



COLLEGE of LIBERAL ARTS  
UNIVERSITY OF MINNESOTA

# Classroom, Grading, and Examination Procedures

2007-2008

This publication is designed as a reference for instructors to use when addressing student questions regarding college policies and procedures. These procedures apply only to students enrolled in the College of Liberal Arts (CLA). Students registered in a CLA course while enrolled in another college follow the procedures their own college prescribes.

This printable version of the Classroom, Grading, and Examination Procedures website has been created to provide information about a variety of policies and procedures related to course instruction for CLA faculty and teaching assistants. In particular, the college expects instructors to articulate clear course standards and ground rules in a syllabus distributed at the first class meeting (or at least during the first week). Each year misunderstandings arise between students and instructors that could have been avoided by earlier clarification of course ground rules. Other topics covered in this document include: registration/cancellation deadlines, accommodating students with disabilities, resolving scholastic misconduct, honoring confidentiality, checking prerequisites, administering exams, reporting grades, and more.

We hope you find this a useful resource. If you have questions or suggestions regarding its contents or wish to discuss a particular classroom situation, please contact the Office of the Assistant Dean for CLA Student Services, 106 Johnston Hall, 612-625-3846. Your call is welcome!

**This publication is available online at <http://advisingtools.class.umn.edu/cgep/>.** Contact: CLA Student Services, 106 Johnston Hall, 101 Pleasant Street S.E., University of Minnesota, Minneapolis, MN 55455, 612-625-3846.

The College of Liberal Arts reserves the right to make changes without prior notice regarding any matters presented in this publication. Please refer to online sources whenever possible for the most recent and updated information.

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

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# I. Course Entry

## Admission to Closed Sections

Instructors may issue permission numbers to students to grant entry into closed course sections. Students must use the permission numbers to register themselves through the One Stop Student Services website, <http://onestop.umn.edu/>, or register in person at the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall. Instructors sometimes wait to grant permission until the first class meeting when they are able to determine student demand. Some departmental policies centralize or limit this authority. Faculty and staff are encouraged to consult with departmental administrators to determine an appropriate approach for admitting students to closed sections. Instructors may check current registrations through “Class Lists” at [www.um-reports.umn.edu](http://www.um-reports.umn.edu). For more information about obtaining permission numbers or about registration procedures, contact the Office of the Registrar, 612-624-1111.

## Class Overflow

Many unregistered students may attend the first day of class, usually because they hope to gain entry to a closed course. Enrollment may exceed classroom size if the course has not been controlled, the scheduled room was too small, or too many permission numbers were issued. Instructors may ask unregistered students to leave and/or admit some students with permission numbers.

## Absence from First Day of Class

Some students who complete registration do not pay fees or attend classes; the only way of identifying these vacancies is through a head count on the first day. University policy states that students who **miss** the first day of class may forfeit their place unless the instructor is notified in advance; however, students should not be unduly penalized for **late arrival**. New students, especially, can be unfamiliar with the campus, parking arrangements, etc. Instructors are asked to wait a reasonable amount of time before taking attendance on the first day of class and before giving away the places of late-arriving registered students.

Failure to attend the first day, however, does not automatically cancel the student’s registration, and the instructor cannot cancel the student’s registration. Students excluded from a class must cancel their registration for the class themselves at the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, or online using the One Stop Student Services website. Students who fail to cancel will be billed in full for the course and will receive a grade of *F* (or *N* if registered under the *S-N* grade base).

## Checking Student Prerequisites

Because many students register without an adviser reviewing their regis-

tration, instructors should help students determine that they are appropriately enrolled in the class by reminding them of prerequisites. Students who lack essential prerequisites, who have already mastered the material, or who have completed previous work that makes the course unavailable for credit should be asked to cancel or audit the course. If review of a student's transcript is necessary to determine a student's appropriate registration, contact the student's adviser in his or her student community. (For a complete list of the CLA student communities and their contact information, see Chapter XI, *CLA Student Communities*.)

### **Unofficial "Visitors"**

Student credit hours will be assigned to instructors and departments only for registered students. No student is entitled to remain in a class without officially registering, and instructors should not accept work from or submit grades for unregistered students. (For registered students whose names do not appear on the course list, see "Students with Names Not Appearing on Course List," in Chapter VIII, *Grade Reporting & Records*.) While occasional visiting may be permitted, instructors should insist that the habitual visitor enroll officially in order to collect student fees and to account accurately for instructional workload. This is particularly important in graduate level courses and seminars with low enrollments.

### **Late Registration**

Students may add classes, swap classes, and change grading options through the end of the second week of classes during fall and spring semesters. (The old information, such as dropped classes, is deleted from the students' transcripts.) Students may do so in person at the One Stop Student Services Center or online using the One Stop Student Services website. The deadline is September 17 for fall semester 2007 and January 29 for spring semester 2008. Summer deadlines are published in the summer session *Class Schedule* on the One Stop Student Services website.

After the first week of the semester, a student may add classes only with permission from the instructor. After the end of the second week, permission is required from both the instructor and the student's CLA student community. Petitions to add a course after the second week are rarely approved. Students have a right to know whether there will be an opening in a class by the end of the second week of the semester. Instructors should not suggest that a student attend after the second week with hope for an opening.

Students who initially register on time but who do not attend class until after the first week may continue only with permission of the instructor. Students must process any registration changes at the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway or 130 Coffey Hall, or online using the One Stop Student Services website.

## Course Cancellation

Students may cancel courses freely through the end of the eighth week of classes (October 29 for fall semester 2007, March 17 for spring semester 2008) in person at the One Stop Student Services Center or online using the One Stop Student Services website. If the cancellation is made during the first two weeks of class, no record of the course(s) will appear on the student's transcript. A *W* (withdrawal) on the transcript will indicate any cancellation after the second week.

Note the difference between cancel and withdrawal: **cancel** = when no record of enrollment is evident on transcript; **withdrawal** = after cancel deadline and when a *W* will be recorded on transcript.

Though students are free to cancel courses through the end of the eighth week of classes, instructors should be aware that cancelling a class may have serious consequences for a student, including loss of full-time status, changes in scholarship/financial aid availability, or violation of visa rules. Students should be encouraged to talk with their college adviser before making any changes to their registration.

After the eighth week of classes and through the last day of instruction (before Study Day or finals, whichever comes first), the CLA student community may permit cancellations for the current semester only upon petition.

Undergraduate students are allowed one discretionary late course cancellation (also known as the one-time-only drop) during their undergraduate career, after the end of the eighth week and before finals or Study Day provided that no final course grade has been assigned. Only one course may be cancelled using this option. Students must remain registered for at least one credit in order for the procedure to qualify as a late cancellation and not a complete exit. This discretionary late cancellation may be used **only once** during a student's undergraduate enrollment; a *W* will appear on the transcript. Further selective cancellations will be approved by the CLA student community, only for verified extenuating circumstances beyond the student's control that arise after the eighth week of classes. Any late cancellation must be petitioned in the student's student community. Students may completely exit all of their classes through the last day of classes before finals week by filling out a complete exit petition form in their student community.

Occasionally, students will petition their CLA student community for retroactive cancellation of a course. Before such petitions are acted upon, the course instructor must verify whether the student completed the course in question. No cancellations will be allowed for students who completed the course. The student must submit such a petition no later than one year after the last day of the semester in question. Selective retroactive cancellations are rarely approved. Students are held responsible for all courses not officially cancelled at the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, or through the One Stop Student Services website.

Tuition refunds are based on the date a student cancels, not on the last date of attendance.

## **II. Accommodations for Students with Disabilities**

The Board of Regents of the University of Minnesota is committed to providing for the needs of enrolled or admitted students who have disabilities as defined under Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*. University policy requires reasonable accommodations to be made for students with disabilities on an individualized and flexible basis.

Students with sensory, physical, cognitive, psychiatric, systemic, and learning disabilities may need accommodations for program and physical access. It is the student's responsibility to contact Disability Services to discuss their individual needs for accommodations and for advising about contact with faculty. Reasonable accommodations are determined on an individual basis. After registering with Disability Services, students should follow up with faculty regarding their needs. Some students, however, are reluctant to identify themselves or ask for assistance. Faculty can help alleviate this reluctance by stating on the syllabus:

*Any student with a documented disability condition (e.g., physical, learning, psychiatric, systemic, vision, hearing, etc.) who needs to arrange reasonable accommodations should contact the instructor and Disability Services at the beginning of the semester.*

Disability Services, 180 McNamara Alumni Center, 612-626-1333 TTY/voice, assists in ensuring equal access for students with disabilities by documenting disabilities and providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation, and technical assistance. Their website is located at <http://ds.umn.edu/>.

## **III. Classroom Procedures**

### **Establishing Course Ground Rules**

During the first meeting, instructors are expected to present to students a written syllabus that contains course ground rules. Instructors are expected to fully use the first meeting hour rather than dismiss class after a few minutes of announcements. Instructors should cover:

1. an introduction of the instructor and teaching assistants;
2. an announcement of office locations and office hours (if changes become necessary, students should be notified in advance), course website, other

electronic means of communication (WebCT, Portfolio, etc.), notification that students are expected to check their university e-mail accounts as an official means of communication;

3. an outline of the general character of the course, the readings, the number and kinds of papers and tests;
4. an announcement of whether or not picture identification will be required at examinations;
5. the grading standards, methods of evaluation, and factors that enter into grade determination — particularly conditions under which an I rather than an F may be awarded and performance standards for S (see Chapter VII., *CLA Grading Policies* for definition of grades and use of I);
6. the expectations for classroom participation and attendance and their effect on the student's grade;
7. a list including date and time of any additional, optional, or required outside-of-class work such as study sessions, field trips, or extra class meetings;
8. the help that students can expect from the instructor and teaching assistants, particularly important in introductory courses, including the room number, phone number and hours (if available) of any tutoring available through the department;
9. the background preparation or prerequisite work required for course enrollment; and
10. for courses listed at more than one level, e.g., 1xxx-3xxx or 3xxx-5xxx, a description of the different work expectations and grading procedures and standards for each registration level.

In addition, the following items should be addressed:

1. Point out dates when work is due or when tests are scheduled, including dates and times of any additional or optional outside-of-class work such as field trips, study sessions, or extra class meetings.
2. Review college policy on academic integrity, expectations for academic honesty, and sanctions that may be imposed for scholastic dishonesty. A description of what constitutes plagiarism is especially useful for first-year students. (For procedures for handling scholastic misconduct, see "Resolving Scholastic Misconduct" in Chapter V, *Student Conduct*.)
3. Relate the course to other courses in the department and describe the general relationship of the discipline to liberal and professional education.
4. Inform students about deadlines and procedures for canceling/adding courses.

5. Remind students to check their registrations for accuracy of course and section numbers and grading options.

## **Academic Freedom and Responsibility**

The University statements on academic freedom and responsibility outline instructors' rights and responsibilities as well as grievance and appeals procedures. The statement is published in the *Regents' Policy Book*, approved March 1991. Copies are available through the Associate Executive Director of the Board of Regents, 612-625-6300. Policies can also be found online at [www1.umn.edu/regents/policies.html](http://www1.umn.edu/regents/policies.html).

## **Student Evaluation of Teaching**

In 1993, the University Senate passed a policy requiring both student and peer evaluation of teaching. Evaluation forms for student evaluation are available to all faculty through the Office of Measurement Services. Evaluations must be administered during a regular class period before exam week and must be handed out, completed, and collected without the instructor present (usually a student from the class is asked to handle this process). Data from student evaluations is provided to the departmental chair and the faculty member after final grades are submitted.

Each department determines peer evaluation procedures, but all departments are required to have some form of peer evaluation of teaching. Check with your department on its policies and procedures. A copy of the full policy on teaching evaluation is available from the University Senate office or at [www1.umn.edu/usenate/usen/policies.html](http://www1.umn.edu/usenate/usen/policies.html).

Each department should have a designated person who will listen to or respond to student complaints about teaching. (For more information on handling student complaints about teaching or grades, see "Grade Disputes" in Chapter VIII, *Grade Reporting & Records*.)

## **Quantity of Work per Credit**

The University Senate prescribes the quantity of work needed to earn a credit as three hours per credit per week or 42–45 hours per semester. The manner in which the course is taught determines how much of the work will be in the classroom, laboratory, library, or independent study and research. A student should expect to spend about nine hours a week, including class time, on a three-credit course.

## **Class Attendance, Participation, and Evaluation**

Instructors, guided by the policies of their departments, set their own attendance regulations and rules for late work. Students are held responsible for meeting all course requirements and for observing deadlines, examination times, and other procedures. Instructors should inform students as early in the term as

possible of dates for testing and deadlines for papers and reports; the return of graded work and other evaluative material before cancellation deadlines (the end of the eighth week) is strongly encouraged. Students should be told at the outset if unannounced quizzes are part of the evaluation process. Policies for makeup work and incomplete grades should be on the course syllabus.

The University of Minnesota permits absences from class for participation in religious observances. Students who plan to miss class must: 1) inform instructors of anticipated absences at the beginning of the term; 2) meet with instructors to reschedule any missed examinations; and 3) obtain class notes from other students. Instructors are requested to assist students in obtaining course materials and assignments distributed during class sessions and to make arrangements for taking missed examinations. Questions about this policy as it affects students should be directed to the Office of the Associate Vice Provost for Student Affairs, 110 Morrill Hall, 612-624-3560.

Students who must miss classes (including examinations) due to scheduled activities of official University student organizations (e.g., intercollegiate athletics, ROTC, University band, University student government-MSA) should be allowed to make up missed work to the same extent as students who are absent because of verified illness. They must, however, notify the instructor in advance of their absence. When necessary, the Office of the Assistant Dean for CLA Student Services, 612-625-3846, will certify activities qualifying for such accommodation. Other acceptable excuses for absence include subpoenas, National Guard service, and confirmed medical excuses. Students with excused absences must provide supporting documentation. If administering makeup exams presents a severe burden for the instructor (as in large classes), alternatives that do not penalize the student may be considered, such as computing the final grade without the missed assignment. (See “Administering Makeup Examinations” in Chapter VI, *Examination Procedures*, for more information regarding policies for makeup examinations.)

## **Board of Regents Policy on Sexual Harassment**

### **Section I. Definition.**

**Subd. 1. Sexual Harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement in any University activity or program; (2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

**Subd. 2. Member of the University Community.** “Member of the University community” or “University member” means any University of Minnesota faculty member, student, or staff member, or other individual engaged in any University activity or program.

## Section II. Policy.

**Subd.1. Prohibition.** Sexual harassment by or toward a member of the University community is prohibited.

**Subd. 2. Responsibility to Report.** Department heads, deans, provosts, chancellors, vice presidents, and other supervisors and managers must take timely and appropriate action when they know or should know of the existence of sexual harassment. Other persons who suspect sexual harassment should report it to an appropriate person in their unit or to the University equal opportunity officer.

**Subd. 3. Administrative Responsibility.** Each campus must adopt procedures for investigating and resolving complaints of sexual harassment in coordination with the director of equal opportunity and affirmative action.

**Subd. 4. Disciplinary Action.** A violation of this policy may lead to disciplinary action up to and including termination of employment or academic dismissal.

For questions, concerns, or information on sexual harassment policies, contact the Office of Equal Opportunity and Affirmative Action, 612-624-9547, or the Office of Human Resources at 612-625-2000. CLA faculty and staff may also consult CLA Human Resources at 612-624-9839.

## Notetaking Services

Though the University does not endorse or approve notetaking services on campus, the University does not deny access to such organizations, and it does not prohibit faculty from freely participating with such services. Faculty who do not wish to cooperate with notetaking services may deny entrance to individuals who are not registered students in the course. It is also possible to claim protection through copyrights. Faculty should keep in mind that originality in tangible work is protected; ideas and facts are not. If faculty intend to claim copyright protection on lectures, notice should be given to students both verbally in class and in writing on a class syllabus. Questions about copying or signing agreements with notetaking services may be directed to the Office of the General Counsel, 612-624-4100.

## Field Trips

Precautions must be taken to ensure the safety and welfare of all participants. Students sued because of actions while on a field trip are not covered by the University liability policy; however, faculty are protected, assuming they act

within the scope of their employment and do not commit malfeasance. The most effective way to minimize the University's risk of liability for field trip injuries is to arrange for transportation through Fleet Services, 612-625-3033. Faculty who have specific concerns about liability arising from field trips should contact the Office of the General Counsel, 612-624-4100.

## IV. Student Performance Standards

### Dean's List

The college publicly recognizes superior academic performance for each fall and spring semester through transcript memoranda, announcements to academic departments, and notices posted on the first floor of Johnston Hall.

To appear on the Dean's List, students must complete at least 12 credits (including College of Continuing Education credits) on an *A-F* basis and earn a semester GPA of at least 3.67.

From fall quarter 1994 through spring quarter 1999, the following CLA or college qualifications were in effect:

*To appear on the Dean's List, students were to complete at least 12 credits and earn a quarterly GPA of at least 3.66 (with no N's). To be recognized as a CLA Scholar, students were to complete at least 15 credits and earn a quarterly GPA of at least 3.75 (with no N's). University College registrations were included in assigning these honors.*

Questions about the Dean's List may be directed to the Office of the Assistant Dean for CLA Student Services, 106 Johnston Hall, 612-625-3846. Students who have a grade change that would qualify them for recognition must notify the assistant dean's office in order to have it noted on their transcript.

### Academic Probation and Suspension

Beginning fall 1999, students are expected to maintain a cumulative GPA of at least 2.00 and to earn a term GPA of at least 2.00 each semester. Students' records are reviewed after each fall and spring semester. Students who fail to maintain either a cumulative GPA or a term GPA of at least 2.00 are placed on academic probation to alert them and their advisers to the need for advice and assistance. Students placed on probation remain on probation until they can attain both a cumulative and a term GPA of at least 2.00. Students on probation whose term GPA and cumulative GPA both subsequently fall below 2.00 are suspended from the University. Academic suspension lasts for one year, after which time the student may apply to the college for readmission; this is not automatic. Students who are readmitted to the college after a period of academic suspension may be placed on an academic contract requiring additional demonstration of academic success. Students who do not successfully complete the contract

shall be suspended again, and then shall be required to reapply if they wish to be readmitted to the University.

## V. Student Conduct

### Scholastic Dishonesty Defined

The University Student Conduct Code defines scholastic dishonesty as follows:

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

Scholastic dishonesty includes, but is not limited to, the description above. It could also be said that scholastic dishonesty is any act that violates the rights of another student with respect to academic work or that involves misrepresentation of a student's own work. Also included would be inventing or falsifying research or other findings with the intent to deceive, submitting the same or substantially similar papers (or creative work) for more than one course without consent of all instructors concerned, depriving another of necessary course materials, and sabotaging another's work.

### Resolving Scholastic Dishonesty

Instructors are responsible for minimizing scholastic dishonesty by ensuring conditions for honest work, e.g., providing clear guidelines of course expectations (particularly the expectation that work will reflect students' individual efforts), maintaining security of examination materials, and enabling a fair rereading or regrading of students' work by making sure the original work can be clearly identified. Should misconduct arise, the college's Student Scholastic Conduct Committee in cooperation with the Office for Student Conduct and Academic Integrity (OSCAI) assists instructors in resolving cases, reviews cases in which students believe themselves unfairly treated, and checks for multiple offenses in different courses. Faculty members who suspect students of scholastic dishonesty must report the matter to OSCAI.

**Students cannot evade (intentionally or unintentionally) a grade sanction by withdrawing from a course before or after the misconduct charge is reported. This also applies to late withdrawals, including discretionary late cancellation (also known as the "one-time-only drop").**

All incidents of scholastic dishonesty are to be reported on the Report of Scholastic Dishonesty. This form outlines ways of resolving problems, sanctions that may be imposed, and appeal procedures. Consultation with Meaghan Thul in the Office of the Assistant Dean for CLA Student Services, 612-625-3846, in 106 Johnston Hall, is encouraged.

## **Disruptive Classroom Conduct**

Student conduct at the University is governed by the Student Conduct Code, [www1.umn.edu/regents/policies/academic/StudentConductCode.pdf](http://www1.umn.edu/regents/policies/academic/StudentConductCode.pdf), which prohibits disruptive conduct. All students at the University have the right to a calm, productive, and stimulating learning environment. In turn, instructors have a responsibility to nurture and maintain such an environment. Lively, even heated, discussion is not disruptive behavior. However, student behavior that is an obstacle to teaching and learning should be addressed.

## **Jurisdiction**

Instructors, staff, and administrators are encouraged to contact the Office of the Assistant Dean for Student Services, 612-625-3846, and the Office for Student Conduct and Academic Integrity regarding concerns over a student's disruptive behavior. Individual colleges often have established guidelines regarding how to react to such behavior and may take administrative action. In addition, instructors and/or staff should consult with other appropriate administrative staff in the college in which the instructor teaches and in which the course resides in order to maintain tranquility in the classroom.

## **Disruptive Conduct in Class, Office, Hallway, Other Public Spaces**

CLA instructors, advisers, and staff are responsible for maintaining order and a positive learning environment in classrooms, offices, and public meeting spaces.

Instructors are advised to include the following statement in their course syllabi:

*All activities in the University, including this course, are governed by the University of Minnesota Student Conduct Code. Students who engage in behavior that disrupts the learning environment for others may be subject to disciplinary action under the Code. In addition, students responsible for such behavior may be asked to cancel their registration (or have their registration cancelled).*

## **Procedures for Handling Disruptive Conduct**

### **Instructor and Staff Immediate Response**

The instructor should communicate with the student in a timely manner to reinforce learning environment expectations. The instructor or staff, and student,

should also discuss what could be done to improve the situation. Instructors or staff should ask the disruptive student to leave the class or office. If the behavior is threatening or violent, refer to the section “Response to Violent Crimes or Threatening Behavior” below.

If the disruption warrants, due to its seriousness or persistence, the instructor or staff should consult with appropriate administrative personnel (i.e., department chair, assistant dean, student affairs director, and/or director of graduate/undergraduate studies). The preferred line of consulting and reporting is:

### **Consulting and Reporting for Non-Threatening Behavior**

Instructors and department staff should report incidents to their department chair or the director of graduate/undergraduate studies and to the Office of the Assistant Dean for CLA Student Services at 612-625-3846.

CLA Student Services (CLASS) staff and others should report incidents directly to the Office of the Assistant Dean for CLA Student Services at 612-625-3846. See “Administrative Procedures and Actions” below.

### **Consulting and Reporting for Threatening Behavior**

If warranted, the instructor or staff should not hesitate to call the University of Minnesota Police Department, 612-624-3550, or 911 if the disruptive student appears to pose a threat to himself/herself or others (please refer below to procedures under the section “Response to Violent Crimes or Threatening Behavior” below). In addition, the incident should be reported to the Office of the Assistant Dean for CLA Student Services, 612-625-3846.

## **Administrative Procedures & Actions for the Office of the Assistant Dean (not exhaustive).**

In general, administrative procedures are distinguished from collegiate-level procedures (see “Collegiate-Level Actions,” below) and are used at least initially as an attempt to mitigate the disruptive behavior.

### **Consultation with Department, Instructor, Staff, and Student**

Administrative personnel should consult with the party who originates the behavioral misconduct claim. Administrators should clarify the situation before discussing it further with appropriate staff or the student. Sharon Dzik, Director, Office for Student Conduct and Academic Integrity, 211 Appleby Hall, 612-624-6073, and the University Police Department, 612-624-3550, are available for further consultation. In addition, Tracy Smith in the Office of the General Counsel, 612-624-4100, may be contacted to clarify liability issues. If the student is registered in another college, the issue should be referred to that college for further review and possible administrative action. In general, the Office of Student Judicial Affairs is a good first point-of-contact. Administrators are encouraged to contact Tracy Smith in the general counsel’s office before invoking administrative actions and/or before meeting with the student’s legal representative.

## Referral to Counseling

Students whose behavior suggests the need for counseling or other assistance may be referred to University Counseling and Consulting Services (UCCS) at 612-624-3323, 109 Eddy Hall. Their website is located at [www.ucs.umn.edu](http://www.ucs.umn.edu).

## Referral to the Office for Student Conduct and Academic Integrity

Students whose behavior may violate the University Student Conduct Code may be referred to the Office for Student Conduct and Academic Integrity (OSCAI), 211 Appleby Hall, 612-624-6073. In general, the director of the Office for Student Conduct and Academic Integrity is available to consult with administrators and instructors about how to handle difficult students. Contact the Office for Student Conduct and Academic Integrity before attempting to engage in collegiate-level actions.

## Other Administrative Steps

The Office of the Assistant Dean for CLA Student Services may arrange a meeting with the student in order to clarify the situation, facilitate communication, and determine the scope of available options. The assistant dean's office may follow up by notifying the student in writing and sending a certified letter related to actions such as temporary holds, suspension, probation, referrals, etc.

## Record Keeping

Correspondence and notes related to behavioral misconduct are confidential and should be retained according to applicable University record retention policies. A confidential file of administrative actions related to misconduct is maintained in the Office of the Assistant Dean for CLA Student Services. Only faculty and staff with a legitimate right to know may obtain information.

## Violent Crimes and Threatening Behavior (see below)

### Collegiate-Level Actions

If collegiate-level action is to be taken, administrators should first consult with the Office for Student Conduct and Academic Integrity (OSCAI), 211 Appleby Hall, 612-624-6073. The matter should then be referred to OSCAI, with appropriate documentation, and they will officially notify the student of the offense and provide an opportunity to respond. **Applicable department and college procedures must be followed when providing the student with notice and the opportunity to respond to it.**

### Response to Violent Crimes or Threatening Behavior

The following guidelines apply to those who are victims of a violent crime, witness violence, or are aware of behavior that is threatening to their safety or the safety of others.

- Individuals should call 911 for police assistance if they observe violence

occurring, believe or feel there may be an immediate threat to their safety or someone else's safety, or if someone commits a violent act against them. There are several blue emergency phones on campus from which to call 911. If desired, a plain-clothes officer can be requested to respond rather than a uniformed officer. Individuals experiencing harassment through e-mail, telephone, fax, or other related means, can call the Security Incident Response Office at 612- 625-0006.

For crimes that do not require an emergency response from the police, call the University Police at 612-624-3550. This line is available 24 hours a day, seven days a week.

- All faculty, staff, and student workers should communicate to an appropriate administrator or supervisor and/or the Office of the Assistant Dean for CLA Student Services, 612-625-3846, any knowledge of violence or threatening behavior, including possession of a weapon.
- Administrators should report incidents of threatening or violent behavior to the Office for Student Conduct and Academic Integrity, 612-624-6073, after they have followed appropriate administrative procedures (see “Administrative Procedures & Actions for the Office of the Assistant Dean,” above).

## Disruptions Caused by Technology Use

Students who use laptop computers or other computer equipment during class time should refrain from disrupting the class by using their computers only for course-related activities. Any other use of the computer or the Internet (including e-mail, Internet surfing, games, chat rooms, instant messaging, and so on) is distracting and disruptive to fellow students and is not to be permitted during class time.

# VI. Examination Procedures

## Rescheduling Examinations

Classroom Management, 612-625-6030, sets final examination schedules. Final examinations **may not** be moved to the last day or earlier meetings of a class, except for laboratory courses that do not follow the regular schedule. **No midterms or other tests may be scheduled for the last week of classes, and examinations are not permitted on Study Day.** Study Day, instituted at student request, must remain free for review before examinations begin. The examination schedule for each term is found on the One Stop Student Services website.

By Minnesota state law, the University may not schedule any event, including examinations, to take place after 6:00 p.m. on the day of a major political

party precinct caucus.

In some cases — for example, to facilitate administering a common examination in a multiple-section course — students and the instructor may see advantages to rescheduling an examination. In very large classes, administration of the exam early in the examination period may facilitate completion of the grading within the exam period.

Officially scheduled examination times can be changed only if the Assistant Dean for CLA Student Services, as the Dean's designate, concurs and Classroom Management approves. **If a student cannot make the newly scheduled time, instructors are obligated to provide an alternative time for that student.** Requests for rescheduling are to be made on Form A163, available in departmental offices. Requests should be submitted as early as possible to ensure a room assignment and adequate time to notify students. Classroom Management promptly informs departments of its action on requests.

Instructors are obligated to schedule makeup exams for students who have three final exams in a 16-hour period or two or more exams scheduled for the same time. These rescheduled exams must take place within the final examination period. If rescheduling creates conflicts, instructors or students may call Lonna Riedinger in the CLA Student Information Office, 612-625-2020, for assistance resolving them.

## **Administering Makeup Examinations**

### **University Senate Policy (adopted spring 1992, revised in 2001)**

According to the **Policy on Makeup Examination for Legitimate Absences**, students should not be penalized for absences due to unavoidable or legitimate circumstances. Such circumstances include, but are not necessarily limited to: verified illness, participation in athletic events or other group activities sponsored by the University, serious family emergencies, subpoenas, jury duty, military service, and religious observances. It is the responsibility of the student to notify faculty members of such circumstances as far in advance as possible. It is the responsibility of faculty members to provide makeups for exams or other course assignments that have an impact on the course grade.

## **Minimizing Examination Absenteeism**

Instructors are urged to take the position that only serious and unavoidable causes, such as confining illness (and the examples noted above) will be accepted as an excuse for missing an examination. A number of measures can discourage examination absenteeism:

1. a firm attitude that presence at the examination is expected;
2. a list of exam dates on the course syllabus, including the date, time, and place of the final exam; a clear statement about the method of dealing

- with absence (a course syllabus could contain such a statement); or
3. a request that students inform the instructor, the teaching assistant, or, in an emergency, the department office in advance when absence is unavoidable.

## Administering Examinations

Instructors are responsible for taking steps to ensure a secure testing environment and are expected to:

1. seat students as far as possible from one another;
2. require students to write seat numbers on examinations or answer sheets;
3. provide different sets of questions for adjacent students if the type of examination permits (The same questions can be presented in different orders on different forms of an examination with minimum extra work for the instructor.);
4. require that books and papers not needed for the examination be left outside the room, perhaps at places designated by the instructor;
5. proctor the examination carefully; and
6. require on each examination paper the student's signature and some piece of personal information to guard against substitute exam takers.

# VII. CLA Grading Policies

## Grading Systems

Two grading systems exist in the University: *A, A-, B+, B, B-, C+, C, C-, D+, D, F (A-F)* and Satisfactory–No credit (*S-N*). The grading policies described below apply to **undergraduates** in CLA courses. (See the *Graduate School Bulletin* for specific grading policies and procedures for graduate students.)

## Grade Standards Determined by Instructors

University grade definitions establish the qualities of performance expected at different grade levels. Instructors define grade standards for their courses in conformity with their departmental policies. Grade definitions assume that instructors, knowing their courses' basic requirements, can determine when students meet or exceed them. When most students term after term exceed the basic requirements or, conversely, fail to meet them, the implication is either that the instructor has misjudged reasonable expectations or that the course is inappro-

priate for the students enrolled.

## Grades Defined by University

Grades describe levels of achievement. University legislation prescribes the grades and symbols that will be reported on the student's transcript.

### A-F Grade Base

- A** Achievement **outstanding** relative to the level necessary to meet course requirements (no grade of *A+* should be submitted; *A*, 4.00 grade points; *A-*, 3.67 grade points).
- B** Achievement **significantly above** the level necessary to meet course requirements (*B+*, 3.33 grade points; *B*, 3.00 grade points; *B-*, 2.67 grade points).
- C** Achievement **meeting the basic course requirements** in every respect (*C+*, 2.33 grade points; *C*, 2 grade points; *C-*, 1.67 grade points).
- D** Achievement **worthy of credit** even though it does not fully meet the basic course requirements in every respect (*D+*, 1.33 grade points; *D*, 1.00 grade point; no grade of *D-* should be submitted).
- F** Performance **failing to meet the basic course requirements** (0.00 grade points).

### S-N Grade Base

- S** Achievement **satisfactory** to the instructor of the course in which the student is registered. This definition implies that the standards for *S* may vary from one course to another; however, the work required for an *S* may not be less than that required for a *C-* (1.67 grade points). **It is important that every instructor clarify the course expectations for an *S* grade at the outset of the course and state them in the syllabus.** The *S* is not figured into the grade point average.
- N** **No credit.** Prior to fall 1986, this symbol was assigned to students who did not earn an *S* on the *S-N* grade base or at least a *D* on the *A, B, C, D, N* grade base. The use of *N* is now restricted to student performance not meriting an *S* on the *S-N* grade base. The *N* is not figured into the GPA.

## Choice of Grading Systems

The University's general policy is that courses are available on both *S-N* and *A-F* grade bases and that the student may choose either system. Courses

may, however, be restricted to either the *S-N* or *A-F* grading system if the CLA Course Review Committee approves.

Students choose an *A-F* or *S-N* grading system for each course for which they register. However, all major or minor program requirements must be taken on the *A-F* grade base unless a course is offered as *S-N* only. Prospective graduate and professional school students should be urged to register on the *A-F* system for all work related to their future specialization.

Students can change between grading systems by submitting a Course Request form to the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, or make the changes themselves through the One Stop Student Services website, but may do so only through the first two weeks of classes during fall and spring semesters. Deadlines for changing grading systems are found at the One Stop Student Services website.

### Maximum Limits for S-N Grades

In order to complete a degree at the University, a student must take a minimum of 30 semester credits offered through the University. Seventy-five percent, or at least 22 credits of the 30 credit minimum, must be taken on the *A-F* grade basis (with grades of *D* or higher). No courses taken for major or minor credit may be taken on the *S-N* grade basis unless the courses are designated “*S-N* only” and approved by the major department. Students are urged to consult advisers about *S-N* registrations because many professional schools and graduate programs restrict the use of *S-N* grades for program prerequisites and requirements.

### Other Grade Symbols

- I Coursework is **incomplete** and the instructor 1) has a “reasonable expectation” that the student can successfully complete the unfinished work on his/her own no later than one year from the last day of classes and 2) believes that legitimate reasons exist to justify extending the deadline for course completion. If a student does not complete the requirements for the course and does not request an incomplete, a grade reflecting the student’s performance in the course should be assigned; however, under these circumstances, a grade of *I* should not be assigned. Assigning a grade of *I* when a student has not requested it might delay necessary intervention with a student having academic difficulty. **Each instructor’s policies for awarding an I must be announced in class and included in the course syllabus the first week of the term.** The student and instructor must fill out a written agreement stating the terms for completion whenever an incomplete is requested and approved. The Completion of Incomplete Work policy is at [www.class.umn.edu/advising/incompletes042806.html](http://www.class.umn.edu/advising/incompletes042806.html). Students assigned *Is* must complete the unfinished work by the date agreed upon with the instructor or, if no date

is specified, no later than one year after the last day of final examinations of the term in which the *I* is given.

Students are expected to make up the work on their own; if completion of the work requires that a student attend the class in substantial part a second time, assigning an *I* is not appropriate. *I* grades received during fall 1988 or later lapse to *F*s (or *N*s if taken on the *S-N* system) if not completed within one year after the last day of final examination of the term in which the *I* is given, or the end of the student's next term of enrollment, whichever comes first.

- T** Indicates a grade **transferred** from another institution.
- V** Registration as an auditor permits attendance and, with the instructor's permission, participation in course activities. No credit or grade is earned. Beginning fall 1999, a course in which a *V* has been posted may subsequently be retaken for credit. Regular attendance without registration is not authorized.
- W** Official **withdrawal** from a course after the second week of classes. Cancellations through the first two weeks of class are not recorded. Students must submit cancellation requests to the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, or cancel the course themselves through the One Stop Student Services website through the eighth week. (College approval is required thereafter.) The Office of the Registrar posts the *W* on the basis of the student canceling the course; the instructor does not report it.
- K** Course is still **in progress** and a grade cannot yet be assigned.
- X** **Continuation** in a course or courses is necessary because grades cannot be determined until the full sequence is completed. The instructor must submit a grade for each *X* when the student has completed the sequence. The *X* may be used only in courses designated as continuation courses on form A-96.

## Grades for Repeated Courses

Courses that can be taken multiple times for credit are identified as such in the college catalog, usually with a limit on the total number of credits that can be earned.

All other courses can be taken only once for credit. Credit will not be counted for such a course if it is later repeated by a subsequent enrollment in the same course or in a course that the catalog identifies as equivalent to the first.

When a student repeats a course that can be taken once for credit (or takes a course identified as equivalent to a course taken previously), (1) grades for all the courses will appear on the official transcript, (2) credits for the course may not be counted more than once toward degree and program requirements, and

(3) only the last enrollment for the course or equivalent course will count in the student's grade point average.

### College Policies and Practices for Various Grades

The **S** ("satisfactory" work) may differ among course levels — a graduate course, an introductory course, an honors section, a major prerequisite — and between disciplines. The instructor may set different tasks or establish different criteria for *S-N* and *A-F* registrants. Because students frequently have difficulty understanding that *S* is used differently between and even within courses, it is important that instructors clarify the standards they require for satisfactory (*S*) work. (See "*S-N* Grade Base" above.)

Undergraduate and non-degree-seeking students must submit work to make up an *I* grade within one year of the last final examination of the term in which the *I* was granted. If the work is not submitted by that time, the *I* will automatically change to an *F* (*A-F* grade base) or an *N* (*S-N* grade base). Instructors are expected to turn in the new grade within four weeks of the date work is submitted. Instructors who permit students to complete a course after an *I* has lapsed can change the *F* or *N* to another grade by submitting a change of grade form.

*Is* earned fall 1988 through summer session II 1998 lapsed to *F*s or *N*s, depending upon the grade base, when coursework was not completed within the student's next quarter in residence. An instructor who permits a student to complete a course after an *I* has lapsed can change the *F* to another grade by submitting a change of grade form.

*Is* earned fall 1986 through summer session II 1988 remain as permanent grades if not completed. *Is* on the record for longer than a calendar year may be made up only with instructor or departmental approval. Usually a student is expected to reregister for a course left unfinished for a year or longer and complete it as a new course.

*W* is always assigned when courses are canceled after the first two weeks of class. To receive a *W*, students must submit a Course Request form to the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, or must cancel the course themselves through the One Stop Student Services website before the end of the eighth week of classes; the instructor's awareness of a student leaving the course is not enough to ensure cancellation.

To remain in good academic standing, students admitted to the UMTC campus fall 1999 or later must maintain at least a 2.00 cumulative GPA and a 2.0 term GPA. Students must earn grades of at least *C-* (1.67 grade points) in a course for it to count toward the major or minor program, and a 2.00 GPA in the major courses is required to complete the major.

### Providing Mid-Term Grade Alerts

Beginning fall 2002, instructors in all 1-xxx courses will provide a mid-term alert for students who appear to be in danger of receiving a grade of *D*, *F*,

or *N* based on their performance through the sixth week of the semester. For the full University Senate policy, go to <http://www1.umn.edu/usenate/usen/policies.html>.

## VIII. Grade Reporting & Records

### College Policy on Grading

CLA policy on grading (approved by the All-College Council, June 30, 1971) is as follows:

*Responsibility for the evaluation of student performance is in the hands of individual instructors as constrained by the collective judgement of their departmental colleagues prior to the fact. . . . The College shall henceforth assume that the signature of the appropriate department representative on Grade Report forms certifies that the procedures used for assigning the grades appearing on that report are in accord with the policies of that department.*

### Submitting Grades

Beginning spring semester 2003, grades for all courses **except** Independent and Distance Learning (IDL) and Directed Studies are required to be submitted via the web. The Office of the Registrar provides more information on the web submission of grades on the web at <http://onestop.umn.edu/onestop/faculty/Grades/FinalGrades.html>. IDL and Directed Studies courses will submit final grades via paper using the Supplemental Grade Report. Supplemental grades or grade changes will still be submitted to the Office of the Registrar via the Supplemental Grade Report. Campus mail should not be used because this delays receipt of grades and may compromise confidentiality.

**Instructors are required to submit grades through the departmental office to the Office of the Registrar within 72 hours—including weekends and holidays—after the final examination (not 72 hours after the close of the examination period).** Grades must be submitted when due in order to be included on students' transcripts. Serious inconvenience to students and to CLA student communities (e.g., inability to clear students for graduation in a timely manner) results when these deadlines are not met.

### Use of Grade Report List

Grades must be reported for every name on a course list. If grade information on a student is not available, the appropriate grade to report is *F* or *N* (depending on the student's registration) rather than *X*, *I*, or no entry.

## Grade Reports for Cancelled Courses

The departmental office should return grade reports to the Office of the Registrar even for cancelled courses.

## Students with Names Not Appearing on Course List

While instructors should not accept work from or report grades for students who are not registered for the course, a grade can be submitted for a registered student who has been attending class but whose name does not appear on the course list. The student's name and, when possible, ID number should be added at the bottom of the Grade Report list.

When the Office of the Registrar receives a final course grade for an unregistered student whose name is not on the course list, that student is billed for the course, receives a transcript notation of an unauthorized registration, and receives a *V* grade without credit for the course. Changes in registration from a *V* to a letter grade (for credit) are rarely approved. Students may petition to change the *V* to the reported grade and credit through their CLA student community. The student community will evaluate the request based on the student's situation. This procedure prevents degree credit from being awarded to students who have been suspended or expelled, who owe the University unpaid fees, or who are otherwise ineligible to register officially for courses but who nevertheless may attempt to sit in on classes.

## Keeping Grade Records

Departments are expected to maintain a file of grade records submitted by instructors for **at least five years**. Departments are urged to keep these records centrally, especially for faculty members who are on leave or have left the University, in the event that a student would need grade clarification after the end of the term. Departments are expected to develop a method of recording the grades assigned by their faculty that will ensure that accurate verification can be produced even after the end of the academic term.

## Student Review of Examinations and Papers

Students are entitled to request a review of their grades from instructors. Therefore, materials submitted by students, if not returned to them, must be retained by instructors for a "reasonable period of time." (At least one semester is suggested as a minimum or two semesters when *I*s or *X*s are assigned; longer periods may be necessary to permit determination of final grades.) Instructors should notify students of the opportunity for reviewing examinations and papers and the period of time such review will be provided.

## Discrepancies Between Grade Base and Grade

The instructor may not enter an *A-F* grade for a student registered *S-N* or vice versa. No grade except *S* or *N* (or *I*, if appropriate) may be entered for a

student registered on the *S-N* system.

If a student's grade base and grade are inconsistent, the Office of the Registrar first attempts to resolve the discrepancy with the instructor; if no resolution is possible, the office posts no grade on the transcript and notifies the student of the discrepancy by mail. The student must contact either the instructor to request a grade on the correct grade base or the student's CLA student community to seek a change in grade base (requests for late changes in the grading base are rarely approved); thus, to avoid inconveniencing students as well as themselves, instructors should submit only grades correctly reflecting student registration.

## Directed Study Grades

University Senate policy on evaluating and reporting participation in directed studies projects is that credit, student workload, and grades for an individual project follow the same guidelines used in evaluating student performance in a regular course. Each directed study registration should include a written contract filed at the time of the registration. This contract, outlining the objectives, methods, evaluation procedures, and credits to be awarded through the project, becomes the basis for evaluating the student's work. Departmental approval of the project is required. Instructors who wish to supervise projects outside their own discipline are asked to obtain approval from the relevant department.

Departments are expected to monitor all directed studies instruction provided by their faculty or taught within their discipline by others. (Many departments ask that faculty members report to them the time spent with the project.)

## Change of Grade

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 online.

Changes may be made when an *I* has been made up or when the grade originally assigned is incorrect. Neither additional work (unless everyone in the class has the opportunity) nor special pleas by students should be the basis for grade changes. Students who repeat courses may not have a new grade replace an earlier one; both grades will appear on the transcript and only the last enrollment shall count in the student's grade point average. (See "Grades for Repeated Courses," in *Chapter VII, CLA Grading Policies*.)

No student may initiate an appeal of the grade earned in a course more than one calendar year after the grade was assigned. Changing a grade to a *W* (withdrawal) is subject to the one-year limitation on appeal set forth in the preceding sentence.

## Confidentiality of Grades

Since student grades are considered confidential information, faculty and staff are expected to take precautions when distributing grades and coursework

to ensure their confidentiality.

Encourage students to use the One Stop Student Services website, [www.onestop.umn.edu](http://www.onestop.umn.edu), to learn their grades. When posting scores or grades publicly, be sure to not associate them with names, ID numbers, social security numbers, or other personal identifiers. Scores and grades should not be listed in alphabetical order or numerical order by student name or ID number. Use of other identifiers such as a code name or number is recommended.

Do not put graded materials in public places for students to pick up. Faculty should return graded papers and tests in class, in their offices or departmental offices, via self-addressed mailing envelopes, etc.

To review University policies on access to student records, see [http://onestop.umn.edu/onestop/Grades\\_Transcripts/RecordsPolicy.html](http://onestop.umn.edu/onestop/Grades_Transcripts/RecordsPolicy.html).

## **Grade Disputes**

Students are entitled to an explanation of the grade they received and to file a complaint if they believe they have been unfairly evaluated and graded. Instructors are expected to deal promptly with these complaints and, if possible, to come to a resolution with the student. If no resolution can be reached, students may appeal to the department chair or designate. Questions should be directed to Barbara Schwab in the Office of the Associate Dean for Academic Programs, 612-624-9839. Students may also make use of the Student Dispute Resolution Center, 612-625-5900, in resolving complaints.

## **Other Student Complaints**

Other complaints such as alleged discrimination may be handled under the Student Academic Grievance Policy effective January 13, 1995. This policy requires each department and college to assist in resolving student grievances. It does not apply to conflicts in student employment or actions taken under the Board of Regents policy, “Student Conduct.” Also, complaints alleging violation of the University’s policies of sexual harassment and academic conduct are not grievances under this policy and should be referred to the appropriate office for investigation. For more information, contact the University Grievance Office, 612-624-1030.

# **IX. University Transcripts**

The official transcript includes a complete record of a student’s course registrations after the second week of classes each term and the grades or symbols assigned for those courses.

For a five-year period, from fall 1972 to fall 1977, the University's official transcript included only positive academic achievement, courses resulting in grades of *A*, *B*, *C*, *D*, and *S*. Courses resulting in *Ns*, *Is*, or *Ws* did not appear on the transcript. This transcript was supplemented within the University by a full "operational record," similar to the current official transcript.

For students registered during 1972-77, the more limited official transcript bears the University of Minnesota logo and the full operational record appears without a heading.

## **X. Confidentiality of Student Information**

### **Background**

Students assume, with reason, that the University will protect personal information from improper disclosure. In addition, the Board of Regents' policy and state and federal legislation pertaining to students' rights to privacy place explicit constraints on those maintaining student records. The law permits students access to their own records but prohibits release of such information to anyone else, except according to specific and legally defined exceptions.

CLA defines educational records as any records that the educational institution maintains about a student, including all collegiate and departmental, graduate and undergraduate student records; scholastic committee, conduct committee, admission, and placement files; and other records upon which educational decisions are based.

### **Directory Information**

Directory information, which is public unless suppressed by the student, consists of a student's:

- name
- address
- electronic mail (e-mail) address
- phone number
- dates of enrollment
- enrollment status
- major
- adviser
- college
- class
- academic awards & honors
- degree received

Before releasing directory information, staff must check the online confidentiality (FERPA) panels in PeopleSoft to ensure that a student has not requested suppression of directory information. Students may request suppression of directory information at the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, during the first two weeks of the term; such requests must be updated yearly. Students should also notify the University of any change of address. Currently registered students should notify

the One Stop Student Services Center and new students not yet registered should notify the Office of Admissions, 240 Williamson.

## **Release of Information Other Than Directory Information**

Refer all requests for information other than directory information to the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, 612-624-1111. Signed consent from the student is required to release information to third parties, including parents. Consent forms are available from the CLA Student Information Office, 49 Johnston, 612-625-2020, and in the student's student community.

Parents of a dependent student, as defined by the Internal Revenue Code, may have access to the student's records. If such a request occurs, refer the parent to a supervisor in the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, 612-624-1111.

Students may review anything in their own file. Encourage any student who wants to formally inspect his or her file to make an appointment with his or her student community. Students must sign a request form, which is available in the CLA Student Information Office, 49 Johnston, or the student's student community.

Faculty and other University of Minnesota personnel may be given information when a "legitimate educational interest" exists.

Release of information outside the University is more strictly controlled than internal release. CLA is a secondary source for such information; therefore, outside requests should be referred to the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, 612-624-1111. When in doubt about whether to release information to a third party (a parent, instructor, adviser, employer, etc.) contact the One Stop Student Services Center.

## **Phone Requests**

Within the above guidelines, information may be released over the phone to the student, but the identity of the caller must be verified by asking for information only the student would know, for example, the student's middle name, social security number, or University ID number.

However, with increasing means for students to check their own records electronically, there should be fewer occasions for release of information to students by phone. Phone requests from faculty or other University personnel may be filled if, as stated above, legitimate educational interest exists and the identity of the caller is verified, for example, by calling back the inquirer at an office number.

## **Emergency Requests**

Even in an emergency, e.g., a death in the family, a sick child in daycare,

accidents, and emergency operations, staff should not disclose protected information. Rather, they should refer the caller to the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, 612-624-1111. The office has a procedure for relaying emergency messages to students.

### **Employees' Responsibility to Protect Educational Records**

Federal, state, and regents' legislation holds employees directly accountable for the careful protection of student education records. All employees — full-time and part-time, including student employees — who may access student records have a responsibility not to disclose information inappropriately. Willful disclosure of student information or tampering with academic records is cause for dismissal. In addition, improper disclosure of student information may result in legal liability.

### **Further Reading**

Copies of the Board of Regents' policy on access to student records are available from the One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, 612-625-1064 or 612-624-1111. This information is also published at [http://www1.umn.edu/regents/policies/administrative/Student\\_Education\\_Records.htm](http://www1.umn.edu/regents/policies/administrative/Student_Education_Records.htm).

## XI. CLA Student Communities

In summer 2000, CLA Student Services changed its structure for providing advising services to students. Instead of serving students based on their major status (premajor and upper division), we provide services based on students' majors or areas of interest if they have not yet declared a major. A list of the student communities and the majors they serve follows.

If you are unsure about what student community to refer a student to, please have the student contact the CLA Student Information Office, 49 Johnston Hall, 612-625-2020.

### Arts

**560 Heller Hall, West Bank**

**612-624-7504**

**<http://arts.class.umn.edu>**

Acting

Art

Art History

BIS/IDIM

Dance

Music

Music Education

Music Performance

Music Therapy

Theatre Arts

Undeclared

### Communications & Media

**B-16 Johnston Hall, East Bank**

**612-624-1820**

**<http://cam.class.umn.edu>**

BIS/IDIM

Communication Studies

Journalism and Mass Communication

Scientific and Technical Communication

Undeclared

### Health & Natural Sciences

**B-18 Johnston Hall, East Bank**

**612-624-6044**

**<http://hns.class.umn.edu>**

Astronomy

Biology, Society, and Environment

BIS/IDIM

Chemistry

Geology

Microbiology

Physics

Physiology

Undeclared

Also serves students preparing to transfer into the following health science programs:

Dentistry

Dental Hygiene

Medical Technology/Clinical Laboratory

Medicine

Mortuary Science

Nursing

Occupational Therapy

Pharmacy

Physical Therapy

Public Health

Veterinary Medicine

### Honors

**20 Nicholson Hall, East Bank**

**612-624-5522**

**[www.cla.umn.edu/honors/](http://www.cla.umn.edu/honors/)**

All CLA majors

### Languages & Mathematics

**114 Johnston Hall, East Bank**

**612-624-7540**

**<http://langmath.class.umn.edu>**

Ancient Mediterranean Studies

Asian Literatures, Cultures, and Media

BIS/IDIM

Classical Civilization

Classical and Near Eastern Archaeology  
Computer Science  
French Studies  
French and Italian Studies  
German Studies  
Greek  
Hebrew  
Italian Studies  
Latin  
Linguistics  
Mathematics  
Russian  
Scandinavian Languages and Finnish  
Spanish Studies  
Spanish-Portuguese Studies  
Statistics  
Undeclared

**Martin Luther King, Jr. Program**  
**19 Johnston Hall, East Bank**  
**612-625-2300**  
**<http://mlk.class.umn.edu>**

All CLA majors

**Psychological Sciences**  
**30 Johnston Hall, East Bank**  
**612-626-7707**  
**<http://psysci.class.umn.edu>**

BIS/IDIM  
Child Psychology  
Psychology  
Speech-Language-Hearing Sciences  
Undeclared

**Social Sciences**  
**575 Heller Hall, West Bank**  
**612-626-7714**  
**<http://socsci.class.umn.edu>**

African American and African Studies  
Anthropology  
BIS/IDIM  
Economics  
Geography  
Global Studies  
History  
Political Science  
Sociology  
Urban Studies  
Undeclared

**Society & Culture**  
**122 Johnston Hall, East Bank**  
**612-624-2549**  
**<http://sandc.class.umn.edu>**

American Indian Studies  
American Studies  
Architecture  
BIS/IDIM  
Chicano Studies  
Cultural Studies and Comparative Literature  
English  
Gender, Women, and Sexuality Studies  
Jewish Studies  
Philosophy  
Religious Studies  
Studies in Cinema and Media Culture  
Undeclared

## **Individually Designed Majors and Degrees**

An Individually Designed Interdepartmental Major (IDIM) for the BA degree enables you to combine courses from three or more CLA departments focused on a unifying theme.

Students completing a bachelor of individualized studies (BIS) or individually designed interdepartmental major (IDIM) may be served by any of the nine student communities. Contact the CLA Student Information Office to locate the community to which the student has been assigned.

Individualized Degree Programs (<http://idp.class.umn.edu>) is located in 345 Fraser Hall, 612-624-8006.

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