TEACHER EDUCATION
FACULTY ADVISING HANDBOOK

University of Minnesota, Crookston
# UNIVERSITY OF MINNESOTA, CROOKSTON
# FACULTY ADVISING HANDBOOK

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The University of Minnesota was founded in 1851 as a preparatory school, and predates statehood by eight years. The University of Minnesota is the state’s land grant institution and one of the most comprehensive public universities in United States. The University has five campuses: Crookston, Duluth, Morris, Rochester, and Twin Cities.

Administrative Structure

The University of Minnesota is governed by a 12 member Board of Regents. The state legislature elects one Regent from each of Minnesota’s eight congressional districts and four from the state at large. The President is appointed by the Board to implement Board policy and serves as the University’s Chief Executive. Coordinate campus Chancellors, upon approval of the Board, are appointed by the President and the Senior Vice President for System Administration.

II. UNIVERSITY OF MINNESOTA, CROOKSTON

Campus Mission, Vision and Core Values

Mission
(Adopted by the Board of Regents, May 2007) The University of Minnesota, Crookston is integral to the University’s statewide land grant mission. The college provides its unique contribution through applied, career-oriented learning programs that combine theory, practice and experimentation in a technologically rich environment. UMC connects its teaching, research and outreach to serve the public good.

Vision
(Strategic Positioning Report, November 2006) The University of Minnesota, Crookston is unique in the region, providing access to world renowned teaching and research and serving as a regional hub for:

- undergraduate education leading to a University of Minnesota diploma
- technology applications in higher education
- innovation, entrepreneurship, and regional sustainability
- leadership development
- global and diverse cultural experience

Core Values
INTEGRITY : Practicing honesty, fairness and respect
EXCELLENCE : Supporting quality teaching, research and service
DIVERSITY : Respecting differences in ideas and community
INNOVATION : Promoting discovery through creative and critical thinking
LEARNER CENTERED : Promoting growth and leadership
Campus Organizational Structure

The Chancellor reports to the University Vice President for System Administration and has senior administrative authority over all campus affairs. The Chancellor provides campus leadership, articulates campus goals and needs to central administration, recruits and supervises administrative officers, and oversees the academic, financial, and physical resources of the campus. The Crookston campus Chancellor’s administrative cabinet includes the Senior Vice Chancellor for Academic Affairs and Dean, Vice Chancellor for Student Affairs and Enrollment Management, Associate Vice Chancellor for Academic Affairs, Associate Vice Chancellor for Facilities, Director of Human Resources, and Director of Finance.

The Crookston campus academic structure includes five departments and a listing of programs are listed under each department:

Agriculture
- Agriculture Business
- Agriculture Education
- Agriculture Systems Management
- Agronomy
- Animal Industries Management
- Equine Industries Management
- Agriculture (A.A.S.)

Arts, Humanities, and Social Sciences
- Applied Studies
- Communications
- Psychology
- Teacher Education: Early Childhood Education
- Coaching (minor)
- Music (minor)
- Technical Communication (minor)

Business
- Accounting
- Business Management
- Hotel, Restaurant, and Institutional Management
- Sport and Recreation Management
- Manufacturing Management
- Business Management (minor)
- Business (A.S.)
- Hotel, Restaurant, and Institutional Management (A.A.S.)
- Marketing/Management (A.A.S.)
- Manufacturing Management (certificate)

Math, Science and Technology
- Applied Health
- Applied health (Online)
- Biology
- Computer Software Technology
- Health Management
- Health Science (pre-professional)
- Information Technology Management
- Information Technology Management (minor)
- Dietetics (A.A.S.)
- Information Management (A.A.S.)
Natural Resources  
Aviation  
Criminal Justice  
Golf Facilities and Turf systems  
Horticulture  
Natural Resources  

Each department has a Department Head who holds a tenured faculty appointment. Department Heads report to the Senior Vice Chancellor for Academic Affairs and Dean. The campus organizational chart provides a general understanding of campus structures. The chart helps the campus community visualize the levels of responsibility and authority.
Department Mission Statement

Human beings are social creatures. That means they interact with one another; they communicate with each other; they convey experiences through the arts and humanities. The Arts, Humanities & Social Sciences Department serves as home for degree programs and academic disciplines related to the human experience. This department also services as a home for students who are still deciding on a major.
IV. TEACHER EDUCATION UNIT

Introduction
The Teacher Education unit is located within the Arts, Humanities, and Social Sciences Department (AHSS). The Teacher Education unit has only one teacher licensure program, the Early Childhood Education (Birth to Grade 3). Currently, the Early Childhood Education program is a collaborative baccalaureate degree with Bemidji State University (BSU) since 1999. Under the collaborative arrangement, each university grants a baccalaureate degree to its resident students and Bemidji State University administers the Early Childhood Education Teacher Licensure (Birth through 3rd Grade). Upon receiving institutional and program approval, UMC will then independently administer the Early Childhood Education Teacher Licensure (Birth through 3rd Grade) and continue to collaborate with BSU through class offerings between the two institutions.

Mission
The mission of the University of Minnesota, Crookston Teacher Education unit is to develop beginning teachers as engaged learners who know how to create motivating environments, work with diverse students, adapt curriculum and practices, model ethical practices, and make reflective decisions that support and extend the learning of children/students in varied settings.

Vision
As teacher educators we know that it is through reflective practice that we can create more coherence between what we do, or intend to do, and how teacher students experience these actions. Our vision of offering exemplary teacher education programs (Darling-Hammond, 2006) depends on reflective practice that currently integrates the following features:

- **Coherence in learning experiences** based on our clear vision of what constitutes good teaching which is integrated all course work and clinical experiences” (p. 305).
- **Strong core curriculum** which is grounded in knowledge of child and adolescent development and learning, subject matter, pedagogy, assessment, and social and cultural contexts.
- **Explicit standards for performance and professional practice** that guide faculty and student work.
- **Extensive supervised clinical experiences** which are closely integrated with course work using pedagogies that link theory and practice and facilitate students’ ability to apply knowledge to real problems.
- **Extensive use of performance assessments and portfolio development** and evaluation.
- **Continuous improvement** in a) developing stronger relationships among educational programs, schools, and university faculty; and b) helping students confront beliefs and assumptions about learning and working with people who have experiences “different from themselves” (p.305).
The Teacher Education’s conceptual framework includes three essential components:

I. Pedagogical Paradigm: Learner-Centered
Teacher educators at the University of Minnesota, Crookston keep student learning and meaning-making at the forefront of our curriculum, relationships, and practices. We recognize our responsibility to create environments and experiences that help students discover and construct knowledge for themselves.

II. Unifying Themes
Our Unifying Themes guide our curriculum and integrate our institutional student learning competencies and core values, Minnesota Board of Teaching Standards, academic knowledge bases, dispositions, field experiences, student teaching, and assessments of student learning.

A. Focus on the Nature of Learners
The developmental characteristics of the learner, temperament, learning styles, motivations, knowledge, skills, attitudes, experiences, and cultural context are central to facilitating learning.
B. Create a Motivating Environment
Creating motivating and challenging environments, developing responsive relationships, encouraging students’ active engagement in learning, and using inquiry learning strategies to increase students’ motivation to learn are at the heart of productive and positive teaching and learning environments.

C. Demonstrate Content Expertise
Academic subject matter standards inform what teacher education candidates need to know, understand, and be able to do. Teachers need to connect ideas to one another and apply them to real-world problems.

D. Build Partnerships
Building communities of learning, both in the classroom and beyond the classroom, are critical to maintaining professional partnerships and collaborations. Continual interaction and shared responsibility between and among members of our learning communities is essential in the preparation of highly qualified beginning teachers.

E. Reflect as a Practitioner
Developing reflection skills is a complex process which requires continuous analysis of ones’ teaching and the effect on the individual. Reflective practitioners demonstrate a sustained commitment to learning, questioning, and discovery.

III. Dispositions for Educators
The following dispositions will be promoted and assessed of all teacher education candidates at the University of Minnesota, Crookston

A. Respect - Values and demonstrates consideration and regard for oneself and others.

B. Responsibility - Accepts responsibility for personal actions, decisions, efforts, and outcomes.

C. Emotional Maturity - Demonstrates situational appropriate behavior.

D. Values Learning - Demonstrates a respect for and is serious about knowledge acquisition and is passionate about increasing one's competence.

E. Integrity - Models truthful, ethical and professional behavior.
V. ACADEMIC ADVISING

**Academic Advising Mission Statement**

Academic advising is an integral part of the educational process at the University of Minnesota, Crookston. Students are assigned faculty advisers by the Department Head. The academic adviser maintains a file for each student and is the person who:

1. aids the student in planning an academic program consistent with his or her capabilities and interests;
2. provides information about the academic process, the developmental skills necessary for academic success, and guides the advisee to other relevant college resources;
3. refers students to other areas of student services that can assist the student with difficulties outside the academic area;
4. works with students who are experiencing academic difficulties.

Faculty advisers are available for each of the programs of study offered by UMC. In addition, advisers are available to assist the student who has not yet selected a program a study. Faculty advisers maintain regular office hours to encourage student conferences whenever questions arise or further information is needed during the academic semester.

Although faculty advisement is provided by UMC, each student is responsible for working with an adviser and for knowing and for fulfilling the curriculum requirements of a program of study.

**Academic Advisors**

Full-time students (12 or more credits) are assigned to a faculty member in the department of the student's major interest for advisement purposes. Part-time students (fewer than 12 credits) may request a faculty adviser by contacting the center director or program director of the area in which they intend to concentrate their studies. Faculty advisers assist with program planning, setting and reviewing educational objectives, and other matters of an academic nature. Students should make an appointment for this purpose. Students are encouraged to visit with their adviser as often as they wish.

**Request for Change of Faculty Advisor**

Students have the freedom to choose advisors. Students need to contact the Administrative Assistant for the department holding the major to change advisors. The “Change of Faculty Advisor” form (Appendix) is to be used when a student request a change of advisor. When students change majors or program areas, it is expected that students will change to an advisor in the new major. The forms are available in department offices and are to be submitted back to the department office upon completion. The Administrative Assistant will complete the necessary paperwork and update the computer system with the changes.
Academic Advisor-Advisee Responsibilities

Below is a guide on advisor-advisee responsibilities and it is recommended that all advisors go over the responsibilities with his/her advisees:

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<th>ADVISEE RESPONSIBILITIES</th>
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<td>• Post and maintain regular office hours; notify advisees of hours at the beginning of the semester.</td>
<td>• Know your advisor (phone number, location of office, office hours, how to make an appointment).</td>
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<td>• Inform advisees of their responsibilities.</td>
<td>• Read your college bulletin; be familiar with program requirements.</td>
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<td>• Get to know advisees.</td>
<td>• Be aware of important dates on the academic calendar; e.g. course cancellation and add deadlines.</td>
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<td>• Maintain records of advisee’s educational progress.</td>
<td>• Schedule appointments in advance of important deadlines such as registration. Keep your appointments!</td>
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<td>• Help advisees to develop a course of study that takes into consideration their personal, educational, and career goals.</td>
<td>• Bring a tentative class schedule to pre-registration advising sessions.</td>
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<td>• Answer advisee’s questions about academic regulations and registration</td>
<td>• Prepare specific questions for your adviser and ask for contact persons on questions the adviser cannot answer.</td>
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<td>• Approve advisees’ course selections.</td>
<td>• Maintain a file of materials that relate to your academic progress.</td>
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<td>• Provide information about programs in adviser’s department and about college and University degree requirements.</td>
<td>• Gather information needed to make academic and career decisions.</td>
</tr>
<tr>
<td>• Inform advisees about academic assistance that is available through the University.</td>
<td>• Accept responsibility for informing your adviser about you and your interests and needs. Be prepared to discuss personal, educational, and career goals.</td>
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<tr>
<td>• Discuss transfer, graduate, and professional school options with advisees.</td>
<td>• Seek help from your adviser when needed, and ask about other ways that you can participate effectively in the advising process.</td>
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<td>• Write letters of recommendation for advisees.</td>
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Graduation Planner

The Grad Planner is a web-based tool to give students better planning options for timely graduation; it is a system-level web project that will extend to all campuses and streamline a variety of existing student information systems. The grad planner lets students plan for four years, based on up-to-date database of majors and on the student's own record of courses already completed. It also lets them try out "what if" scenarios for future planning, such as trying different majors and seeing how long it would take to graduate, based on the courses they have already taken. The planner also provides information for advising and for administrative planning. The grad planner will build on information available in the APAS system but put it into a semester-based framework to allow students to plan semester-by-semester; it adds a time dimension to APAS.

To access advisees’ graduation planner go to [https://onestop2.umn.edu/gradplanner/ChangeInstitutionForm.jsp](https://onestop2.umn.edu/gradplanner/ChangeInstitutionForm.jsp). Tutorials are also available.
Academic Progress Audit System (APAS)

Student APAS Reports
The Academic Progress Audit System (APAS) report provides you and students with accurate reports on how students are meeting the requirements for the specified program of study. APAS reports are an individualized, computerized record that compares all completed and in-progress coursework (including transfer credits) with the requirements for a particular major. Students can access their APAS report online at: http://onestop.UMCrookston.edu/registration/. You, as advisor, can access the APAS reports for the students you advise online in the “UM Management Reports.”

IMPORTANT NOTE:
The Family Educational Rights and Privacy Act of 1974 as amended prohibits the release of student information/records (including information on the student’s APAS) or disclosure of its contents to any third party without the written consent of the student.

As the student’s advisors, you should help students understand:
- Where to locate their APAS report
- The purpose of the APAS report
- The importance of regularly reviewing the APAS report
- The various sections of the APAS report
- How the APAS report is used to plan how to satisfy degree requirements.

If you believe the student’s APAS report contains errors, please contact the Registrar’s Office, 9 Hill Hall.

The following message to students is included in each report generated:

“This report has been prepared to assist you in determining your academic progress at the university of minnesota. While every effort has been made to insure its accuracy, final responsibility for meeting graduation requirements resides with you. For further information, contact your adviser."

Sections of the APAS Report
The APAS report (Appendix) is broken down into sections, each addressing a portion of the degree requirements (i.e., the number of credits to graduate, Minnesota Transfer Curriculum requirements, specific Liberal Education requirements, technology credits, major credits and minor credits). Some sections will also list courses that need to be taken in order to complete the requirements for that section. This information can help students and advisers plan future terms by giving details of what is needed to graduate. The Registrar also utilizes APAS for finalizing degree clearance and posting degrees on students’ records.

- **Summary** - In the online version - each requirement is listed with a RED “X” or GREEN CHECK MARK next to it which, when clicked, will allow you to expand that section to view the details.

- **Report Heading** - Information in this heading includes the date and time the APAS report was prepared along with information from the academic record: student name, student ID number. The bulletin term/year refers to the degree requirements under which your report was prepared, which defaults to the catalog that was in effect when a student first enrolls.
- **General Student Information** - This section of the APAS report contains general information on enrollment and current adviser. It includes holds along with directions for clearing those holds.

- **Completion Status Line** - This section of the APAS report summarizes at a glance whether the student has completed his/her degree requirements. The most common summary is AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED.

- **Requirement Blocks** - The APAS report is separated into blocks. The blocks represent a portion of the total number of requirements. Each block begins with the name of the requirement and lists sub-requirements. To the left of the title, a symbol tells you whether the student has completed that requirement (a green check mark for completed, IP [In Progress] for completed with current coursework, and a red for not completed). Sub-requirements also have symbols indicating whether or not they are completed (+ for completed, - for not completed, and * indicating that the sub-requirement has had credits assigned). All courses that have been taken to fulfill requirements are listed after the sub-requirement with the term and year it was taken, the number of credits, and the grade received (a symbol of IP is used for any courses in progress). When a sub-requirement is not yet complete, the SELECT FROM indicates all courses that can be used to complete the sub-requirement.

**Symbols Used in APAS Reports**

These are the most frequently used symbols in the APAS report. Requirement symbols indicate whether or not the student requirements are complete:

* (OK) This requirement (including all sub-requirements) is complete.
* (NO) This requirement is not complete.
* (IP) This requirement is in progress - it will be complete when current coursework is completed.

Under sub-requirements, symbols indicate:

(+) complete
(-) not complete or in progress (IP).
VI. ADMISSION AND ENTRY-LEVEL ASSESSMENT

Admission Requirements and Entry Level Assessment

A. Admission requirements:
   a. Degree seeking students are required to submit an application which is available at http://admissions.umcrookston.edu/documents/07-08%20UMC%20freshman-transfer%20application.pdf
   b. Degree seeking students must submit an application fee of $30 which is non-refundable at http://admissions.umcrookston.edu/documents/UMC%20App%20Fee%20Form.pdf
   c. The student must submit an official high school transcript and official transcripts from other colleges attended.
   d. Students earning more than 24 semester hours of credit do not need to submit a high school transcript
   e. A high school GPA of 2.0 or higher and an ACT score of 21 or higher are preferred for admission.

B. Conditional Admits:
   Students who do not meet the standard of a GPA of 2.0 and an ACT score of 21 or higher can be admitted on a conditional admit status. See Advising Placement form (Appendix) for Freshman for mandatory course placement in English, Math or Reading. Conditional Admission is designed to give entering students the best chance to succeed at college. In addition to the regular enrollment process, Conditionally Admitted students must:
   a. Register for a maximum of 13 credits their first semester.
   b. Be automatically placed in GNED 1000*
   c. The advisor needs to meet with all conditional admits to complete an Academic Action Plan (Appendix).
   d. The student needs to also meet with the Academic Assistance Center in Owen 270 for additional guidance.
   e. Sign up for a tutor for at least one class.
   f. Return the AAP and all related paperwork to the Academic Assistance Center.

   * Students with an ACT score 20 or less will be automatically placed in GNED 1000.

The Academic Assistance Center will provide a list of students who have not attended Conditional Admit tutoring sessions to the registrar. Any of these students who are suspended shall not be eligible for automatic re-admittance if academically suspended.

C. Transfer Students
   a. Complete the application form http://admissions.umcrookston.edu/documents/07-08%20UMC%20freshman-transfer%20application.pdf
   b. Provide official copies of official college transcripts
   c. Transcript evaluation is completed in the admissions office. Contact person is Sherry Just.
### Mandatory Placement

UMC requires ACT scores from all entering students with fewer than 24 semester credit hours. To facilitate student success, ACT scores are used to determine appropriate, mandatory placement in specific courses. Students may contact the instructor to arrange for a placement test if they believe the required course placement is not appropriate. Students must earn a “C-” or above in any mandatory class before registering for a higher-level class in that subject area.

<table>
<thead>
<tr>
<th>COURSE PLACEMENT</th>
<th>ACT ASSESSMENT SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGLISH</td>
</tr>
<tr>
<td>*GnEd 1000</td>
<td>16 or less</td>
</tr>
<tr>
<td>Comp 1000 &amp; Comp 1011</td>
<td>16 or less</td>
</tr>
<tr>
<td>Math 0981</td>
<td></td>
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<tr>
<td>Math 0991</td>
<td></td>
</tr>
<tr>
<td>Math 0992</td>
<td></td>
</tr>
<tr>
<td>Math 1031 or 1150</td>
<td></td>
</tr>
<tr>
<td>Math 1250/1142/1150/1031</td>
<td></td>
</tr>
<tr>
<td>Math 1271/1142/1150</td>
<td></td>
</tr>
</tbody>
</table>

*GnEd 1000 placement if any two of the three scores are LE 16.

The Advising Placement Form for Freshman (Appendix) provides student’s ACT or SAT information and the mandatory placement in specific course(s) needed.
Admission Requirements for Transfer Students

A. Transfer students need to complete the application at http://admissions.umcrookston.edu/requirements/applyonline.htm. This is the same application used by freshman.

B. Official transcripts are required. The transcripts will be evaluated on an individual basis. The contact person for transcript evaluation is Sherry Just.

C. Transfer students must complete 30 credits at UMC including the last 20 credits.

Transfer Credit Evaluation

A. Only grades of D or better will be considered to fulfill requirements in liberal education and academic major courses.

B. Students and advisors can go to Course Applicability System (CAS) at https://mn.transfer.org/cas/index.jsp to determine how classes with transfer into UMC. The admissions office plans to have this information ready for students and advisors by the end of the first month of class or earlier.

C. Another resource for students and advisors is Minnesota transfer site at http://www.mntransfer.org/. The site has resources for advisors and includes specific information on other colleges within the state.

Articulation Agreements

Articulation agreements have been developed with several technical and community colleges and for several majors at UMC. Go to http://admissions.umcrookston.edu/requirements/articulation.htm. This site will help to determine which courses will need to be completed to earn a bachelors degree from UMC.
VIII. ADMISSION TO THE TEACHER EDUCATION PROGRAMS

Teacher Education Admission Requirements

Current undergraduate students, and transfer students, are admitted to UMC degree programs based on our institutional admission criteria. Students are typically enrolled in Liberal Education Courses until they have successfully completed the institutional requirement of 30 credits, required prior to enrollment in upper division courses. However, when students desire to be admitted into Teacher Education Licensure Programs, a series of additional required assessment activities begin. These assessment activities are used to continuously evaluate the knowledge, skills, and dispositions of Teacher Education candidates. Additionally, this allows faculty to monitor program effectiveness as we strive to meet the needs of students and the dynamic educational community.

<table>
<thead>
<tr>
<th>ASSESSMENTS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility for upper division courses</td>
<td>30 undergraduate credits</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>2.5 GPA</td>
</tr>
<tr>
<td>PRAXIS I or Pre-Professional Skills Tests (PPST) (Appendix)</td>
<td>3 tests: Reading, Writing, and Math</td>
</tr>
<tr>
<td>Teacher Education Application (Appendix)</td>
<td>Submit to Department Head of Arts, Humanities, and Social Sciences by deadline; deadline for admission during a Fall semester is the 2nd Friday in October and the 2nd Friday in March for a Spring semester admission.</td>
</tr>
<tr>
<td>Teacher Education Introductory Course Enrollment</td>
<td>Successful completion of Ed 3100 Introduction to the Foundations of Education</td>
</tr>
<tr>
<td>Teacher Education Program Portfolio packet</td>
<td>Insertion of Reflective Analysis of BOT Standards Attainment forms completed for work completed in Ed 3100.</td>
</tr>
<tr>
<td>First Reflective Writing Sample</td>
<td>Submit “Self-Reflection as a Prospective Professional Educator”</td>
</tr>
</tbody>
</table>

Retention Requirements

<table>
<thead>
<tr>
<th>ASSESSMENTS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>2.5 GPA</td>
</tr>
<tr>
<td>Required Teacher Education Course Grades</td>
<td>Achievement of a C- or higher course grade</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>Evidence of membership in Education Minnesota.</td>
</tr>
<tr>
<td>Dispositions for Educators (Appendix)</td>
<td>Successful progress in demonstrating attainment of specific dispositions. Assessment occurs during enrollment in all ECE and Ed courses.</td>
</tr>
</tbody>
</table>
**Appeals Process**

UMC has a formal appeals process for Teacher Education candidates effective Fall 2007. Teacher education candidates submit a completed Appeals Process form (Appendix) which identifies the nature of their request. Students are required to attach a typed and well-documented request, concisely stating the reasons supporting their request.

Teacher Education faculty are always involved in making decisions regarding the approval or denial of a student’s appeal. The Teacher Education unit’s final decision on an appeal is recorded on the Appeal application. The student’s academic advisor and Department Head designate their approval or denial, may submit supplemental information, and provide their signatures to the Appeal application. A student may appeal a negative decision to the Vice Chancellor of Academic Affairs.
XIV. REGISTRATION

Registration Process

This section of the Advising Handbook contains information that will assist advisors with helping students effectively register for courses. Information in this section provides advisors with guidance in regards to advisor and student responsibilities in the registration process.

Contacting Advisees

Prior to official semester registration dates (fall and spring):

- Email your advisees to identify yourself as their advisee (obtain advisee names and email list from UMC Management Reports). Regardless of their class standing (freshman, sophomore, junior, or senior), encourage advisees to schedule a time to meet with you to ensure that they are registering for the appropriate courses on their path to graduation.

- If you haven’t already done so, inform students of your role as their academic advisor and the importance of your academic relationship in relation to their success
  
  o Full-time students (12 or more credits) are assigned to a faculty member in the department of the student's major interest for advisement purposes.
  o Part-time students (fewer than 12 credits) may request a faculty adviser by contacting the department head or program director of the area in which they intend to concentrate their studies.
  o Faculty advisors assist with program planning, setting and reviewing educational objectives, registration, career planning, and other matters of an academic nature.
  o Students should make an appointment for this purpose. Students are encouraged to visit with their advisor as often as they wish.

- To ensure ease of scheduling advisee meetings, post a schedule of times that you’re available on your office door. In your email message to advisees, instruct students to come by your office and schedule an appointment with you on the posted schedule. Students should meet with you within one week before their assigned registration date.

Registration Appointment Times for Students

Management Reporting has reports that provide you with information about your advisee's registration appointment times.


2. Enter "Advisees" in the Search field and then select: My Active Advisees – Registration Appointment Times

*Provides registration appointment times for students on the My Active Advisees Roster. Report includes registration appointment times, service indicators that hold registration*
and enrollment status for the term. The term displayed is the most recent term where appointment times have been generated in PeopleSoft (excluding summer terms).

Priority Registration
Priority registration allows a student with a documented disability to register at the beginning of the registration queue. Requests for priority registration may be made by the student or the student’s academic adviser to the Office for Students with Disabilities. For more information, contact the office at 218-281-8587. TDD users may call 218-281-8565 or use the Minnesota Relay Service at 1-800-657-3529.

- In the email message to advisees, encourage students to prepare for their meeting with you by reviewing their APAS report and Class Schedule and identifying courses that they want to register for (checking the online Course Section Status for available times, identifying prerequisites, etc.).

Important Resource for Students – Enrollment Checklist

To help students with the registration process, provide them with the following helpful “Enrollment Checklist” by copying and pasting into your email to students or printing off and providing to students during your office meeting.

Students should run through this check list before registering on the web or before going to Registrar’s Office with a completed Registration Form. Students will be able to avoid frustrating delays by following these hints:

- **Be sure to meet with your advisor.** Your advisor can help you with semesters. You will need to register for 15 credits per semester to stay on track for graduation.

- **Fill out a Schedule Worksheet completely.** The form (Appendix) can be found at the Registrar’s Office. List alternate courses in case your first choices are not available. Obtain instructor approval as required.

- **Do you know the name, policy number, and telephone number of your health insurance company or your HMO?** Unless you provide this information on the Student Health Insurance form, or provide or verify this information when enrolling yourself, you will automatically be charged for University-sponsored hospitalization insurance if you take six or more credits.

- **Do you know what courses are appropriate to your class standing?**

- **Have you checked the Section Status Report to see if space is available in your course?** Check the report on the World Wide Web (at http://onestop.UMCrookston.edu/registration/). Click on the section status report. The report is updated “live.”

- **Do you need any class permission numbers? Is instructor approval required?** Are you trying to enroll in a closed course? After the first week of classes? Remember: You must have a class permission number or online course approval to
enroll in these courses. All class permission numbers expire at the end of the second week of the semester.

☐ Do you have any holds you need to clear? You will not be able to enroll if you have any holds on your record. Notice of any hold, including the name of the department or office where it may be cleared, is available on the web. Clear your holds as soon as possible.

**Important Resource for Students – University of Minnesota, Crookston Catalog**

Encourage students to have a copy of the UMC Catalog (or direct them to find it online). The catalog describes degree programs and their requirements, as well as descriptions of courses that are offered. A printed copy can be obtained from Office of Admissions, 170 Owen Hall. An online version is posted at: [www.catalogs.umn.edu/umc/index.html](http://www.catalogs.umn.edu/umc/index.html). The catalog includes information on admission requirements, application procedures, expenses, financial aid, academic and general policies, registration, course descriptions, degree programs and their requirements, and courses for all programs offered at UMC.

**Student Responsibility in the Registration Process**

When advising new students, it’s important to advise students that by registering for classes, they enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees. Instruct students to become aware of this responsibility by thoroughly reading the University Catalog and Class Schedule. The policies in the online and printed Class Schedule directly affect their registration. **Students are responsible for all the information:** instruct students to avoid potential problems by reading carefully through the various sections and by checking the prerequisites of all the courses. Students can receive credit only for those courses for which they are properly registered. Likewise, students must pay for any course for which they register unless they officially cancel online (students cancellation is not complete until they complete an enrollment statement) or submit a completed Registration Form at the Office of the Registrar during the 100% refund period. If students cancel after the 100% refund period, they must pay for any portion of the course for which they do not receive a monetary credit. In addition, if students attend a class without registering for it, they will be considered an auditor in the course and will be billed for full tuition and fees.

Ultimately, registration is the student’s. The advisor provides guidance and suggestions as well as the necessary information and resources they need to understand and complete registration that helps them progress towards graduation. After registering for specific courses for the coming term and paying fees, the student has a contract with UMC whereby the college agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements. Errors, late registration, failure to observe established procedures, or excessive changes in registration not only cause an imposition on others, but also are costly and time-consuming for the individual and the college. Registration dates are listed in the academic calendar section of the **UMC Class Schedule**. Students should make sure they have completed specific prerequisites before registering for a course.
How to Register

The University provides two methods of registering for courses: (1) self-registration using online resources and (2) completing a Registration Form, with advisor assistance and signature, and submitting the form to the Office of the Registrar. Student self-registration using the World Wide Web is available to most students. In-person registration is available to all students at the Registrar’s Office, 9 Hill Hall. The following information provides a description of both registration methods and describes the student and advisor roles and responsibilities associated with each method. As an advisor, it’s important to share this information with students.

Eligibility for Self-Registration
Students must meet two criteria in order to be eligible to self-register using the web:
1. Students must be an officially admitted degree-seeking student (PSEOA, Adult Special, and College in the High School students are NOT eligible), and
2. Students must have a UMC cumulative GPA of at least a 2.00 or be in your first term of enrollment at UMC. All other students MUST register in-person. All in-person registrations require adviser approvals.

General Information for Self-registration
Registration is available on the World Wide Web, on or after the student’s scheduled registration time, using Internet Explorer or Netscape Navigator, version 4.X or higher. Students and advisors can find out the student’s scheduled registration time by logging on to the web registration site, or by referring to the printed Registration Queue. Web self-registration is available Monday - Thursday from 7:00 a.m.-12:00 midnight, Friday from 7:00 a.m.-10:00 p.m., and on Saturday from 8:00 a.m.-6:00 p.m., except on official University holidays. To use Web registration, students will need to enter their Internet ID and password. If students have forgotten their password, have any problems logging on to Web registration, or are bumped off the system, instruct them to contact the Help Desk at 281-8000. In-person registration is available at the Office of the Registrar, 9 Hill Hall, 8:30 a.m.-4:15 p.m., Monday - Friday.

WEB REGISTRATION
Web registration is available at: http://onestop.UMCrookston.edu/registration/
For assistance with web registration, encourage students to use the help buttons listed on the registration screens. Web registration can be an easy process if they follow these simple steps.

1. Students should clear at the appropriate office any “holds” they have on your record (e.g., unpaid bills, academic probation, etc.). Students can determine if they have any holds by logging on to the web registration site.

2. Students should review the class schedule to identify courses appropriate to their needs. The class schedule is available in printed versions and online.

3. Students need to make sure they have completed specific prerequisites before registering for a course.

4. Encourage students to complete a sample Schedule Worksheet including possible alternative courses to substitute for closed sections/ courses to assist them in the registration process. Students can check to determine if classes are “open” or “closed” by reviewing the section status reports online.
5. If students are going to self-register by using web registration, encourage students to meet
with you to discuss their program needs, review their course selections, and finalize their
planned schedule. Encourage them to make an appointment with you at least one-week
before your scheduled registration time. Although an advisor’s signature is not required for
self-registration it is strongly recommended that students consult with their advisor to insure
appropriate course selections.

6. Students may need class permission numbers if the course requires instructor approval, if
students are trying to register for a closed course, or if it is after the first week of class. In
these cases, students must have a class permission number to successfully register for a
course. A class permission number is a random number available from the instructor that
allows students to register in the course. It is the instructor’s decision to give permission
numbers to students. If students need a permission number from an instructor, direct them
to immediately contact the instructor for the course they need to respectfully request a
permission number.

7. Students need to know the name, policy number, and telephone number of their health
insurance company or HMO when web-registering. Unless students provide this information
on the Student Health Insurance Application/Waiver Card, or provide or verify this
information when registering, they will automatically be charged for the University-sponsored
health insurance program if they take six or more credits.

8. Students can register at the University web site:
   http://onestop.UMCrookston.edu/registration/ by signing on using their Internet ID and
   password (e-mail username and password). If students have not already set up this
   account, direct them to visit the Account Initiation link and authenticate themselves. Once
   they enter this information, they click submit. A screen will come up telling student that they
   have successfully logged on. Instruct students not to not close this screen—they will need to
   keep this screen active while they register (instruct them to minimize it).

   If students need help with the web-registration process, provide them with the following
   information on the steps to get help:
   • To have their password reset, they can call the Help Desk at 218-281-8000.
   • For help with advising or planning their schedule, they should contact their Department
     office or advisor.
   • If they have trouble accessing the Web, they can call the Help Desk at 218-281-8000 for
     assistance.

**IN-PERSON REGISTRATION**

To register in-person, you MUST approve and sign the student’s registration form (Appendix)
before they present it at the Office of the Registrar.

1. Encourage students to review the class schedule to identify courses appropriate to their
   needs before they meet with you. Students should also make sure they have completed
   specific prerequisites before registering for a course.

2. Encourage students to draft a sample Schedule Worksheet including possible alternative
courses to substitute for closed sections/courses. Students can find the Schedule
Worksheet form at the back of the Class Schedule.
3. Encourage students to meet with you to discuss their program needs, review their course selection, complete the registration form, and secure approval for registration. Direct students to make an appointment with you at least one-week before your registration appointment. Please note that non-degree students may not have an assigned adviser.

4. Students may need class permission numbers if the course requires instructor approval, if students are trying to register for a closed course, or if it is after the first week of class. In these cases, students must have a class permission number to successfully register for a course. A class permission number is a random number available from the instructor that allows students to register in the course. It is the instructor's decision to give permission numbers to students. If students need a permission number from an instructor, direct them to immediately contact the instructor for the course they need to respectfully request a permission number.

5. Students need to know the name, policy number, and telephone number of their health insurance company or HMO when web-registering. Unless students provide this information on the Student Health Insurance Application/Waiver Card, or provide or verify this information when registering, they will automatically be charged for the University-sponsored health insurance program if they take six or more credits.

6. After meeting with the student and completing the Registration Form, instruct them to bring the completed form to the Office of the Registrar at or after their scheduled appointment time to register. If the student is registering at UMC for the first time, direct them to contact the Admissions Office for admission requirements and then call the Office of the Registrar, 218-281-8548, for registration information.

7. Inform students that they need to pay their fees before the advertised deadline date for fee payment. Registration is not completed until fees are paid. Open Registration. Contact the Office of the Registrar, 9 Hill Hall, 218-281-8548 for appropriate hours and dates. The office is open 8:00 a.m. to 4:30 p.m. Monday through Friday.

If students have questions related to their registration (credit load and financial aid, billing, etc.), direct them to the appropriate office.

**Petition for Registering in Nineteen or More Credits**

Students planning to register for more than 19 credits during the fall and spring semester, and 9 credits during the summer term must secure permission from the Academic Standards and Policy Committee. Petition forms (Appendix) for approval of an overload of credits are available in the Office of the Registrar. To carry more than 19 credits, students should have a minimum 3.00 cumulative GPA.
Guidelines for 1000/3000 Level Courses

Students must have completed 30 or more semester hour credits to take upper division (3000 or 4000 level) courses
- 1XXX Courses primarily for students in their first year of study.
- 2XXX Courses primarily for students in their second year of study.
- 3XXX Courses primarily for students in their third year of study.
- 4XXX Courses primarily for students in their fourth year of study.
- 5XXX Courses primarily for graduate students but third and fourth year students may enroll.

Gaining Admission to a Closed Course

In general, students should first go to the department offering the course, where they may be put on a waiting list or be referred to the instructor for permission to register. Direct students to attend the first class meeting if they are on a waiting list or need the instructor's permission, to see if more students will be admitted. To register for a closed course, students must obtain a class permission number from the instructor.

Course Repeat Policy

A student may repeat a course only once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. The preceding sentence of this policy shall not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the appropriate academic department.

Changes in Registration - Drop and Add Courses

Subject to certain limitations, students may add or cancel classes or may change grading options. Course additions and changes to or from S-N grading are allowed for 15-week term courses without penalty during the first two weeks of the semester or before. Courses cannot be added after the second week of classes. Procedures for adding or cancelling are different if students use web self-registration than if they are required to register in-person. Deadlines are different for part-term courses.

Tuition Charges and Refunds for Course Additions and Cancellations

Full tuition is charged on a per credit basis for all changes in registration that increase the student's credit load. However, no additional tuition is charged when any course addition is balanced at the same time by a course cancellation, i.e., a cancellation equal to the number of credits being added. (Online courses qualify as replacement courses only if the course being added is also an Online course offered during the same session.) Refunds are issued on a per credit basis according to the refund rate that applies to the date of cancellation. Direct students
to the Financial Aid Office to understand how these changes will impact their specific financial aid package.

Retroactive Tuition Refund

In a very limited number of circumstances (e.g., medical, military duty, attendance at another institution) retroactive cancellation may be possible. If retroactive cancellation is authorized within one semester of the term in question and no later than August 31 of that fiscal year, students may be entitled to a tuition refund. Petitions for retroactive tuition refund based on a failure to cancel or nonattendance will not be approved. Direct students to check with the Office of the Registrar in 9 Hill Hall for more information and a petition form.

Change Registration

To change course load or grading system, direct students to do the following:
1. Make changes online.
2. Meet with you to complete a Registration Form if cancelling in person. Check the box indicating cancel/add and note the number of credits the student will have after this change.
3. Depending on the change, the student will need to obtain the necessary instructor, advisor, or Academic Standards & Policy Committee approval if required.
4. Turn in the Registration Form (and all required class permission numbers) at the Office of the Registrar where students will receive a revised study list. Any assessment or credit amount that results from a change in registration is posted to the student’s account at Student Accounts Receivable. New assessments will appear on the student’s next billing statement.

Course Substitution Approval

Under special circumstances, such as the institution not offering the course as scheduled and, thus, preventing a student from graduating that semester, a student may be given approval to substitute a required course with another. The Approval for Course Substitution form (Appendix) must be completed and approval must be granted by the program advisor and the appropriate department head and submitted to the Office of the Registrar.
X. GRADES

Grading System

The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N (Satisfactory-No credit). Students may receive grades only from the grading system under which they have registered for a course. Each campus, college, and department determines to what extent and under what conditions each grading system is used, may specify what courses or proportion of courses must be on one system or the other, and may limit a course to either system.

Change of Grading Option

When both grading systems are available, students must choose one when registering for a course. Students may not change their course grading option(s) after the second week of classes. In accordance with University policy, grades of “C-” or higher are considered passing grades. A grade less than “C-” will be awarded a letter grade of “N”.

Agreement for Granting an Incomplete

The Grade “I” reflects an Incomplete which is a temporary grade that indicates coursework has not been completed.

The instructor assigns an “I” when, due to extraordinary circumstances, the student was prevented from completing coursework on time. An “I” requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student’s next term of enrollment. The completed “Agreement for Granting an Incomplete” form (Appendix), will be submitted to the department office.

For undergraduates and adult special students, work to make up an “I” must be submitted within 72 hours of the last final examination of the student’s next term of enrollment; if not submitted by that time, in the sixth week of the next term the “I” will automatically change to an F (if A-F registration) or N (if S-N registration).

The instructor is expected to turn in the new grade within four weeks of the date work is submitted.

When an “I” is changed to another symbol, the “I” is removed from the record. Once an “I” has become an F or N, it may be converted to any other grade by petition of the instructor (or department if the instructor is unavailable).

Submit Mid-Term Grades

The Mid-Term Alert System:

- Is designed for students to receive an e-mail notification regarding their classroom performance through the seventh week of the semester.
Is recommended for those who appear to be in danger of receiving a grade of D, F or N. Students who are performing well may also receive an alert. Allows you to create and send alerts showing the student's level of progress. Generates an e-mail notice to the student. Is meant to provide helpful feedback on a student's progress in the course. The system is not to be used for final grade reporting and will not be part of a student's transcript.

Students with grades of “D” or “F” are encouraged to visit with their instructors and academic advisers regarding their academic performance, class attendance, and/or completion of assignments that require improvement.

Sending a Mid-Term Alert:

- Mid-term Alerts are available from the UMC homepage by "placing" your cursor over Faculty & Staff at the top of the page and then selecting from the drop down menu: University Tools → Grade Reporting
- When sending an alert, you may optionally include attendance information and any other free-form comments.
- You will have a last chance to review your alerts, because once they are sent, you cannot edit or revoke them. If incorrect alerts are sent, you must notify the students involved directly.
- This information can be sent either one student at a time, or you can select a batch of students and provide each student's information using a sequence of tables with rows of selected students.

The batch alert option is quicker when three or more alerts need to be sent. With a large number of students, greater speed and efficiency can be achieved by using quick keyboard navigation to fill in the alert information. More information about keyboard use is linked to pages within the batch operation. You will have one last chance to review your alerts, however, once an alert is sent, you cannot edit or revoke it. If an incorrect alert is sent, you must notify the student involved.

Advisor Access to Mid-term alerts:

Students receive Midterm alerts via e-mail. To access the Midterm Alerts report log on to Management Reports at www.umreports.umn.edu, go to “My Active Advisees – Index Page” and click on the Midterm Alerts link on the grey bar at the top of the report. This will bring you to the Midterm Alerts report.

To add the My Active Advisees – Index Page report to your UM Reports home page, go to the Search Reports tab. Type “Advisees” in the search box at the top of the page and hit the search button. Click the check box in the “Include on My Home Page” column next to the report and hit the “include” button at the bottom of the page. The reports will appear on your home page under the Student Records subcategory.

My Active Advisees – Index Page

Access to UMReport information about your current advisees (Graduate and Undergraduate) with active status. The Index Page gives you a graphical view of your current advising load. From this page, you can access additional reports about your advisees including: Academic
Record, Advisee Roster, Registration Holds, Registration Summary, Midterm Alerts, and No Enrollment.

Submit Final Grades

Deadline to submit final grades.

According to University Policy, final grades are due on-line no later than three business days after the last final exam.

Final grades for classes offered during the first seven-week session are also due three business days after the final exam for the course.

With web submission of grades, students' grades will be posted to their records on a nightly basis, so students will be able to view their grades the next day. Grades submitted on the weekend can be viewed the next day. This means that students may be seeing grades "trickle" in, instead of seeing all or most of their grades on one specified date.

Availability for use of web-based grading system.

The web grading system will be available starting on the Monday of the last week of instruction for the semester. The exact date that the grading system will be available for use will depend upon the campus where the course it taught, as academic calendars vary by campus.

The web grading system will be unavailable from 3:30 - 5:30 am, Monday-Saturday and 3:30 am -12:30 pm, Sunday for system backup. Do not try to log into the system at these times, you will not be able to access the system and you will receive an error message.

Instructors of courses that are offered during the first seven weeks of the term will be able to access the system beginning the Monday of the last week of instruction of the 7-week session. If your grade roster is unavailable, please call 625-2803 for assistance.

Steps in submitting grades via the web

Submitting grades via the web is very simple. First, you will need to connect to the web grading system. You will need your Internet ID (X.500 Username) and password to log into the web grading system. Your Internet ID is the prefix before the @ sign in the University assigned e-mail address. For many people this is the first five letters of their last name and three digits. Passwords are individually set (see the phone numbers below for assistance with passwords or Internet ID problems).

After you have logged into the system, you will need to select the correct term, next you will be prompted to choose the course for which you wish to submit final grades. Your choice of courses will be based on the courses for which you are listed in PeopleSoft as the instructor of record. Once you have chosen the appropriate course, you will be given a list of students officially registered for the course. At this point you can either enter final grades for each of the students listed on your grade roster or you can upload grades from a separate grade file.
Supplemental grades or grade changes are to be submitted on the web. However, grade changes or early/late grades prior to fall 1999 must be submitted to the Office of the Registrar via the paper form.

Once the grades are entered and submitted, can I make changes?

No, once you have submitted the grades to the Office of the Registrar you cannot change the grades. If you submitted a grade in error or discover an error in calculating a student's grade, you need to submit the new grade via the supplemental grade system on-line. Note: if you are making changes to grades prior to fall 1999, you must submit the grade change to the Office of the Registrar via the paper Supplemental Grade Report.

Submit Change of Grades

Grade changes are no longer accepted on paper forms. Supplemental grades must be entered on line.

The link for this is titled "Grade Reporting" and can be accessed from UMC's webhome at: http://www.umcrookston.edu/. Select Faculty and Staff → University Tools → Grade Reporting → Enter Supplemental Grades.

If you have questions about submitting supplemental grades, contact Linda Olson, Office of the Registrar, 9 Hill Hall, 281-8548.

Academic Fresh-Start Policy

Currently enrolled students who have interrupted their college/university education for a period of five or more years may petition to exclude previously earned UMC "D" and "F" grades from their grade point averages. Such courses and their actual grades will appear on the student's academic record, but letter grades will not be calculated for GPA purposes. Excluded courses can NOT be used to satisfy any academic requirement. A student may exercise this option ONLY ONCE by submitting a written request to the Office of the Registrar, 170 Owen Hall.

University of Minnesota Uniform Grading and Transcript Policy

If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student’s transcript. There shall be a symbol W, withdrawal, entered upon a student’s record when the student officially withdraws from a course in accordance with procedures established by the student’s college or campus. The W will be entered on the transcript irrespective of the student’s academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions).

Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must extenuating non-academic circumstances justifying late withdrawal. Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the eighth week of class and at any time up to and including the last day of class for that course.
During the first eight weeks of the term. The University does not require that the student justify any course withdrawal completed before the end of the eighth week. (Note that you may withdraw from one or more classes (but not all) by accessing the registration system http://onestop.UMCrookston.edu/registration/ through the published course withdrawal date as included in the class schedule http://onestop.UMCrookston.edu/registration/class_schedule.htm ).

After the first eight weeks of the term. Beginning the ninth week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. A student may petition to withdraw completely from the University for serious and compelling reasons. All requests for withdrawal from the university must be submitted in writing to the Academic Standards and Policy Committee. The request for withdrawal approval must be submitted with a written explanation of the extenuating circumstances and any appropriate documentation to the Office of the Registrar, 9 Hill Hall. Students withdrawing from the University whose petition has been approved by the AS&P Committee will be assigned grades of “W”. Students whose petitions are denied will receive the letter grade awarded by the instructor based on the work submitted for the entire semester.

Extenuating Circumstances. There may be many reasons to request withdrawal from all of your classes including, but not limited to, sudden hospitalization, death in the family, a personal or family crisis, and unanticipated and unavoidable changes in employment. Avoidance of an undesirable grade does not justify withdrawal. Withdrawal requests requiring approval by the UMC Academic Standards & Policy Committee are typically only permitted for the entire semester and only for non-academic reasons. No withdrawals can be approved to avoid an unsatisfactory grade. Please continue attending all classes in which you are officially enrolled and complete the required coursework unless you receive written notification that your petition has been approved.

Privacy, Security, and FERPA Information

The University has created a privacy and security web site to assist University faculty and staff in understanding and protecting private information, available at http://www.umn.edu/privacy/. The site addresses types of privacy, ways of securing private information, specific requirements and policies regarding privacy and security and the role of the University in privacy and security matters. It covers information from student records, to employee information, to financial records, to health information. You have a legal responsibility to protect private information in your possession.

Also, an online FERPA (Family Educational Rights and Privacy Act) training module is available. All University employees who come into contact with any student data are responsible for upholding FERPA. This training module introduces users to the basic concepts of FERPA and how to protect student data. It is important that staff and faculty who work with student data complete this course. Go to the FERPA training course on-line at http://www.onestop.umn.edu/onestop/Services/FERPA_Tutorial.html
XI. ACADEMIC PROBATION

Academic Probation

A. New High School Admits and New Advanced Standing (Transfer) Admits
   • a minimum ACT Composite Score of 18, and
   • a minimum high school GPA of 2.00 (C) is required.
New students who do not meet the requirements for regular admission, but who qualify for UMC’s Conditional Admission program, are admitted on academic probation. Students are informed in their letter of admission if they have been conditionally admitted.

B. Continuing UMC Students, and Non-Degree Students, and New Advanced Standing (Transfer) Admits
   All other students cumulative GPA must meet the following minimum standards:

<table>
<thead>
<tr>
<th>Credits Completed with Permanent Grades</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.70</td>
</tr>
<tr>
<td>16-23</td>
<td>1.80</td>
</tr>
<tr>
<td>24-31</td>
<td>1.90</td>
</tr>
<tr>
<td>32 and beyond</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Probation Requirements and Procedure

Requirements while on academic probation—During the term of probation students must:
1. Meet with an Academic Assistance Center/Student Support Services adviser/University counseling staff member and complete an Academic Action Plan no later than the end of the first week of the semester.
2. Revalidate their course registration with their academic adviser no later than the end of the first week of the semester.
3. Complete all additional requirements as specified for new high school and new college transfers who were conditionally admitted. Refer to your letter of admission and/or contact the Office of Admissions for the specific requirements.
4. Earn a minimum term and cumulative GPA consistent with the credit hour/GPA table above. Students whose term GPA does not meet the requirements will be SUSPENDED. Students who meet the term GPA requirement will be removed from probation or continued on probation according to the following table:

<table>
<thead>
<tr>
<th>Meets Minimum Requirements?</th>
<th>Term GPA</th>
<th>Cumulative GPA</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Suspended</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Removed from probation</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Continued on probation</td>
</tr>
</tbody>
</table>
Suspended for Low Scholarship—A student on academic probation who fails to meet the terms of probation will be suspended and required to withdraw from UMC for one academic term on the first incidence of suspension and one calendar year on the second suspension. Students who are suspended on four occasions are dismissed and not allowed to continue their studies at UMC. Credits earned at other institutions during the period of suspension may not be applied toward graduation from UMC unless permission to earn such credit is granted in advance by the Academic Standards and Policy Committee.

Petition for Re-admission

The Academic Standards and Policy Committee reviews appeals for readmission by students who have been suspended for failure to meet the terms of their academic probation. Appeals for readmission after a suspension notice has been sent to students must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies. On the first occasion of an academic suspension, students are readmitted if they agree to the terms and conditions of the academic contract. Students may NOT continue on academic contract for two consecutive semesters.

Students who have been suspended from UMC and are petitioning to be readmitted on contract for the second or third time must meet individually with Student Support Services or University counseling staff for assistance in identifying reasons for academic difficulties and in developing a plan for corrective action prior to presenting their appeal to the Academic Standards and Policy Committee.

Suspended students, readmitted under the terms of the academic contract, are NOT considered to be making satisfactory academic progress; are NOT eligible to receive state or federal financial aid; and are NOT eligible to represent the University in any official event, activity, or capacity.

Suspended students who are readmitted after the required period of non-enrollment are readmitted on academic probation. Continued enrollment depends on satisfactorily completing probation requirements.

1Students who have been suspended from UMC and are petitioning to be re-admitted on contract for the second or third time must meet individually with Student Support Services or University counseling staff for assistance in identifying reasons for academic difficulties and in developing a plan for corrective action prior to presenting their appeal to the Academic Standards and Policy Committee.

2You may appeal your financial aid suspension if unusual circumstances interfered with your ability to meet SAP standards. For more information see Satisfactory Academic Progress (SAP) for Financial Aid Eligibility at http://www.crk.umn.edu/info/policies/FinAidSap.htm or contact the Office of Student Financial Aid.

3University representation shall include, but not be limited to such things as athletic events, music or theater performance, club events occurring in a public venue or of a competitive nature, and serving as an officer in clubs, organizations or the student association. Criteria to be used to determine what constitutes an official event, activity or capacity shall be based on such factors as the use of University funding or facilities, and the University’s role in scheduling and involvement in the event. The Academic Standards & Policy Committee shall resolve any questions regarding this provision.
Guide to Academic Suspension Appeals
The academic progress policy of the University is printed in the UMC catalog, in each terms course schedule, and on the University’s policy website.

A student has the right to appeal adverse suspension decisions according to the described procedures. The Academic Standards and Policy (AS&P) Committee establishes policies and procedures and reviews appeals for readmission by students who have been academically suspended. The AS&P Committee is a standing committee of the Faculty Assembly and includes one faculty member from each academic unit, two student members, and two consultant/advisory members, the Vice Chancellor for Academic Affairs and the Registrar. The Chairperson convenes the committee as necessary.

Suspension for Low Scholarship
Appeals for readmission after suspension must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies.

First Suspension. A student on academic probation who fails to meet the terms of probation is suspended and is required to withdraw from UMC for one academic term. However, students may appeal and will be readmitted for the next term if they agree to the terms and conditions of the academic contract, meet all deadlines, properly complete the required forms, and attend all required meetings. Second and Third Suspensions. A student is suspended for one calendar year on the second and third suspensions. Students may not continue on academic contract for two consecutive semesters and must sit out the required period of non-enrollment. The Academic Standards and Policy Committee reviews appeals from 2nd or 3rd suspension students according to the following procedures:
2. Students must meet individually with Student Support Services or University counseling staff for assistance in completing the Academic Contract and the Academic Action Plan prior to submitting the completed forms.
3. Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress. Such appeals must include official/professional documentation (e.g., medical records, court documents) which supports the written explanation.
4. Deadlines for appeals submission for currently enrolled students are clearly stated in the students' suspension letters.
5. Suspended students not currently enrolled, must submit the appeal forms by the following deadlines: July 15 for fall semester, November 15 for spring semester, and April 15 for summer term.
6. In addition to the written appeal, students may choose to meet personally with the AS&P committee and may bring advocates on their behalf as appropriate. Student attendance at the Committee meeting is not required but is strongly recommended.
7. A written decision on the appeal will be provided to the student. If your appeal is approved, and you are allowed to return for the next term, you will be required to comply with the terms of the Academic Contract.
8. Readmission denials by the committee may be appealed to the Chancellor (see details below).
**Fourth Suspension.** Students suspended on four occasions are dismissed and not allowed to continue their studies at UMC.

**Appeal of AS&P Committee Decisions and Suspensions for Violation of the Academic Contract**
Students who choose to appeal the decision of the AS&P committee or who have been suspended for violating the Academic Contract may submit their request to the Chancellor. Procedures and deadlines for appeals submission are clearly stated in the students' suspension letters. The decision of the Chancellor is final.

**Class Registration.** Following the conclusion of fall/spring, students who have been academically suspended may have pre-registered for the next semester. The registration will remain valid until all written appeals have been decided. Upon resolution of the written appeal, the class registration of all students who did not appeal their suspension or who filed an unsuccessful appeal will be canceled.
XII. FINAL EXAMS

Policy on Scheduling of Final Examinations

Student Final Exam Policy

The examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled. Only when a conflict between examination times exists, or a schedule of three or more examinations in one day occurs, may students seek adjustment of their examination schedule. Under these circumstances, students should contact the appropriate department head.

Faculty Final Exam Policy

Policy on Changes to Final Exam Schedule

There shall be no exceptions from the University final examination schedule except by concurrence of the division chair or program director and the Vice Chancellor for Academic Affairs. This prohibits moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class. All requests for adjustment of final examination hours should be made at least a month before the beginning of the relevant examination period. Instructors requesting any variation from the official examination schedule must agree to give a make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.

All one and two credit course examinations will be given during the final week of class during the regular class hours. All other examinations will follow the final exam schedule. The final exam schedule is included in the printed semester class schedule and available online at: http://onestop.umcrookston.edu/registration/exam_calendar.htm or from UMC’s homepage select: Current Students ➔ One Stop ➔ Calendars ➔ Final Exams
XIII. COMPETENCY ASSESSMENTS

**College-Level Examination Program (CLEP) Policy**

The University of Minnesota, Crookston offers the opportunity to submit the results of CLEP for credit in most of the Subject Examinations. CLEP Subject Examinations currently accepted by UMC for transfer credits are listed below with the minimum acceptable standard score. Credit earned through CLEP Subject Exams may be used to fulfill general education requirements, to fulfill specific course requirements, or to be used as elective credits. UMC uses the ACE Recommended Credit-Granting Score as a guide to determine whether credit is granted. UMC does not grant credit for the General Exams.

At the time the student takes the exam in high school, they can indicate in the test software the college to receive the CLEP test score. If the student did not do this at the time of the test a transcript request form, a transcript request form can be sent. This form is available at [http://www.collegeboard.com/student/testing/clep/scores.html](http://www.collegeboard.com/student/testing/clep/scores.html)

The following guidelines have been established for utilization of the Subject Examinations:

1. A CLEP Subject Examination may not be taken to establish credit for a course in which a student has earned credit in a higher-level sequential course.
2. A student with previously earned credit in one semester of a two-semester sequence must petition the Academic Standards & Policy Committee for approval prior to taking a CLEP Subject Examination to receive additional credit for a CLEP Subject Examination that offers a maximum of six to eight credits.
3. A Subject Examination may be repeated no sooner than six months after date of the last testing. Students should submit a petition to the AS&P Committee for permission to repeat an examination.
4. A Subject Examination may not be used to establish credit in a subject that the student has previously failed.
5. CLEP credits awarded at another institution are not automatically accepted by UMC. The student must submit the original transcript of CLEP scores for evaluation. All scores are evaluated according to UMC policy.

**Policy on Examinations for Credit and Proficiency**

The University of Minnesota offers "proficiency examinations" and "examinations for credit" to currently registered undergraduate degree-seeking students which are given at the discretion of the appropriate academic department.

Proficiency Examinations shall be administered by the appropriate academic department, require no fee, and yield no credit or grade but may fulfill prerequisites for advanced courses or satisfy requirements. Proficiency examinations may be taken at any time, and if the student's work is of passing quality, a notation shall be made on his/her transcript saying "Course X satisfied by proficiency examination." A student may not first take a University of Minnesota
course and earn a grade, subsequently take a proficiency exam for that course content, and then request that the original course grade be bracketed from the transcript.

Examinations for Credit must be taken within the first 2 weeks of a semester. There shall be no fee if taken during the student's first term in residence or the first term after an absence of a year or more, otherwise a fee of $30 will be charged. Credits earned by examination shall not count as residence credits. A student may not first take a University of Minnesota course and earn a grade, subsequently take an examination for credit for that course content, and then request that the original course grade be bracketed from the transcript.

A student must do "C-" quality work on an "examination for credit" to earn credit, and a notation shall be placed on the transcript showing the course and credits earned. Effective fall 1999, examinations for credit earn the letter "T." These credits will be included in the cumulative credits (but not term credits) but the "T" grade will not be reflected in either the term or cumulative grade point average. If the student fails to do "C-" quality work on the examination, no notation shall be made on the transcript.

The "examination" administered by a department may be a typical final examination, an oral test, written papers or projects, or any other combination of work which will satisfy the examiners that the student has adequately achieved the values of the course.

The complete policy on special exams is available on-line at the following web site: http://www.umn.edu/usenate/policies/creditprof.html

**Competency Assessment Portfolio (CAP)**

A Competency Assessment Portfolio (CAP) is a method by which an institution can evaluate prior learning. Students who wish to explore credit options through development of a competency assessment portfolio must be willing to spend considerable time in the preparation of this document. The portfolio contains a collection of materials and written documentation which identifies and describes professional training and experiential learning which can be evaluated for college-level credit equivalency. Additional information and forms are at http://www.crk.umn.edu/people/services/registrar/CAPform.pdf

**Advanced Placement (AP)**

Entering freshmen may earn college credit in some subject areas by receiving satisfactory scores on the College Entrance and Examination Board Advanced Placement (AP) Program examinations. Credits granted may be applied toward college degree requirements. In those cases in which a corresponding UMC course does not exist, “blanket credit” may be granted (with appropriate campus approval) and such credits may be used to meet certain liberal education requirements. For a list of AP credit awards, contact the Office of Admissions or go to http://onestop.umcrookston.edu/registration/grades/credits/advancedplacement.htm .
Academic Assistance Center

The mission of the Academic Assistance Center is to assist UMC students in achieving their academic goals. The Center recognizes that many students need additional skill development and support to enhance their ability to succeed. The web site at http://www.umcrookston.edu/services/sss/ provides additional information for faculty on Student support services.

Location:
Owen Hall, Room 270

AAC Hours
Mondays - Thursday 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 4:30 p.m.
Summer Hours
Monday - Friday: 8:00 a.m. - 4:30 p.m.

Staff:
Director – Rand Rasmussen
SSS Assistant – Nate Mullally
SSS Program Advisor – Amanda Neubauer
SSS Program Advisor – Kim Cousins
SSS Program Advisor / Master Tutor – Amy Erickson
Teaching Specialist – Fran Chihanski
Tutor Coordinator – Bruce Ramstorf

ACC Department Services:

Tutoring:
The Academic Assistance Center in Owen Hall, Room 270, coordinates a peer tutoring program. Tutors are full time students who have been recommended, in writing, by the instructor of the subject matter involved or have presented transcript documentation to the Tutor Coordinator. http://www.crk.umn.edu/Services/academicassist/tutoring.htm

Peer Tutoring offered free of charge. Tutors are paid students.

1. Get a tutor request card—the form is included
2. Complete the form and have the instructor sign it
3. Return the form to the academic assistance center
4. Meet with the tutor coordinator Bruce Ramstorf
5. Supplemental Instruction (changes each semester) including
6. Study Groups in some courses, Professional Tutoring from AAC staff in reading, writing, and math, Staff Guidance with computer technology, Computerized Tutorials in a variety of subjects, Staff Assistance with study skills
**Student Support Services**

Student support services (SSS) is a program funded by the federal government to help students stay in school and graduate. Because SSS is funded by the government, students must meet certain guidelines to qualify for membership. If neither of your parents has a four-year degree, OR if you are a person with a documented disability, you may be eligible for membership.

**Students enrolled in SSS:**

- Can get general counseling and guidance
- Receive help in tracking their academic progress
- Are offered career counseling and testing, individual and group tutoring, peer mentoring
- Can get assistance in completing financial aid and other important forms
- Have free access to a number of social and cultural events scheduled and facilitated by SSS throughout the year

Located in **Owen 270**, SSS offers a relaxed academic atmosphere where students can meet with their assigned academic advisor, study, receive tutoring in many subjects, access a high quality laser printer for assignments, meet with new people, and make new friends. Students' at all academic levels can benefit from this program. **Contact Rand Rasmussen** for assistance with this program.

**Career and Counseling Department**

The UMC Career and Counseling Department is one of the student services offered within the Office of Student Affairs. The staff consists of professionally trained counselors who are qualified to assist in the areas of personal, educational, and career concerns.

Many UMC students seek assistance from the Career and Counseling Department in a given year. Students may be referred by faculty members, staff, and other campus departments or agencies. All students are welcome, with or without referral.

**Student Counseling Goal**

Counseling is not telling or advising the student what to do; the student makes the decisions. The counselor assists student in achieving a better understanding of themselves—their feelings, attitudes, capabilities, interests, and aspirations. Tests of various types may be administered when a student and his/her counselor agree that results may be useful. Vital to the counseling relationship is the confidential nature of the counseling experience; test results and interview information are released only upon the student's request. If a student’s concerns (e.g. finances or health) may be more logically discussed with someone in another service agency, the proper referral will be made.

The ultimate goal of counseling is to help the student grow in self-understanding so that he/she is better able to cope with situations which may arise in the future. Increased self-understanding and acceptance of themselves can result in a happier and more satisfying life for a student.
The Career and Counseling Department provides a confidential setting in which a student may explore any number of concerns which may be preventing him/her from functioning at a more satisfying level. Anything which causes a student to feel anxious or uncomfortable may affect his/her academic performance as well as his/her personal relationships with others. These concerns may be “talked through” with a counselor.

Office for Students with Disabilities

The University of Minnesota Crookston Office for Students with Disabilities (OSD) works with qualified students across all disability groups to ensure access to all programs, facilities and services. Students must provide current documentation from a qualified professional to initiate services on campus. Services include options such as adaptive equipment, arrangements for extended time or a quiet place for exams, alternative format texts, liaisons with external agencies, or other individually defined services. OSD works to accommodate the needs of the students while preserving the integrity of the programs. Students who believe that they may have a disability that has not been diagnosed may seek referral assistance from OSD. Students with disabilities are encouraged to promptly make contact with OSD once enrollment is finalized. The office is currently located in Owen Hall 270.

The Testing Program

In conjunction with the counseling process, various types of test and inventories may be administered—instruments measuring academic potential, interest, or personality factors. These are administered only when it is felt that results may be useful to the counseling experience. For certain instruments, a nominal fee is assessed.

The department also has available informational material and registration forms for such tests as the Graduated Record Examination (GRE), General Education Diploma (GED), Residual ACT, College Level Exam Program (CLEP).

Career Center

UMC’s Career Center contains up-to-date material on a wide variety of careers. Computers are available to help students access up-to-date occupational and educational information. Other resources available through the Career Center are career inventories, GoldPASS, workshops, job fair information and mock interviews. A career counselor is available to assist students in using these resources.

Counseling Referral- When and How

Stay Alert to Changes

Student who use UMC Counseling Center often report difficulty coping with their emotions and express feelings of depression, anxiety, or agitation. They may be concerned about their relationships with friends or family, about their academic performance, or about their future. Each student reacts differently, but some common reactions include these:

- Excessive procrastination and/or very poorly prepared work
- Frequent class absences
• Nervousness, agitation, impaired speech, excessive fingernail biting.
• High levels of irritability including undue aggressive or abrasive behavior
• Dependence (e.g., the student attempts to make excessive demands on your time)
• Inability to make decisions
• Strange behavior
• Marked weight loss or gain
• Marked change in personal hygiene or appearance
• Frequent binge eating or extreme loss of appetite
• Sleeplessness
• Lethargy
• Sadness or fearfulness
• References to harming self or others

An Example

You notice that a student in your class suddenly starts to ask strange, rambling questions and seems untouched by the negative reactions or other students. New behavior patterns include missing class frequently and a marked drop in work performance. Your conversations with the student leave you confused and concerned.

What Can You Do?

Extend an invitation to meet. When you talk to the student, pick a place where you won't be disturbed—your office, for example. Also try to minimize interruptions and allow enough time for a good discussion. Express concern for the student. Listen.

As you learn more about the issues on the student’s mind, you might realize that you alone can’t provide adequate help and that the student could benefit from professional services. We suggest that during a break in the discussion you again express your concern, briefly paraphrase what you hear the student saying, and recommend UMC’s Counseling Center. One possible approach follows:

“You should know that other UMC students struggle some with of the same issues. Talking to others might help relieve some of the stress, and you might find new ways to cope.” UMC’s Counseling Center (218) 281-8585 or 281-8586; campus security, 281-8531 or dial 9-911.

How to Make a Referral

You can refer students to the Counseling Center in any of the following ways:

• Suggest that the student come into the center during office hours. Students can make an appointment or stop by from 8 a.m. to 5 p.m. when a walk-in counselor can see them.
• Suggest that the student use your phone to make an appointment at the center, 8585 or 8586.
• Call the Counseling Center yourself, while the student is still in your office, and arrange an appointment for the student. If you feel this is an emergency situation, please indicate that when you contact the center. If necessary, a counselor will come to your office. Additionally, do not hesitate to call campus security or emergency assistance (911).
• Go with the student to the Counseling Center and arrange an appointment.
If you do refer a student to the Counseling Center, we ask the student if we may tell you when that student has met with a Counseling Center counselor. Naturally, the communication between counselor and client is confidential. We cannot and do not discuss the particulars of a student’s situation, or even acknowledge counseling contract, without the student’s written permission.

Consultation

If you have specific questions about a student and how best to approach that individual, do not hesitate to call the Counseling Center. If a counselor is not available, please let the administrative assistant know who you are and why you are calling. A counselor will return your call as soon as possible.

Counseling Services

We want to help students get the most of their educational experience. The way students act and respond to change and problems can affect their educational performance. We prefer to work with them before their concerns develop into serious problems, and teach students how to manage their stress and how to respond more effectively to challenging and difficult situations.

The Counseling Center provides a variety of services including individual and group counseling; workshops on topics such as assertiveness training, stress management, test anxiety; and, a full range of consultative services centering on student adjustment in higher education.

Counseling Center programs include:

- Personal Counseling Program
- Career Resource Center
- Referral Assistance
- Consultation Services

The center also provides referral assistance when assessment of the student indicates that it is appropriate.

- Office for Students with Disabilities

Professionals Who Care

The Counseling Center staff includes professional counselors with a wide range of expertise. For your information, the center is located in Student Center, Suite 245. Appointments can be made by calling 281-8585 or 281-8586. Counselors are available 8 a.m. to 5:30 p.m. Monday through Friday. Appointments are not always necessary in emergency situations.

Don R. Cavalier, Director, Career and Counseling Department, 281-8585
Laurie Wilson, Counselor and Coordinator of Office for Students with Disabilities 281-8587
Jason Tangquist, Counselor-Athletics 281-8424

Career and Counseling Department URL: http://ccs.umcrookston.edu/
**Diversity and Multicultural Affairs**

The program goals are;

Develop and implement programs designed to increase and improve diversity awareness at all levels of the university.

Develop and implement a comprehensive system of responsibility, accountability, and recognition for increasing campus diversity and improving campus climate.

Support outreach, community and service learning opportunities for multi-ethnic students, GLBT students, and women’s concerns.

Contact the office for Diversity and Multicultural at
Diversity Services
245 A Student Center
University of Minnesota, Crookston
Crookston, Minnesota 56716
Phone: (218) 281-5047 Fax: (218) 281-8584

Services provided include;

- Provide academic advising for the students of color.
- Collaborate with the Students Activities, Athletics, and other departments in the development and implementation of cultural and educational activities on campus.
- Partnership with the International Program, First Year Experience Program,
- Student Activities and Learning in outreach, community and service learning opportunities for international and student of color. Collaborate with the Admission Office on student of color recruitment.
- Advise student of color organizations, such as Black Student Association (BLAST), Multicultural club, and GLBT group.
- Serve as a resource to the campus on students of color issues.
- Assist UMC community in building and sustaining outreach efforts with communities of color.

Diversity Programs offered in campus include;

Diversity Week (last week of September) - During this week the UMC celebrate different cultures with activities such as Seminars (Brown bag lunch), Ethnic food, games of the world, music, etc.

Heritage Months: It is a celebration of different ethnic groups that have received an approval and recognition of the month celebration by the President of United States. UMC celebrate some of the heritage months by displaying posters, movie presentation, music, or performance.

Heritage Bread (Before Thanksgiving) - Each department share their "own heritage bread," such as Norwegian, French, Italian breads, or Lefse.
Talent Show (November) - The UMC students presents their artistic performance, such as dance, play, sing, or performing. There is an award (money) for the four best performance.

Diversity Workshop (November) - The workshop provided information, theoretical frameworks, and resources that will contribute to the development of a diversity agenda for universities and colleges that addresses the issue both in terms of curricular learning and core values and norms.

Black History Month - February

National Women's History Month - March

Asian/Pacific American Heritage Month - May

National Disability Employment Awareness Month- October

National American Indian Heritage Month - November

**Study Abroad**

The advising sheets are designed to help UMC undergraduates plan for a study abroad experience that fits into their degree program. We have screened hundreds of programs and have identified several schools with proven track records for onsite services, academic excellence, and good fits for the needs of your students. What advisors need to tell their students is to:

- plan early
- set some goals
- allow students time to research costs, fit, and academics
- visit with their student about the possibility to study overseas within their field.

For more specific information please refer all students to the “Learning Abroad Office” at 240 student center. Samples of advising sheets can be seen on [http://www.umcrookston.edu/internationalstudents/](http://www.umcrookston.edu/internationalstudents/)
Advising International Students:

International Student Concerns:
- Differences in language
- Differences in educational systems
- Differences in culture
- Lack of support system here
- Health care and insurance
- Food, clothing
- Immigration issues/concerns
- Computer use

Immigration Issues:
- Maintaining Status
  - Enrolled for 12 credits a term (undergrad)
  - making progress towards a degree
  - maintaining local address with Homeland Security
  - working with Department of Homeland Security permission only
- Traveling Outside U.S. (on breaks)
- Working Options

Students' Advice for Academic Advisors:
- Explain how to select courses
- Be prepared to provide more assistance then you do to freshmen
- Explain the process for everything
- Explain it step by step… write it down
- Be sure to give outline of major requirements to the students
- Ask international students questions… they don't know what to ask
- Be sure to ask and see what the student has already done so you can better place the student in courses
- Explain Liberal studies and even offer some guidelines as courses and course sequence
- Be willing to slow down and even find different ways of explaining something
- Understand that classroom expectations (class participation, interactions, learning/teaching styles, etc.) are culturally bound (as are communicating styles)
- Be willing to become a “cultural informant”.

Resources for Academic Advisors:
- International Programs
- Academic Assistance Center
- Counseling Center
WITHDRAWAL FROM INSTITUTION

WARNING! Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in NCAA athletic events and, for international students, immigration status. Students are strongly encouraged to consult with you and a financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records. Instruct students to contact the necessary University offices to get specific information regarding this process that is outside of your understanding (Financial Aid Office, Office of the Registrar, Student Experience/Parent Coordinator Office, etc.).

Withdrawal From the University (canceling registration in all classes)
All students who find it necessary or advisable to completely withdraw from college must obtain a withdrawal form from the Counseling & Career Services Office (245 Student Center, 270B Owen, 270D Owen), Student Experience/Parent Coordinator Office (145G Student Center), or International Study Abroad Office (240 Student Center), obtain the necessary signatures, and complete an exit interview before the withdrawal is official.

During the first eight weeks of the term. The University does not require that the student justify any course withdrawal completed before the end of the eighth week. Note that students may withdraw from one or more classes (but not all) by accessing the registration system http://onestop.UMCrookston.edu/registration/ through the published course withdrawal date as included in the class schedule http://onestop.UMCrookston.edu/registration/class_schedule.htm ). They may also meet with you to complete a Registration Form to withdraw from a course.

After the first eight weeks of the term. Beginning the ninth week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. A student may petition to withdraw completely from the University for serious and compelling reasons. All requests for withdrawal from the university must be submitted in writing to the Academic Standards and Policy Committee. The request for withdrawal approval must be submitted with a written explanation of the extenuating circumstances and any appropriate documentation to the Office of the Registrar, 9 Hill Hall. Students withdrawing from the University whose petition has been approved by the AS&P Committee will be assigned grades of “W”. Students whose petitions are denied will receive the letter grade awarded by the instructor based on the work submitted for the entire semester. Direct students to the Office of the Registrar to fully understand the specific steps in this process (dates, forms, etc.).

Extenuating Circumstances. There may be many reasons for students to request withdrawal from all of their classes including, but not limited to, sudden hospitalization, death in the family, a personal or family crisis, and unanticipated and unavoidable changes in employment. Avoidance of an undesirable grade does not justify withdrawal. Withdrawal requests requiring approval by the UMC Academic Standards & Policy Committee are typically only permitted for the entire semester and only for non-academic reasons. No withdrawals can be approved to
avoids an unsatisfactory grade. Direct students to continue attending all classes in which they are officially enrolled and to complete the required coursework unless they receive written notification that their petition has been approved.

**Students Withdrawing or Dropping: Computer Return**

1. If the student has a UMC notebook computer and will not be registering for any classes in the next consecutive term, they must return their computer to the Help Desk by Friday of finals week of the current term. They will automatically be assessed a $50 late fee after this point.
2. Students who withdraw at any time during a term must return the computer to the Help Desk as part of completing the withdrawal process. The student’s withdrawal form will not be signed until the computer is checked in.
3. Students who drop below six credits during the term must advise the Help Desk of their decision, but will be allowed to keep the computer if they have paid the full $500 fee. Fees will be refunded according to the regular fee schedule.

**Procedure for Change of Program**

To switch majors, students need to contact the Administrative Assistant for the department holding the major. The Administrative Assistant will complete the necessary paperwork and update the computer system with the changes.
Graduation Requirements and Procedure

GRADUATION PROCEDURE

Degree candidates must complete an electronic application for degree (eDegree Application at http://onestop.umcrookston.edu/registration/graduation_procedure.htm) with the Office of the Registrar by the end of the second week of the term/semester in which degree requirements will be met. The commencement ceremony is held once yearly at the end of spring semester. Attendance at the commencement ceremony is optional. Students registered for courses that complete their degree requirements may participate in commencement exercises. This includes the student’s spring term, summer session, and up to 16 credits of fall term registration. Any student who has outstanding indebtedness to the University in the amount of $100 or more shall not be allowed to graduate.

Honors

Candidates for the associate or bachelor’s degree who earn a 3.75 GPA graduate with distinction; those with a 3.90 GPA graduate with high distinction. The honor is recorded on the student’s academic record and diploma.

Students who have completed 60 or more degree requirement credits for the baccalaureate degree or 33 or more degree requirement credits for the associate degree from UMC have honors computed only from the cumulative GPA at UMC. Students who have completed less than 60 degree requirement credits for the baccalaureate degree or less than 33 degree requirement credits for the associate degree from UMC receive similar distinction if their cumulative record and record at UMC each meet the requirements.
Liberal Education Requirements for Baccalaureate Degrees

An integral part of all UMC degree programs, liberal education is the set of common understanding and skills essential to successful living in a modern society and to functioning as a whole person integrated into that society. Specifically, there are three core component areas of liberal education (communication, critical thinking, and working with others) that are integrated throughout the curriculum for every degree. Bachelor of science degree programs require a minimum of 40 credits of liberal education; the bachelor’s degree in an applied field and the associate degrees have separately established liberal education requirements. UMC’s 40 credit liberal education requirement for all bachelor of science degrees also meets the ten goal areas of the Minnesota Transfer Curriculum, a collaborative effort among two- and four-year public colleges and universities in Minnesota to help students transfer their work in liberal education. The faculty of the University of Minnesota, Crookston, recognize the courses below as meeting the student competencies of the Minnesota Transfer Curriculum. Because courses may be added or deleted from the list check online http://academics.umcrookston.edu/LiberalEducation.htm or with an academic adviser for the most current updates.

Technology Requirement

UMC is a technologically advanced campus that embraces the use of modern communications and information technology in teaching and learning. To assure all UMC graduates are well prepared for today’s technology-driven workplace, all baccalaureate programs require at least three credits in computer applications (CA) coursework.
### Written and Oral Communication (minimum of 9 credits) Required courses in this area:

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<th>Course #</th>
<th>Course Title</th>
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<td>Public Speaking</td>
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### Biological and Physical Sciences (min. of 3 credits from biological sciences with lab and min. of 3 credits from physical sciences with lab)

### Mathematical Thinking (min. of 3 credits)

### History and the Behavioral and Social Sciences (min. of 6 credits; ECE requires the following)

### The Humanities—the Arts, Literature, and Philosophy (min. of 6 credits)

### Human Diversity (min. of 3 credits; may also count in one other goal area)

### Global Perspective (min. of 3 credit; may also count in one other goal area)

### Ethical and Civic Responsibility (min. of 3 credits; may also count in one other goal area)

### People and the Environment (min. of 3 credits; may also count in one other goal area)

### Liberal Education Electives

### Technology Requirements (min. of 3 credits)