 continuous quarters 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 collegiate 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 on or before the beginning of the first quarter of registration.
- Have a declared major upon admission.
- Enroll as a full-time student (45 credits per year) and maintain continuous registration for 12 quarters.
- 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

The Admissions Office is where admission information may be obtained and campus visits may be arranged by calling toll free 1-800-232-1339 or 218/726-7171. Correspondence regarding admission to any UMD school or college should be addressed to the Admissions Office, University of Minnesota, Duluth, 184 Darland Administration Building, 10 University Drive, Duluth, MN 55812-2496.

Admission applications should be submitted by February 1 for fall quarter and at least six weeks

before the start of winter and spring quarters. Applications are available at all Minnesota high schools and the UMD Admissions Office. When applying, follow these procedures:

- 1) Complete an application (special students file a special student application).
- 2) Specify on the application the school or college—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—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., fine arts, business, humanities, teaching) should indicate this and are enrolled in the appropriate school or college. 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 \$25 application fee to the application. Special students (see Special Students) are exempt from this fee.
- 4) Request that appropriate official transcripts be sent to the Admissions Office:
 - Freshmen—transcript from high school(s)
 - Transfer students with fewer than 40 quarter credits attempted—transcript from high school(s) and previous college(s)
 - Transfer students with 39 or more credits attempted—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 the admission decision is made approximately one week after the completed application is received.

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. Students seeking exception to admission requirements must petition the appropriate school or college. Petition forms are available from the Registrar's Office or the college student affairs offices.

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) will be 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 or required. For more information, see the Educational, Service, and Research Centers section.

Special Students

Special students are admitted by the University's schools and colleges as determined by the student's educational objective. Special students are not degree candidates and are admitted only for a specific period of time; permission to reenroll must be granted by the college unit. Individuals who might qualify for admission as special students include older students and high school or college graduates who wish to take a limited number of courses

and do not intend to earn a degree; high school students who, with the approval of their high school counselors or principals and their parents, may be considered for concurrent college and high school registration; college graduates who have not been admitted to graduate programs and who want to upgrade their basic preparation for graduate school or for vocational purposes; and students who have completed degrees but are working toward additional licensure.

Special students are not required to pay an application fee. They must file a special student application and follow all registration policies and procedures.

School of Business and Economics—Persons admitted as special students are not candidates for degrees offered by the School of Business and Economics, although they may apply to take classes. Each special student application is processed individually, and a decision on admissibility is made by the assistant to the dean for student affairs. A personal interview may be requested. As a general rule, the criteria for special student admission outlined above are followed. Students admitted under this status usually have plans for limited enrollment. Those planning to attend after they have completed 39 quarter credits will be asked to transfer to regular student status.

College of Education and Human Service Professions, School of Fine Arts, College of Liberal Arts, College of Science and Engineering—Special students are not candidates for degrees, but are granted the privilege of enrolling in courses for which credit may be earned. Special students may apply for admission as regular students at a later date and may apply credits earned under special status toward a degree.

Senior Citizens

Minnesota residents who are 62 or older may take University courses for \$6 per credit or audit them without charge if they meet necessary prerequisites and space is available after tuition-paying students are accommodated. Written confirmation must be obtained from the instructor after the first class meeting. Registration should then be completed

at the student contact area of the Registrar's Office, 104 Darland Administration Building. Any laboratory or materials fees must be paid by the student. For more information, contact the Registrar's Office.

Graduate Students

College of Education and Human Service Professions—This college offers the master of education program. Students interested in enrolling in this program should refer to the appropriate headings in the Colleges and Schools section of this bulletin for information about admission criteria and procedures.

Graduate School—Any student with a U.S. bachelor's degree or a comparable foreign degree from a recognized college or university 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.) At UMD, programs for the master of arts degree are offered in art (emphases in art studies, studio art), communication sciences and disorders, educational psychology (emphasis in counseling), and English. Programs for the master of science degree are offered in applied and computational mathematics, biology, chemistry, computer science, geology, and physics. In addition, the master of business administration, the master of liberal studies, the master of music, and the master of social work degrees are offered. 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. Cooperative programs offered at both the master's and doctoral levels include biochemistry, interdisciplinary archaeological studies, microbiology, pharmacology, and physiology. Cooperative arrangements offered solely at the doctoral level include chemistry and geology. For more information, consult the Colleges and Schools section in this bulletin or the Graduate School Office, 431 Darland Administration Building, University of Minnesota, Duluth, MN 55812.

International Students

Citizens of foreign countries are encouraged to apply for admission to UMD. Applicants are evaluated on an individual basis, with consideration given to the academic record of each student in relation to the educational system of her or his native country. Students applying must show evidence of exceptional academic achievement and probability of success at UMD. Letters of reference from individuals under whom the applicant has studied and evidence of good health are required. 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.

International undergraduates entering UMD during summer session or fall quarter may be admitted with a TOEFL score of 500-549 and will be required to enroll in an English as a Second Language (ESL) course during their first summer session or fall quarter. Undergraduates with a TOEFL score of 550 or above will be considered for admission at any time and may be required to enroll in a beginning or advanced ESL course following advisement. The operational standard for admission to the Graduate School is a TOEFL score of 550; individual programs may require a higher TOEFL score.

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

School of Medicine, Duluth Students

The School of Medicine considers applicants who are residents of Minnesota; Ashland, Bayfield, Burnett, Douglas, Iron, Price, Sawyer, and Washburn counties of Wisconsin; the Canadian province of Manitoba; and underrepresented minority applicants (as defined by the Association of American Medical Colleges) regardless of residency, who wish to become family practice

physicians in a rural or small-town setting. Residents of other states and citizens of other countries who are not permanent U.S. residents are not considered for admission.

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 physician, and experience in a medically related field. Applicants also will be 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 will 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.

Summer Session Students

Regular University courses are offered during one three-week term, two five-week terms, as well as special terms, each summer at UMD. All regularly enrolled students may attend summer session and admission as summer-only students is open to all who wish 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 day courses during the subsequent academic year must apply for regular admission, meeting admission requirements described previously in the sections on admission criteria.

A summer session bulletin is available in early February. The bulletin contains all necessary registration forms, explanations of procedures, and listings of course offerings. For more information, write to the Office of Summer Session, University of Minnesota, Duluth, 403 Darland Administration Building, Duluth, MN 55812.

Planning to Transfer?

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

Preparing for Transfer

If you are currently enrolled in a college or university:

- Discuss your plans with the campus transfer specialist, Admissions Office, 184 Darland Administration Building (218/726-7171).
- Call or visit your intended transfer college. You should obtain the following materials and information:
 - college catalog
 - transfer brochure
 - information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher GPA.
 - information on financial aid (how to apply and by what date)
- After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admissions officer at your intended transfer college 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: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”
- If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission

- 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 written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
- Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
- If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.
- If you have questions about your evaluation, call the Admissions Office and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If you are not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

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.

- A copy of the formal appeals process.
Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help; 2) department or committee will review; 3) student receives, in writing, the outcome of the appeal; 4) student can appeal decision to 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 your campus transfer specialist.

Transfer Students from Outside the University—Fewer Than 39 Credits Attempted

Students with prior college work but fewer than 39 quarter credits attempted will be 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) successful completion of at least 75 percent of all college work attempted.

Students who are not in the upper half of their high school class or who have a General Equivalency Diploma (GED) will be selectively admitted on a space-available basis if they meet requirements (b) and (c) in the above paragraph. Students whose high school rank is 25 or lower will be admitted only if they are residents of northeastern Minnesota. See the Freshmen section for information about academic assessment.

Transfer Students from Outside the University—39 or More Credits Attempted

Students who will have completed 39 or more quarter credits of baccalaureate-level college work should request admission with advanced standing. Official transcripts from all high school(s) and colleges or universities previously attended must be provided before a decision can be made.

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, except for the upper

division composition requirement or other courses considered requirements of the particular major.

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

School of Business and Economics—Admission requirements are: a) students who have attempted 40 to 74 quarter 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); b) students who have attempted 75 or more quarter 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 admitted to the 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—Transfer students with 40 or more credits attempted must have a cumulative GPA of at least 2.00 and must have successfully completed at least 75 percent of all credits attempted. For the School of Fine Arts, grades of C or above must be earned in all credits to be transferred to the major. 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.Ch.E., B.E.C.E., B.I.E.) unless the following course in the sequence is completed with a grade of C or better.

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. This form may be obtained from the Registrar’s Office or college student affairs offices on each campus. The completed form should be returned to the Registrar’s

Office on the campus from which the student is transferring. Requests must be submitted at least 60 days before the beginning of the quarter for which transfer is desired.

School of Business and Economics—Students seeking transfer to the School of Business and Economics from another college unit of the University of Minnesota and who have attempted fewer than 40 quarter credits are automatically admitted after filing a completed Request for Change of College. Students who have attempted 40 to 74 quarter credits must have an *overall* GPA (GPA for all college work attempted at any institution) and a *transcript* GPA (GPA for all work attempted at the University of Minnesota, including University College) of at least 2.00. Students who have attempted 75 or more quarter credits must have an overall, transcript, and internal GPA (GPA for 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 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. For the College of Science and Engineering, students must have at least two quarters of residence at the University in order to transfer to CSE.

Readmission

Students previously registered at UMD may be readmitted, exclusive of Summer Session, if they meet the academic standing policy of their intended school or college and have no record holds. For questions about readmission or for a *Class Schedule*, call the Registrar's Office (218/726-8792). For other questions, call the Registration Help Desk (218/726-8593). Students seeking exceptions to the academic standing policy must petition the appropriate school or college.

See the appropriate college section of this bulletin for each unit's policy.

Orientation

Academic orientation at UMD helps new students become integrated with the academic community by helping them understand the value of higher education and the expectations of the University. During orientation, students plan their academic programs, register for courses, and learn about the educational aspects of the University. An orientation 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. Social orientation is the focus of UMD's fall welcome program Bulldog Bash, which introduces new students to the University's curricular, cocurricular, social, and student services components.

Registration

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

Advisement

Each UMD student is assigned a faculty or professional adviser according to the course of study, major, or curriculum the student plans to follow, as indicated on the Application for Admission. When the student's interests or major objectives change, the student should request a change of adviser at the office of the college that offers the desired program or major.

Students should establish a close working relationship with their academic adviser. The adviser will help them develop a better understanding of their responsibilities, the requirements of their curriculum, and other regulations.

Auditing Courses

To audit a course, a student follows the same registration procedures and pays the same 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 registration symbol V must be used; upon completion of the term, the V will be recorded on the transcript. Registration for a course as an auditor must be completed before the end of the second week of the quarter.

Cancel/Add

Cancel/add requests can be processed after the 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 telephone or computer terminal registration. Once the quarter begins, instructor approval is required to add a course. Courses may be added during the first two weeks of the quarter 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 sixth week of the quarter. 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 would be assigned a W. For courses canceled during the first two weeks of the quarter, no record is maintained. Courses canceled during the third through sixth week are noted with a W on the transcript.

Classification of Students

For the purpose of assigning registration priority, students are assigned to class years according to the number of credits they have completed, as follows: 0-39, freshman; 40-79, sophomore; 80-119, junior; 120 and above, senior.

For the purpose of assessing tuition, the University classifies undergraduate day students into lower division and upper division levels. Students are placed in the lower division through the quarter in which they register for their 90th credit; after this point, they are classified in the upper division.

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

UMD undergraduates have the opportunity to register concurrently at the College of St. Scholastica and the University of Wisconsin-Superior, as well as in University College (UC) at UMD.

Cross-registration with the College of St. Scholastica and the University of Wisconsin-Superior—Students registering and paying fees for at least 12 day school credits at UMD may register for a combined maximum of two courses per term at the College of St. Scholastica and at the University of Wisconsin-Superior. Additional UMD tuition charges for the cross-registered courses will be computed as if the courses had been taken at UMD. Information and registration forms are available at the Registrar's Office, 104 Darland Administration Building.

Cross-registration with University College—UMD day students registered and paying fees for at least one day school course can cross-register into a maximum of two UC courses. Additional UMD tuition charges for the cross-registered courses will be computed as if the courses were UMD day courses. Information is available at the Registrar's Office, 104 Darland Administration Building.

Cross-registration with UMD day school—UC students registered and paying fees for at least one UC course can cross-register into a maximum of two day school courses on a space-available basis, in which case UC fees are paid for the cross-registered courses. UC students must be academically eligible for the courses or obtain permission from the academic department. More information is available at the Office of University College, 403 Darland Administration Building.

Admitted day or UC students having a cumulative credit load (day and UC) of 12 or more credits will be considered full-time students for internal and external verification purposes.

Forfeit of Enrollment

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

Immunization Requirements

All students enrolled in a Minnesota college or university for more than one course must provide dates of immunizations against measles, 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 *must* complete an immunization form (even those with the above exemptions) and return it to UMD Health Services.

Late Fees

There are two types of late fees, the late registration fee and the late payment fee. A late registration fee of \$10 is assessed students who register during the first week after the quarter begins; \$20, during the second week. A late payment fee is assessed if tuition is paid after the due date printed on the fee statement.

Repeating Courses

Students may retake a course in which they received a grade lower than C- or an N. Only the last passing grade earned will be used in calculating the GPA. Students receiving a grade of C or above or an S must obtain department permission before retaking a course. Credits can be applied toward graduation requirements only once. Students must notify the Registrar's Office when a course is being repeated.

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 lower than C- or an N was originally assigned. Students may not retake a course at another college to replace a grade received at UMD.

Withdrawal From the University

To withdraw from all academic coursework at the University, a student must go to the Information Desk in the Darland Administration Building. Students withdrawing from the University after the sixth week of the quarter must be doing satisfactory work in order to receive the symbol 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.

Scholastic Progress

Academic Standing

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

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

All 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

Degrees from the University of Minnesota are granted by the Board of Regents on recommendation of the faculty. Degree requirements include the following:

- Undergraduates must meet all course, credit, and grade average requirements of the University school, college, or division in which they are enrolled, including the liberal education requirements.
- Undergraduates must meet residency credit requirements specified by the school or college from which they will receive their degrees. In addition, degree candidates must present at least 45 degree credits 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 bulletin.
- 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 the degree two quarters before their expected commencement date; all degrees requested must be on this application. Graduates receive their diplomas approximately three months after commencement.

Liberal Education Program

UMD's liberal education program develops the art of critical thinking; examines basic values in light of the thought and experience of humankind; and prepares students for leadership and social responsibility, including tolerance of the ideas of others, encouragement of broad cultural and intellectual interests, and development of effective communication abilities.

The program's required lower division curriculum ensures that students acquire a background in each of the four broad areas of knowledge specified and develop adequate communication skills. The upper division program involves in-depth study in an area or areas of interest to each student and is an integral part of a student's major or specialized degree program.

Students who are candidates for any baccalaureate degree are required to complete at least the lower division liberal education program as presented on the following pages. Some baccalaureate degree programs have requirements that exceed those specified here. Students should check requirements for their degree programs, as well as those presented here. Advanced standing transfer students who are candidates for a baccalaureate degree and have completed at another institution an associate of arts degree or a baccalaureate degree program that contains a minimum of 45 credits of coursework comparable to the coursework required for the UMD lower division liberal education requirements are considered to have met the UMD lower division liberal education requirements. Such students will not be required to complete additional lower division liberal education coursework.

Most students will probably not complete all requirements, although described as a lower division program, in their first two years of study. It is the student's responsibility to select, in consultation with their advisers, the specific liberal education courses that best serve their needs. In planning their lower division programs,

students should take courses that are prerequisites for upper division courses in the major, minor, or degree programs selected. Students enrolled in preprofessional programs who do not intend to complete degrees at UMD are not required to complete the lower division liberal education program. However, such students should carefully select liberal education courses in consultation with their adviser to meet the requirements of the colleges or institutions in which they intend to complete their degrees.

Composition Requirements

Comp 1120—College Writing (5 cr) or its equivalent must be completed during the first three quarters of attendance at UMD as part of the UMD liberal education program or the Minnesota Transfer Curriculum. UMD also requires all students to take one upper division composition course. This requirement is clarified under each program's description.

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 5 credits for Comp 1120 after completing the word processing component of Comp 1120 or passing the Comp 1100 test-out. Credit for Comp 1120 is also granted for a score of 6 or 7 on the International Baccalaureate examination. Students may complete the word processing component of Comp 1120 either by taking Comp 1100 or passing the Comp 1100 test-out. Students scoring a 32 or above on the ACT are exempt from Comp 1120.

Examination for Credit—Students who have earned transfer credit in composition without the required Comp 1120 word processing component may complete the requirement either by successfully completing Comp 1100 for credit or earning credit by examination for Comp 1100.

The Department of Composition offers the Comp 1100 and Comp 1120 tests once each quarter (excluding summer sessions).

For more information, contact the Department of Composition.

Minnesota Transfer Curriculum

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 are certified by the faculty at the sending institution. Admission to UMD or to another institution is an issue separate from transfer. Transfer students must meet all necessary admission requirements.

Students who choose not to complete a transfer curriculum will continue to have their courses evaluated for transfer by existing lists of course equivalencies.

Students who transfer to UMD and who have completed the entire Minnesota Transfer Curriculum at another institution will be considered to have satisfied the UMD Liberal Education Program.

Distribution Requirements

In addition to the composition requirements, a minimum of 48 credits are required from four categories of knowledge (minimum of 55 credits for Minnesota Transfer Curriculum). No more than five courses in any one of the four categories can be counted toward the total liberal education requirements. (*Note:* See Requirements for the Bachelor of Arts Degree under College of Liberal Arts in the Colleges and Schools section.)

A maximum of 4 credits of physical education (PE) courses numbered 1199 to 1799 and recreation (Rec) courses numbered 1206 to 1799 may be included in the 48-credit distribution requirement, but such credits will not be applied to any category. (See the physical education and recreation course descriptions for the eligible courses.)

A maximum of 15 credits of S-N courses may be applied to the liberal education requirements or the Minnesota Transfer Curriculum, and a maximum of 5 of these credits may be applied to any one of the four categories listed below.

Cultural Diversity and International Perspective Requirements

All entering freshmen fall of 1993 and later will be required to complete at least one course of 4 credits or more emphasizing cultural diversity and at least one course of 4 credits or more emphasizing an international perspective. These will also be required for students following the Minnesota Transfer Curriculum. The 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 from a global perspective or on understanding cultures and societies different from the United States. Liberal education courses that meet the cultural diversity requirement are indicated by *. Liberal education courses that meet the international perspective requirement are indicated by **. Other courses that meet these requirements are listed below.

The following courses satisfy cultural diversity requirements but are not part of any of the categories below.

HmCl 3023*—U.S. Folklore and Folk Culture (4)
HmCl 3280*—Civil Rights as a Cultural Phenomenon (4)

Category I: Communication, Language, Symbolic Systems

Liberal Education Program (LEP): 2 courses with different prefixes, from anywhere in the category.
Minnesota Transfer Curriculum (MTC): 2 courses with different prefixes, one from each subdivision.
All foreign language courses count as one prefix.
Maximum of 5 courses for either LEP or MTC.
See B.A. degree requirements.

Subdivision A. Math, Logic, Critical Thinking

Educ 1111—Developing Critical Thinking Skills (4)
Ling 1811—Introduction to Language (4)
Math 1156—Finite Mathematics (4)
Math 1160—Calculus: A Short Course (4)
Math 1296—Calculus I (5)
Math 1297—Calculus II (5)
Phil 1001—Problems of Philosophy (4)
Phil 1008—Critical Thinking (4)
Phil 1018—Logic (4)
Stat 1565—Elementary Statistics (4)

Subdivision B. Communication, Computer Science, Foreign Language

Amln 1103-1104—Beginning Chippewa (3 each)
Amln 1203-1204—Intermediate Chippewa (3 each)
Comm 1000—Human Communication Theory (4)
Comm 1112—Public Speaking (4)
Comm 1222*—Interpersonal Communication (4)
CS 1010—Introduction to Computers and Software (4)
CS 1411—FORTRAN 90 Programming (4)
CS 1421—Introduction to the C Programming Language (4)
CS 1500—Introduction to Programming in Pascal (3)
CS 1501—FORTRAN Programming (3)
CS 1530—BASIC Programming (3)
CS 1621-1622-1623—Computer Science I-II-III (5 each)
CS 1621H-1622H-1623H—Computer Science I-II-III (5 each)
Fr 1301-1302-1303—Beginning French I-II-III (4 each)
Fr 1501-1502**-.1503—College French I-II-III (4 each)
Fr 3001-3002—Advanced French I-II (4 each)
Geog 1551—Introduction to Maps and Cartographic Methods (4)
Ger 1301-1302—Beginning German I-II (4 each)
Ger 1501-1502**-.1503—College German I-II-III (4 each)
Ger 3001-3002—Advanced German I-II (4 each)
Lang 1101-1102—Beginning Foreign Language I-II (1-5 each)
Lang 1103—Beginning Foreign Language III (1-5)
Lang 1111-1112-1113-1114-1115-1116**—Language Study Abroad I-II-III-IV-V-VI (1-5 each)
Psy 3661—Psychology of Language (4)
Russ 1111—Beginning Russian I (4)
Russ 1112—Beginning Russian II (4)
Russ 1113—Beginning Russian III (4)
Span 1301-1302—Beginning Spanish I-II (4 each)
Span 1501-1502**-.1503—College Spanish I-II-III (4 each)
Span 3001-3002—Advanced Spanish I-II (4 each)

Category II: The Physical and Biological Sciences

LEP: 2 courses with different prefixes, from anywhere in the category.

MTC: 2 courses with different prefixes, at least one from Subdivision A.

Maximum of 5 courses for either LEP or MTC.

See B.A. degree requirements.

Subdivision A.

Physical and Biological Sciences with lab

Biol 1102—Biology and Society (5)
Biol 1111—General Biology (5)
Biol 1112—Animal Biology (5)
Biol 1113—Plant Biology (5)
Chem 1105-1106-1107—Introduction to General, Organic, and Biological Chemistry (5 each)
Chem 1110-1111—General Chemistry (5 each)
Chem 1130H-1131H—General Chemistry (5 each)
Chem 1140—General Chemistry (5)
Geog 1413—Physical Geography (5)
Geol 1110—Introductory Geology (5)
Geol 1150**—Introduction to Environmental Science (4)
Phys 1101-1102-1103—Introduction to Physics (5 each)
Phys 1107-1108-1109—General Physics (5 each)
Phys 1109H—Honors General Physics (5)

Subdivision B.

Physical and Biological Sciences without lab

- Ast 1040—Introductory Astronomy (4)
- Biol 3170**—Issues in Global Ecology (3)
- ChE 1010—Introduction to Chemical Engineering (4)
- ChE 3940—Hazardous Waste Processing for Non-Chemical Engineers (4)
- Chem 1101—Aspects of Chemistry (5)
- Geol 1130—Life and Death of the Dinosaurs (4)
- Geol 3131—Oceanography (4)
- Hlth 1470—Human Nutrition (3)
- Phys 1010—Ideas in Physics (3)

**Category III:
The Individual and Society**

- LEP*: 3 courses with at least two different prefixes, one from each subdivision.
- MTC*: 3 courses with at least two different prefixes, one from each subdivision.
- Maximum of 5 courses for either LEP or MTC.
- See B.A. degree requirements.

Subdivision A. The Social Sciences

- Anth 1604**—Cultural Anthropology (5)
- Anth 1612—Introduction to Archaeology (5)
- Comm 3100—Principles of Persuasion (4)
- Econ 1004—Principles of Economics: Micro (4)
- Econ 1004H—Principles of Economics: Micro (4)
- Econ 1005—Principles of Economics: Macro (4)
- Econ 1005H—Principles of Economics: Macro (4)
- Geog 1303**—Cultural Geography (4)
- Geog 1312—Economic Geography (4)
- Pol 1011—American Government and Politics (4)
- Pol 1050**—International Relations (4)
- Pol 1500**—Introduction to Comparative Politics (4)
- Psy 1003—General Psychology (5)
- Soc 1100**—Sociology and Social Problem (5)

Subdivision B.

Historical and Philosophical Foundations

- AmIn 1120**—American Indians in the 20th Century (4)
- AmS 1030—Landscapes, Environments, and U.S. Culture (4)
- AmS 1040**—U.S. Culture: The Frontier Heritage (4)
- Anth 1602**—Prehistoric Cultures (5)
- Econ 3001—Radical Economics (4)
- Hist 1156—The English Inheritance (4)
- Hist 1207—Dawn of Modern Europe (4)
- Hist 1208—Europe in the Modern Age (4)
- Hist 1304—American Heritage (4)
- Hist 1305—American Challenges (4)
- Hist 3357*—Women in American History (4)
- HmCl 1001—The Classical Heritage of Greece and Rome (4)
- HmCl 3051—Science and Civilization (4)
- Phil 1003**—Ethics and Society (4)
- Phil 1007**—Philosophy and World Religions (4)
- Phil 3301—Greek Philosophy (4)
- Phil 3303—The Birth of Modern Philosophy (4)
- Pol 1610—Politics and Society (4)
- Pol 3600—Political Concepts (4)
- WS 1000**—Introduction to Women’s Studies (4)

Subdivision C.

Contemporary Social Issues and Analysis

- Acct 1995—Survey of Accounting (4)
- AmIn 3106***—Indian-White Relations (4)
- AmS 1060**—American Immigrant Heritage (4)
- BLaw 1106—The Legal Environment (4)
- Comm 1500—Media, Persuasion, and Society (4)
- Comm 3280*—Intercultural Communication (4)
- Econ 1002—Economics and Society (4)
- Educ 1100*—Human Diversity (4)
- Educ 1101—Education in Modern Society (4)
- Educ 1201—Managing Planet Earth (4)
- Geog 1201**—World Regional Geography (4)
- Geog 1305—Environmental Conservation (4)
- Ger 3306**—Germany Since 1945 (4)
- Hist 3367*—Civil Rights Movements: Recent America (4)
- IntS 1017**—Introduction to the Soviet Union and Its Successor States (4)
- IntS 1066**—An Introduction to Britain (4)
- IntS 1070**—An Introduction to Scandinavia (4)
- Jour 1101—Introduction to Mass Communication (4)
- Phil 3242—Values and Technology (4)
- Psy 3222*—Men in Society (3)
- Psy 3400*—Marriages and Families (4)
- SBE 1100—The Business Environment (4)
- SW 1210**—Global Issues (4)
- SW 1601—Social Welfare in the United States (4)
- SW 1619*—Race, Class, and Gender in the United States (4)
- Soc 1200**—Introduction to the Family (4)
- Soc 1300—Introduction to Criminology (4)
- Soc 3860—Social Effects of Technological Change (4)
- Span 1580**—Hispanic Cultures (4)
- SpEd 1357*—Individuals with Disabilities in Society (4)
- WS 3101*—Women, Race, and Class in the United States (4)

Category IV. Literary and Artistic Expression

- LEP*: 2 courses with different prefixes, at least one from Subdivision A.
- MTC*: 2 courses with different prefixes, one from each subdivision.
- Maximum of 5 courses for either LEP or MTC.
- See B.A. degree requirements.

Subdivision A. Analysis and Criticism

- AmIn 1105—Survey of North American Indian Arts (4)
- AmIn 1106—American Indian Prose, Poetry, and Oratory (3)
- Art 1001**—Art Today (4)
- Art 1906—Visual Literacy (3)
- Art 3914*—Creating Across Cultures (4)
- Arth 1203**—History of World Art I (4)
- Arth 1204**—History of World Art II (4)
- Arth 3512*—American Art of the 20th Century (4)
- Arth 3807**—The Art of Japan (4)
- Dn 1500**—Introduction to the World of Dance (4)
- Engl 1100—Literature Appreciation (4)
- Engl 1506—Major Themes in Literature (4)
- Engl 1535—King Arthur in History and Literature (4)
- Engl 1563, 1564—American Literature (4 each)
- Engl 1572, 1573—20th-Century Literature (4 each)
- Engl 1582**—Introduction to World Literatures (4)
- Engl 1666—Tales of Terror (4)
- Engl 1907—Introduction to Literature (4)

Engl 3223—Shakespeare (4)
 Engl 3271, 3371, 3471—Contemporary Literature (4 each)
 Engl 3580**—Women Writers (4)
 Fr 3315**—From History to Sexuality: The Human Condition in French Film (4)
 HmCl 1002—The Renaissance and Its Legacy (4)
 HmCl 1003**—Revolutionary Change and the Humanities (4)
 HmCl 1021—Classical Mythology (4)
 HmCl 1022—The Bible as Literature (4)
 HmCl 1023**—Folklore (4)
 HmCl 3033—Medieval Literature in Its Cultural Context (4)
 HmCl 3230—Utopian Images (4)
 Mu 1002**—Introduction to Music (4)
 Mu 1005—Beethoven to the Beatles (4)
 Mu 1202**—Survey of Music Literature (4)
 Mu 1209*—Jazz Studies (4)
 Mu 1260**—Ethnic and Folk Music of the World (4)
 Mu 1270—Survey of American Music (4)
 Mu 3810*—African Roots of American Music (4)
 Mu 3820—The Power of Music (3)
 Th 1500—Introduction to Theatre Arts (4)
 Th 1501—Introduction to Film (4)
 Th 1506—Musical Theatre History (4)
 Th 3177—Playwriting (4)

Subdivision B.

Performance and Expression

Note: In this subdivision, the equivalent of one course for the purposes of distribution requirements is defined as at least 3 credits from a single prefix.

Art 1002—Introduction to Art (4)
 Art 1009—Drawing (3)
 Art 1405—Ceramics (3)
 Art 1605—Fundamentals of Photography (3)
 Dn 1101—Modern Dance Technique I (3)
 Dn 1111—Jazz Dance Technique I (3)
 Dn 1131—Ballet Technique I (3)
 Mu 1501—Concert Band (1)
 Mu 1503*—Jazz Ensemble (1)
 Mu 1505—Symphonic Wind Ensemble (1)
 Mu 1510—Chamber Singers (1)
 Mu 1511—University Singers (1)
 Mu 1518*—Jazz Choir (1)
 Mu 1519—Concert Chorale (1)
 Mu 1551—Orchestra (1)
 Mu 1552—University Chamber Orchestra (1)
 Th 1110—Acting Fundamentals I (4)
 Th 1120—Performance Practicum I (1)
 Th 1660—Production Practicum (1)
 Th 3120—Performance Practicum II (2)

Credit Options

CLEP

Two kinds of examinations are offered by the College Level Examination Program (CLEP). General examinations measure achievement in the five basic areas of the liberal arts, and subject examinations measure achievement in specific college courses.

UMD accepts scores from the general examinations and allows up to 32 credits to be applied toward the liberal education requirements. For the general examination in humanities, mathematics, science, and social science, credit will be 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 the credits 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 1111)
 Chemistry (Chem 1101)
 Geology (Geol 1110)

College of Liberal Arts
 Political Science (Pol 1011)

School of Business and Economics
 Accounting (Acct 1511, 1512)
 Economics (Econ 1002, 1004, 1005, 1203)

The 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 either the Registrar's Office or the Admissions Office at UMD.

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 existing course does not exist, "blanket credit" may be granted. When a department or college determines that a score of 3 merits credit, credit may be granted. With the appropriate campus approval, "blanket credits" may be used to meet certain liberal education requirements. For more information, contact the Registrar's Office.

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 Registrar's Office.

University College Credit

If appropriate, college-level, degree-credit-bearing courses offered by University College (UC) may be used to meet degree requirements. Credits earned for such courses are considered residence credits. Independent study (correspondence) credits earned through UC may also be used to meet degree requirements. Such credits are considered nonresidence credits and only a maximum of 6 of the credits may be used to meet upper division major requirements. *Note:* Correspondence credits may not be used to fulfill upper division B.Ac. or B.B.A. degree requirements in the School of Business and Economics or Graduate School degree requirements. Credits earned through UC or correspondence coursework are transferred to the student's University of Minnesota transcript.

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.

Examinations for proficiency may be requested from a department at any time. 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.

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), elementary algebra—Math 1001 and Math 1003 (two years of high school credit in algebra), and geometry—Math 1002 (one year of high school credit in geometry).

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

Departments offer examinations for credit at least once a quarter. 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 in the Registrar's Office, 104 Darland Administration Building, and complete the procedures outlined by that office. 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.

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 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 an agreement with the instructor to complete the requirements for a course before the time the instructor submits final grades for a quarter. The I remains in effect for six weeks after the beginning of the next quarter during which the student is in attendance, unless a different time period has been arranged between the student and instructor. At the end of this period, the I will be 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 six 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 quarter 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 135 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 under the S-N grading option during any one quarter, with the exception of the quarter during which a student seeking teacher licensure is engaged in practice teaching.
- No more than 15 credits of S-N graded courses may be applied toward liberal education requirements, and no more than 5 of these credits may be applied to any one of the four categories.

- A course that is taken for credit in certain areas of required high school preparation (two years in a single foreign language, two years of algebra) by a student with preparation equal to or in excess of that specified may be taken only under S-N registration.

Academic Records

An official transcript for each student is maintained in the Registrar’s Office. The transcript is a complete record of all academic work attempted at UMD, transferred from other colleges or universities, or earned by examination or other acceptable methods.

Students may obtain official or unofficial copies of their transcripts by submitting a request in writing to the Registrar’s Office. There is a \$5 charge for official copies. Each quarter, days and times are published for on-the-spot transcript service. There is no additional charge for these copies, but students are limited to one copy per visit.

Grades are not automatically mailed to students or their guardians but may be obtained by students at the Registrar’s Office. If students leave a stamped, self-addressed envelope at the Registrar’s Office, their grades will be mailed. Grades for a given academic quarter are usually available during the first week of the succeeding quarter in the form of an audit copy of the transcript. A complete transcript is mailed to students each summer so they can check their records. Grades are also available by calling (218) 726-8088.

Access to Student Educational Records

In accordance with regents’ policy 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 notify the Registrar’s Office. Students have the right to review their educational records. The regents’ policy is available for review at the Registrar’s Office. Questions may be directed to the Registrar, 104 Darland Administration Building, (218/726-7500).

Grade Point Average

A cumulative grade point average (GPA), tabulated by the Registrar’s Office, 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.

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. No more than 15 percent of the graduating class in each college unit may be nominated, and a student must have a minimum GPA as specified by their college in coursework taken in residence at UMD.

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 quarter 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.

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 quarter 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 quarter 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 quarter, 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 quarter 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 University Academic Grievance Committee and a University academic grievance officer for grievances arising from actions of college deans or the vice presidents/chancellors of student affairs. This committee and officer are appointed by the president in consultation with the appropriate appointing agencies and are drawn from faculty, students, and academic staff.

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 University

Academic Grievance Committee. Based on the written appeal and response, the committee determines whether or not there are sufficient grounds to hold an appeal hearing. The 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 president, provost, or chancellor for review and action. If the recommendation is not accepted, the vice president, provost, or chancellor provides a written explanation of any nonconcurrence.

4. The decision of the appropriate vice president, provost, or 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. 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 Academic Grievance Committee (C. 3.) provides a recommendation to the appropriate vice president, provost, or chancellor within 30 working days of receiving an appeal of a dean'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. Such requests will be considered on a quarter-quarter 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, will 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 quarterly class meetings as indicated in the *UMD Class Schedule*. Unless otherwise indicated, such examinations will be 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 quarterly 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.

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. For the purpose of this policy, examinations in extension courses scheduled during regular class time during the final examination period are considered regular final examinations.

Conflicts that arise will be resolved in accordance with the following policy. Regular final examinations will take priority over common final examinations and both will 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 scheduled and last scheduled examination on that day will 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 will take 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 will take priority over others. When one or more common final examinations are scheduled at the same time, priority will be 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, 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

Policies and procedures pertaining to sexual harassment are governed by the All-University Policy Statement on Sexual Harassment as approved by the University Senate on May 17, 1984, and the Faculty Bargaining Unit Policy on Sexual Harassment in the agreement of July 1, 1991, section 103.00.

As the introduction to the All-University Policy states, sexual harassment subverts the mission of the University and threatens the careers of the students, faculty, and staff. For purposes of this policy, sexual harassment is defined as follows: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement, 2) submission to or rejection of such conduct by

an individual is used as the basis for employment decisions or academic decisions affecting such individual, 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.”

The policies on sexual harassment and sexual assault apply to the entire University and to the conduct of students, civil service staff, academic staff, and administrators. The responsibility for administering the policies varies, however, with the status of the respondent.

Individuals seeking information and guidance in matters involving sexual harassment should contact Deborah S. Petersen-Perlman, UMD Director of Equal Opportunity, 255 Darland Administration Building (218/726-6849). All inquiries are kept as confidential as permitted by law.

Smoke-Free Campus Policy

Smoking is prohibited in all facilities of the University of Minnesota, Duluth campus except for designated private residence hall rooms.

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, statement, 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 which threatens or actions which 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 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 which 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 president 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 non-participatory 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.