

CONSECUTIVE MEETINGS OF:

**THE UNIVERSITY SENATE
THE FACULTY SENATE**

THURSDAY, APRIL 5, 2012

2:30 - 5:00 P.M.

**25 Mondale Hall--Twin Cities Campus
116 Kiehle Hall--Crookston Campus
173 Kirby Plaza--Duluth Campus
7 Humanities and Fine Arts Building--Morris Campus
Room 397--Rochester Campus
Southwest Research and Outreach Center**

This is a consecutive meeting of the University Senate and Faculty Senate. There are 244 voting members of the University Senate and 153 voting members of the Faculty Senate. A simple majority must be present for a quorum. Most actions require only a simple majority for approval. Actions requiring special majorities for approval are noted under each of those items.

**1. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS
Information**

Faculty Senate

Amendment to the Regents Policy: Code of Conduct
Approved by the: Faculty Senate December 2, 2010
Approved by the: Administration PENDING
Approved by the: Board of Regents PENDING

Amendments to the Policy on Teaching Awards
Approved by the: Faculty Senate May 5, 2011
Approved by the: Administration PENDING
Approved by the: Board of Regents – no action required

Administrative Policy on Admission for Master's and Doctoral Degrees
Approved by the: Faculty Senate March 1, 2012
Approved by the: Administration PENDING
Approved by the: Board of Regents – no action required

Administrative Policy on Post-baccalaureate Certificate Plans Approved by the Board of Regents
Approved by the: Faculty Senate March 1, 2012
Approved by the: Administration PENDING
Approved by the: Board of Regents – no action required

Administrative Policy on Readmission and Changes to Master's and Doctoral Degree Objectives
Approved by the: Faculty Senate March 1, 2012
Approved by the: Administration PENDING
Approved by the: Board of Regents – no action required

2. LIBRARY COMMITTEE

Federal Research Public Access Act Information for the University Senate

The Federal Research Public Access Act (FRPAA) of 2012 (S. 2096/H.R. 4004) was introduced to the House and the Senate on February 9, 2012 with robust bipartisan sponsorship. FRPAA would require that any federal agencies with annual extramural research budgets greater than \$100 million provide public access to the published results of funded research within six months after publication. The University of Minnesota Senate Library Committee members write in support of FRPAA; we believe increasing access to research stimulates progress and innovation within the academic enterprise, in industry, and in broader social contexts.

Research and scholarship thrive in environments of open sharing and collaboration, and peer review and critique. Tightly-restricted access to publications that result from federally sponsored research introduces barriers for researchers, industry innovators, and interested members of the public. When such research publications are openly available:

- Researchers in the United States and around the world are able to more effectively and efficiently learn from, review, and collaborate with one another.
- Published research reaches a wider audience:
 - Authors often find increased citations to their works, as well as interest from unexpected quarters.
 - Research errors or controversies can be more quickly detected and addressed.
 - Industry researchers, entrepreneurs, and innovators are better able to keep abreast of relevant research advances.
 - Funding agencies can read published results, enabling better review of the quality and productivity of funded research.
 - Members of the public have access to cutting-edge information relevant to their lives.
- Intellectual property interests of authors, funders, research institutions, and industry research partners are largely unaffected by open access.
 - Copyrights can still be transferred to publishers, retained by authors, or shared among multiple parties via traditional contracts and licenses.
 - Copyright holders retain most of their rights even over publicly accessible works, although they may choose to make the works more broadly usable under the terms of existing open licensing schemes.
 - Entrepreneurs may be more able to learn of innovative research, but existing requirements for licensing of patents and other intellectual property rights will not change.

A recent competing bill, the Research Works Act (RWA), would have rolled back the existing successful NIH public access programs, as well as preventing the passage of FRPAA. In removing their support for RWA, its sponsors acknowledged that open access “appears to be the wave of the future.” FRPAA provides a clear path towards that future of open access for federally sponsored research. While opinions vary on the optimal embargo period across all types of publications and publishers, the current NIH policy that provides public access to the published results of funded research within 12 months after publication appears to be working well. That said, a shorter embargo term could provide enhanced public access, and for many publications and publishers, will have little impact on finances.

We urge your support for FRPAA to facilitate the advancement of research and public access to the results of federally supported research.

Approved by the Library Committee, March 2012.

**NEIL OLSZEWSKI, CHAIR
LIBRARY COMMITTEE**

3. TRIBUTE TO DECEASED MEMBERS OF THE UNIVERSITY COMMUNITY

STUDENTS

Scott L. Anderson
University of Minnesota Crookston

Nathan Helmer
College of Science and Engineering

Nicholas J. Moore
College of Food, Agricultural, and Natural Resource Sciences

4. INTRODUCTIONS

Senior Vice President and Provost Karen Hanson
(10 minutes)

5. SENATE CONSULTATIVE COMMITTEE REPORT (5 minutes)

6. MINUTES FOR MARCH 1, 2012 Action by the University Senate (2 minutes)

MOTION:

To approve the University Senate and Faculty Senate minutes, which are available on the Web at the following URL.

<http://www1.umn.edu/usenate/usenate/120301.pdf>

STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE

7. PRESIDENT'S REPORT (10 minutes)

8. QUESTIONS TO THE PRESIDENT (10 minutes)

Questions to the President should be submitted in writing to the University Senate office no later than Tuesday, April 3, 2012. The President may also choose to take questions from the floor.

9. UNIVERSITY SENATE OLD BUSINESS

10. UNIVERSITY SENATE NEW BUSINESS

11. UNIVERSITY SENATE ADJOURNMENT

**THIS CONCLUDES THE UNIVERSITY SENATE BUSINESS.
THE SUBSEQUENT ITEMS ARE FACULTY SENATE BUSINESS ONLY.**

MEETING OF THE FACULTY SENATE

12. EDUCATIONAL POLICY COMMITTEE Interpretation of the Administrative Policy on Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree Information for the Faculty Senate

To align policy language with the current practice, the Educational Policy Committee (SCEP) has approved revising the language in section 7 of the Administrative Policy on Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree as follows (new text is underlined):

[Twin Cities and Rochester only] D grades not permitted in major or minor courses. Required courses for the major or minor in which a student receives a D grade (with or without plus or minus) do not count toward the major or minor (including transfer courses). All other courses, including courses in the major or minor field that are not required to complete the major or minor, will count toward a degree if the student earns a D or better.

COMMENT:

SCEP approved the following interpretation of the policy to clarify that (1) on the Twin Cities campus, no grades of D are accepted for minor requirements, and (2) on the Rochester campus, no grades of D are accepted in major or minor requirements.

Currently the Policy on Credit and Grade Point Requirements provides that no D grades may count toward a student's major program. In practice, colleges do not allow D grades to count toward minor programs, either, but this is not explicitly provided for in the policy.

Note: Morris and Crookston currently allow varying amounts of Ds for courses in the major. Rochester does not, and Rochester has asked to be included in the language above to reflect current practice.

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

13. FACULTY CONSULTATIVE COMMITTEE REPORT (5 minutes)

14. FACULTY LEGISLATIVE LIAISONS UPDATE (5 minutes)

15. FACULTY CONSULTATIVE COMMITTEE Approval of Faculty Senate Officers Action by the Faculty Senate (2 minutes)

The chair of the Faculty Senate and the Faculty Consultative Committee recommend the following officers for 2012-13:

Clerk – Professor Stuart Goldstein

Parliamentarian – Professor Allan Erben
Faculty Senate Vice Chair – Professor Russell Luepker

**CHRISTOPHER CRAMER, CHAIR
FACULTY CONSULTATIVE COMMITTEE**

**16. EDUCATIONAL POLICY COMMITTEE
Amendments to the Administrative Policy on Declaring an Undergraduate Major
Action by the Faculty Senate
(10 minutes)**

MOTION:

To amend the Administrative Policy on Declaring an Undergraduate Major: Twin Cities, Crookston, Morris, Rochester as indicated. Language to be added is underlined; language to be deleted is ~~struck out~~:

**Declaring and Pursuing an Undergraduate Major:
Twin Cities, Crookston, Morris, Rochester**

POLICY STATEMENT

All degree-seeking undergraduate students are required to declare a major or be admitted into a program before or upon the completion of 60 semester credits. Once a student has completed 60 credits, or earlier if programmatically warranted, an “adviser hold” will be placed on the student’s record, preventing the student from registering for additional classes until the student has declared a major or been admitted to a program.

1. Colleges determine ~~how~~ the process by which students declare a major or gain admission to a degree program.
2. Departments set the academic standards for being allowed to enter declaring a major in the field.
3. Department standards are subject to college review and approval. Department, college and campus standards for declaring a major are subject to review and approval by the Senior Vice President for Academic Affairs and Provost or the Vice President for Health Sciences, as appropriate.
4. ~~All freshmen admitting colleges will have available a student status of “undeclared.”~~

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Undergraduate degree-seeking students are admitted to the University to pursue an undergraduate degree. The University expects students to complete their degrees in a timely manner, and declaring a major is a fundamental part of this progression. This policy exists to promote timely intervention by advisers that will guide students toward majors that suit their talents and interests. To make the best use of students’ resources, as well as University resources, students are not allowed to continue registering for courses indefinitely without having a formal plan for completing a degree.

RELATED INFORMATION

~~There is no related information for this policy. Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester, <http://www.policy.umn.edu/Policies/Education/Education/TIMELYGRADUATION.html> Holds on Records and Registration: Twin Cities, Crookston, Morris, Rochester, <http://www.policy.umn.edu/Policies/Education/Education/REGISTRATIONHOLD.html>~~

COMMENT:

Background: Currently if an undergraduate student has not declared a major or been admitted to a program by the time he or she has completed 60 credits, colleges will place a hold on the student's record that stops the student from being able to register for courses. For some colleges, the 60-credit mark is too late in the student's career; many of our undergraduate students reach the 60+ mark after spring semester of their sophomore year. Colleges have requested the flexibility to apply the "major declaration hold" to student records earlier in the credit total, when programmatically warranted. This would force students who may be off track (either through course choices or GPA) for their desired major to meet with an adviser to discuss alternative plans.

Proposed Changes:

1. Amend the current policy to allow colleges to apply this hold to student records before the 60-credit mark, when programmatically warranted.
2. Clarify that this policy applies to all degree-seeking students.
3. Reinforce the expectation of timely graduation.

Approved unanimously by the Senate Committee on Educational Policy 2/29/12

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

**17. EDUCATIONAL POLICY COMMITTEE
Amendments to the Administrative Policies on High School
Preparation Requirements for Undergraduates and Admissions for Undergraduates
Action by the Faculty Senate
(10 minutes)**

MOTION:

To amend the language associated with the Administrative Policies on High School Preparation Requirements for Undergraduates and Admissions for Undergraduates as indicated in the following.

Recommendation from the Vice Provost and Dean of Undergraduate Education:
High School Preparation Requirements Viewed as a "Graduation Requirement"

Current policies and practice on the Twin Cities campus:

If undergraduate students (both new freshmen and new transfer students) are admitted without having completed the stated high school preparation requirements for the campus, they are required to make up the missing requirements during their undergraduate career prior to being cleared for graduation.

The Administrative Policy on High School Preparation Requirements for Undergraduates, <http://www.policy.umn.edu/Policies/Education/Education/HIGHSCHOOLPREP.html>, states the current HS requirements for students seeking admission to the Twin Cities campus. The FAQs following the policy note the current practices regarding if students may be admitted with a missing requirement and how missing requirements are tracked and made up.

The Administrative Policy on Admissions for Undergraduates, <http://www.fpd.finop.umn.edu/Policies/Education/Education/ADMISSIONS.html>, mentions conditional admission and uses missing high school preparation requirements as a possible example of “conditional admission to graduate.” This policy notes in #2 that “Each college will set the criteria and standards that are to be used by the Admissions Office in admitting both New High School and New Advanced Standing students to the college.” These standards are in addition to the HS preps (e.g., CSE requires specific levels of calculus, physics, and chemistry).

Proposed change to policy language and practice:

If a student has been admitted with a missing HS prep, do not require the student to satisfy it as a requirement for graduation. HS preps will continue to be tracked and noted on a student’s record by Admissions. The “missing HS preps” service indicators will still be visible to advisers, to help inform the advising considerations for each student.

In High School Preparation Requirements for Undergraduates, make two changes: First, delete the FAQ regarding making up the missing HS requirements. Second, in the Responsibilities section, for the Academic Adviser, remove the requirement of checking on the HS requirements as part of graduation clearance. Academic Adviser responsibilities would read “Advise students on the coursework needed to satisfy their campus, college, and degree requirements, taking into account the student’s prior coursework and background, including high school and any courses at the college level.”

In Admissions for Undergraduates, delete the sentence referring to missing high school preparation requirements as an example of conditional admission to graduate: (e.g., that any deficiencies in satisfying high school preparation requirements are made up).

Background and Reasons for Change:

Fundamentally, we admit students because we believe they can be successful, based on a holistic review of their application materials, and using the standards developed by the University and the colleges. The high school prep requirements were developed for each campus to assure a minimum level of preparedness and a breadth of knowledge, and most NHS students admitted will have met all of them. However, we regularly admit some students who do not meet all of the high school preparation expectations, often because their high school did not offer courses that met all of the exact requirements, or due to other special circumstances.

For fall semester 2011 and spring semester 2012, 93.1% of the new freshmen students and 85.4% of the new transfer students had met all of the HS preps. Only 371 of 5,375 new freshmen and 418 of 2,862 new transfer students had not; the vast majority of the missing requirements were either the visual/performing arts or the two years of a single second language.

The University of Minnesota Liberal Education and Writing Intensive requirements ensure that students have been exposed to and developed skills and knowledge in a breadth of areas by the time they graduate, along with demonstrating through major coursework and grades that they have mastered the body of knowledge related to their major(s).

In the case of transfer students, their holistic review also includes their college coursework at other institutions. A logistical problem is created for advisers and students because the high school transcripts for transfer students are often transmitted to the Office of Admissions well after the admissions decision is made and even after orientation and registration have occurred; this delay means that our transfer students may not be aware that they could face additional requirements based on missing HS preps.

COMMENT:

Approved unanimously (with one abstention) by the Senate Committee on Educational Policy
3/21/12

Approved unanimously by the Faculty Consultative Committee
3/22/12

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

**18. EDUCATIONAL POLICY COMMITTEE
Administrative Policy on Master's Degree: Performance Standards and Progress
Action by the Faculty Senate
(10 minutes)**

MOTION:

To approve the following new policy:

ADMINISTRATIVE POLICY

Master's Degree: Performance Standards and Progress

Policy Contents

- **Policy Statement**
- **Reason for Policy**
- **Procedures**
- **Forms/Instructions**
- **Additional Contacts**
- **Definitions**
- **Responsibilities**
- **Appendices**
- **FAQ**
- **Related Information**
- **History**

Effective Date: Month, YYYY

Last Updated: Month, YYYY

Responsible University Officer:

Sr. VP for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Graduate Education

Policy Contact: Belinda Cheung

POLICY STATEMENT

Students are responsible for knowing all program requirements of their master's program when they matriculate. If program requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.

The advisor and the Director of Graduate Studies (DGS) for the program are jointly responsible for helping the student plan appropriately to complete the requirements in a timely fashion. The DGS is also responsible for ensuring that the student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship.

Programs and collegiate units may have additional and/or more stringent requirements.

I. Pre-Matriculation Requirements for Programs

Programs must, before students begin their first term of study:

- Provide each student a current graduate program handbook, specifying the program's requirements and policies governing successful degree completion
- Assign each student a temporary advisor

II. Progress Review

a) **Annual Review** Programs must review the progress of each master's student annually. Students deemed not to be in good standing must be informed of the results of the review in writing, with a copy to the student's advisor.

b) **Degree Plan** Master's degree students must have a degree plan on file in the collegiate unit at least one term (fall or spring semester) before the intended term of graduation. For students intending to pursue a minor:

- i) In master's programs that include a final examination/defense, students must declare the minor prior to the examination/defense.
- ii) In master's programs that do not include a final examination/defense, students must declare the minor prior to filing for graduation.

III. Performance Standards

a) **Continuous Enrollment** Students are required to enroll every semester (fall and spring) from the time of matriculation until degree completion.

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

Students who are unable to complete the degree within the most restrictive time limits described above due to extraordinary circumstances may petition the program and collegiate unit for an extension of up to 12 months. Students must obtain approval of their advisor/s and program DGS and submit the petition by the deadline set by the college.

- If a petition is approved, the student is notified in writing of the expectations for progress and completion of the degree.
- If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program upon expiration of the most restrictive time limit.

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

c) **Minimum Grade Requirements** To remain in good academic standing students should meet the minimum GPA requirement specified by the graduate program or 2.800 (on a 4.000 scale), whichever is higher. Students who have filed a master's degree plan should maintain a 2.800 GPA for courses included on the degree plan. Students who have not yet filed a degree plan must maintain an overall GPA of 2.800. Graduate programs may require a higher GPA for individual major fields and may apply the requirement to the overall GPA instead of only to degree plan coursework. Students who fall below the program's minimum GPA requirement may be terminated from the program.

Note: Students must have a 2.800 GPA for courses included on the degree plan at the time of graduation for the degree to be awarded.

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

Exception

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

REASON FOR POLICY

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

PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

Master's degree plan

Master's Degree: Request for Extension to the Maximum Time Limit

Master's Degree: Program-Wide Exception to the Maximum Time Limit

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Belinda Cheung	612-625-6977	cheun002@umn.edu

DEFINITIONS

Good standing/good academic standing

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

RESPONSIBILITIES

Collegiate Units

- Set college deadline for students who are requesting an extension to the time limit for completing master's degrees.

Departments/Programs

- Clearly state the program requirements for maintaining good standing in the Graduate Program Handbook, even if they are identical to the requirements in this policy

Students

- Must obtain the approvals required on the degree plan before it is filed with the collegiate unit
- Must obtain the approval of their advisor/s and program DGS and submit their request for an extension of the maximum time limit for earning the master's degree by the deadline set by the college

APPENDICES

Graduate Program Student Handbook: Guidelines

Annual Graduate Student Reviews: Issues to Consider

FAQ

1. The policy states that students must file a degree plan with their collegiate unit. What is the difference between the degree plan and the official degree program form?

The degree plan replaces what was previously referred to as the official degree program form.

2. When should students file the master's degree plan?

A degree plan must be on file in the collegiate unit at least one term (fall or spring semester) before the intended term of graduation; however students may file the degree plan at any time.

3. How many S/N courses can I include on my degree plan?

A maximum of 1/3 of the courses on the degree plan may be S/N.

4. Some of the courses required for my degree program are only offered S/N. Will these count toward the S/N limit on the degree plan?

No. Courses offered only S/N (that is, without the option of A/F grades) will not be counted as part of the student's permissible number of S/N registrations.

5. I was given "S" grades for course credits transferred from an international institution where an equivalent A/F grade could not be determined. Do these credits count toward the S/N limit?

No, the transferred credits will be treated similar to credits for University courses only offered S/N, and will not be counted toward the S/N limit on the degree plan.

6. Does applying graduate course credits earned at another accredited institution to the master's degree plan affect how time to degree is calculated?

No. The time spent earning graduate course credits at other institutions is not included in the time to degree calculation even if those credits are applied to the degree plan.

7. If a student is terminated from a program for exceeding the time limit on earning the degree, can the student apply for readmission to the program?

Yes. However, readmission is not guaranteed and the faculty in the major field may set any readmission conditions on the student's resumption of work toward the degree, such as

registering for additional coursework, completing the degree within a specified time period, or other appropriate terms.

Because the student was terminated for exceeding the time limit, the student must also request and be approved for an extension to the time limit in order to be readmitted.

8. I have been admitted to take graduate courses as a Graduate Professional Development (GPD) student. Do I have to register every term?

Yes, students admitted for Graduate Professional Development status must adhere to the same registration requirements as other admitted students and must register in the fall and spring semesters. Registration during the summer is not required.

9. My graduate program has admitted a student for Graduate Professional Development. How long may the GPD student remain in the program?

If the student is a domestic student, the graduate program determines how long the student may continue to take courses as a GPD student. Ideally, the period for which the student may remain a GPD student should be clearly stated in the letter of admission.

If the student is an international student, the period for which the student may remain a GPD student is in part determined by federal visa regulations and SEVIS requirements. International students admitted to GPD are given an I-20 for one year and must be admitted to a degree program if they wish to continue their advanced education at the University after the one-year period.

10. A student admitted for Graduate Professional Development in my program is performing poorly and the program would like to terminate the student at the end of the semester. Can the program do this?

Yes, the program can terminate the student if clear expectations were set at the time of admission and the consequences of the student's failure to meet them were also clearly stated. If this information was not included in the letter of admission, the program should communicate performance expectations to the student in writing, along with the consequences for failure to meet them, before making a decision to terminate the student.

RELATED INFORMATION

Leave of Absence and Reinstatement from a Leave: Graduate Students

COMMENT:

Approved by the Educational Policy Committee (SCEP) and the Faculty Consultative Committee (FCC).

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

**19. EDUCATIONAL POLICY COMMITTEE
Administrative Policy on Master's Degree: Completion
Action by the Faculty Senate
(10 minutes)**

MOTION:

To approve the following new policy:

ADMINISTRATIVE POLICY

Master's Degree: Completion

Policy Contents

- Policy Statement
- Reason for Policy
- Procedures
- Forms/Instructions
- Additional Contacts
- Definitions
- Responsibilities
- Appendices
- FAQ
- Related Information
- History

Effective Date: Month, YYYY

Last Updated: Month, YYYY

Responsible University Officer:

Sr. VP for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Graduate Education

Policy Contact: Belinda Cheung

POLICY STATEMENT

Students are responsible for meeting all requirements for completing the master's degree, including thesis or project defense and submission, where applicable.

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

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

i) At least one member must represent a field outside the student's major field, preferably from a different budgetary unit than that housing the student's major field program.

ii) If the student has a declared minor(s), the outside member(s) must be from the minor field(s).

iii) Members cannot represent more than one field.

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

II. Final Examination:

a) For students submitting a Plan A thesis, the final examination must contain an oral component. Programs may also require a written examination.

b) For students submitting a Plan B project, the final examination may be oral, written, or both

c) Students must provide the reviewers with a copy of the Plan A thesis or project submitted in lieu of a thesis at least 14 days before the scheduled date of the final examination.

- d) Every member of the final examination committee must certify on the master's thesis reviewer's report that the thesis or project submitted in lieu of a thesis is ready for defense before the final examination may take place.
- e) A majority vote of an examining committee is required to pass the master's final examination.
- f) If revisions are required as a condition of passing, the advisor/s must certify that the revisions have been completed before the degree is awarded.
- g) If the student fails the final examination, he or she may retake the examination only if all committee members, or all committee members save one approve this option.
- h) The second attempt to pass the master's final examination must use the same committee members as the first examination.
- i) If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program.

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

All students who complete a Plan A Thesis or Professional Engineering Design Project must file a digital copy of the thesis with the University in accordance with University standards. Students may request that the University embargo publication of the thesis for a limited period of time.

IV. Plan C Master's Degrees

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

V. Minimum GPA required for graduation

Students must have a 2.800 minimum GPA for courses included on the degree plan at the time of graduation in order for the degree to be awarded.

REASON FOR POLICY

Establishes uniform standards for the master's final examination; ensures timely submission of copies of the thesis for University archives, maintains Regent's policy on public dissemination of University-sponsored research.

PROCEDURES

FORMS/INSTRUCTIONS

Preparing the Thesis/Design Project: Formatting ▪ Submitting ▪ Publishing

Degree Completion Procedures

Master's Graduation Packet Request

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Belinda Cheung	612-625-6977	cheun002@umn.edu

DEFINITIONS

RESPONSIBILITIES

Graduate School

- Maintain an archival record of changes in committee membership made after the filing the degree plan if approved by the program DGS and collegiate unit
- Provide guidelines for formatting and submitting the thesis dissertation, to include not only current instructions for electronic formatting and filing but also guidelines governing the use of already published material in the thesis. Guidelines should take account of possible copyright issues.
- Provide guidelines governing the submission of jointly authored theses. Guidelines should take account of possible copyright issues and contain specific provisions for intercollegiate joint theses if these are permitted.

Collegiate Units

- Approve and record the specific procedures used by programs for administering and grading the master's final examination.
- Maintain and publish and additional collegiate-level standards or guidelines for the formatting and submission of the thesis (e.g., language of the thesis).
- Maintain and publish and additional collegiate-level standards or guidelines for the formatting and submission of jointly authored theses.

Departments/Programs

- Publish the specific procedures used for administering and grading the master's final examination and identify whether candidates for each degree and track offered must take written examinations, oral examinations, or both.
- Provide program-specific information in the graduate handbook
- Maintain and publish and additional program-level standards or guidelines for the formatting and submission of the thesis (e.g., language of the thesis).
- Maintain and publish and additional program-level standards or guidelines for the formatting and submission of jointly authored theses.

APPENDICES

Required Conditions and Best Practices for Remote Participation in Graduate Examinations

FAQ

1. What if the student needs to change committee members after filing the degree plan?

Changes in committee membership may be made after filing the degree plan; such changes require program and collegiate approval and must be recorded by the collegiate unit and archived by the Graduate School.

2. Why does my final oral examination committee have to include an outside committee member? Who qualifies as an outside member?

An outside committee member is required to both ensure fairness and due process for the student in the examination and to ensure that the student is examined across the breadth of knowledge represented by his or her field of study.

3. What is considered to be a majority vote of an examining committee on the master's final examination?

[Link to info on what is considered majority with different committee configurations.](#)

4. Can a committee member abstain from voting in the master's final examination?

No, all committee members are required to vote in the master's final examination.

5. An emergency situation has arisen with one of my committee members. Am I allowed to identify a substitute?

Yes. Substitutions for an oral examination that are necessitated by emergency situations should be approved in advance. In such cases, the adviser should consult with the Graduate School staff before the start of the examination.

6. Can a collegiate unit delegate responsibility for approving changes in committee membership to the program level?

No. It is the responsibility of the collegiate unit and the program to ensure that all replacement members are eligible to serve on the master's final examination committee.

7. Is there a requirement that a minimum amount of time elapse between a first attempt at the master's final examination and an approved retake?

There is no University requirement that a minimum amount of time elapse between the first and second attempts at the master's final examination. However, collegiate units and/or programs may set a minimum time requirement.

8. Who is responsible for communicating with a student who has failed the first attempt at the master's final examination and what information should be communicated?

The committee chair must communicate with the student in writing to inform him or her of the reasons the first attempt at the examination was graded "fail" and what the student will be expected to do in order to pass a retake.

9. When should students request an embargo on the publication of the thesis?

The request for an embargo must be made prior to the completion of the degree requirements.

RELATED INFORMATION

Administrative Policy: *Appointments to Graduate Examination Committees: Twin Cities, Rochester*

Administrative Policy: *Master's Degree: Performance Standards and Progress*

Administrative Policy: *Admission for Master's and Doctoral Degrees*

Administrative Policy: *Readmission or Changes to Master's or Doctoral Degree Objectives*

COMMENT:

Approved by the Educational Policy Committee (SCEP) and the Faculty Consultative Committee (FCC).

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

20. EDUCATIONAL POLICY COMMITTEE

**Administrative Policy on Doctoral Degree: Performance Standards and Progress
Action by the Faculty Senate
(10 minutes)**

MOTION:

To approve the following new policy:

ADMINISTRATIVE POLICY

Doctoral Degree: Performance Standards and Progress

Policy Contents

- Policy Statement
- Reason for Policy
- Procedures
- Forms/Instructions
- Additional Contacts
- Definitions
- Responsibilities
- Appendices
- FAQ
- Related Information
- History

Effective Date: Month, YYYY

Last Updated: Month, YYYY

Responsible University Officer:

Sr. VP for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Graduate Education

Policy Contact: Belinda Cheung

POLICY STATEMENT

Students are responsible for knowing all program requirements of their doctoral program when they matriculate. If program requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.

The advisor and the Director of Graduate Studies (DGS) for the program are jointly responsible for helping the student plan appropriately to complete the requirements in a timely fashion. The DGS is also responsible for ensuring that the student receives training appropriate to the discipline in the responsible conduct of research and ethical teaching and scholarship.

Programs and collegiate units may have additional and/or more stringent requirements.

IV. Pre-Matriculation Requirements for Programs

Programs must, before students begin their first term of study:

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

V. Progress Review

a) **Annual Review** Programs must review the progress of each doctoral student at least once a year and must provide the results to the student in writing.

b) **Degree Plan** Doctoral students must file a degree plan and must declare a minor prior to taking the preliminary oral exam. It is recommended that the degree plan be filed, at minimum, three months prior to the exam date.

VI. Performance Standards

a) **Continuous Enrollment** Students are required to enroll every semester (fall and spring) from the time of matriculation until degree completion.

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

Students who are unable to complete the degree within the most restrictive time limits described above may petition the program and collegiate unit for one extension of up to 24 months. Student must submit the petition for an extension at least six months prior to the end of the time limit.

- If a petition is approved, the student is notified in writing of the expectations for progress and completion of the degree.
- If the petition is denied, the student is notified in writing that he or she will be terminated from doctoral candidacy and from the graduate program upon expiration of the most restrictive time limit.

Under extraordinary circumstances, students may file a second petition for an additional 24 month extension after the first 24 months have expired; however such petitions after the initial extension must be reviewed and approved by the Vice Provost and Dean of Graduate Education.

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

c) **Minimum Grade Requirements** To remain in good academic standing students should meet the minimum GPA requirement specified by the graduate program or 3.000 (on a 4.000 scale), whichever is higher. Students who have filed a doctoral degree plan should maintain a 3.000 GPA for courses included on the degree plan. Students who have not yet filed a

degree plan must maintain an overall GPA of 3.000. Graduate programs may require a higher GPA for individual major fields and may apply the requirement to the overall GPA instead of only to degree plan coursework. Students who fall below the program's minimum GPA requirement may be terminated from the program.

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

VII. Doctoral Preliminary Written and Oral Examinations

- a) Each doctoral candidate must pass a written examination in the major field.
 - i) Programs will grade the doctoral preliminary written examination either pass, pass with reservations, or fail in accordance with University standards.
 - ii) For students who pass with reservations, conditions to be met must be given in writing to the student within ten working days, including a timeline for completion.

- b) Every doctoral student must pass a preliminary oral examination in the major field. The preliminary oral examination is conducted as a closed examination, attended by only the student and the examining committee.
 - i) The oral examination may not take place before examiners have certified that the candidate received a passing grade on the preliminary written examination and that any reservations have been removed.
 - ii) Programs will grade the doctoral preliminary oral examination either pass, pass with reservations, or fail in accordance with University standards.
 - iii) If a student fails the exam, he or she may retake the examination once. All committee members, or all committee members save one must approve this option.
 - iv) The second attempt to pass the preliminary oral examination must use the same committee members.
 - v) If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program.

- c) The doctoral preliminary oral committee must consist of at least four members, including the advisor/s. All members of the committee and the candidate must participate in the preliminary oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.
 - i) At least three members must be from the student's major field.
 - ii) At least one member must represent a field outside the major, preferably from a different budgetary unit than that housing the student's major field program
 - iii) If the student has declared a minor, at least one member must represent the minor field.
 - iv) Members cannot represent more than one field.

Exceptions

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

REASON FOR POLICY

- Ensures clear communication to the student about degree requirements and the student's progress; sets minimum standards for satisfactory progress in doctoral programs; establishes clear standards and procedures for administering and grading doctoral written and oral preliminary examinations. Ensures fair, correct procedures at doctoral preliminary examinations.

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

PROCEDURES

There are no procedures associated with this policy.

FORMS/INSTRUCTIONS

Doctoral degree plan

Request for extension to the maximum time limit for earning the doctoral degree

Request for program-wide exception to the maximum time limit for earning the master's and /or doctoral degree

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Belinda Cheung	612-625-6977	cheun002@umn.edu

DEFINITIONS

Good standing/good academic standing

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

RESPONSIBILITIES

Graduate School

- Maintain an archival record of changes in committee membership made after the filing the degree plan if approved by the program DGS and collegiate unit
- Approve and record the specific procedures used by programs for administering and grading the doctoral preliminary and final examination.

Collegiate Units

Departments/Programs

- Clearly state the program requirements for maintaining good standing in the Graduate Program Handbook, even if they are identical to the requirements in this policy

Students

- Must obtain the approvals required on the degree plan before it is filed with the collegiate unit.
- Must obtain the approval of their advisor/s and program DGS and submit their request for an extension of the maximum time limit for earning the doctoral degree by the deadline set by the college, which will normally be several months before the time limit expires

APPENDICES

Graduate Program Student Handbook: Guidelines

Annual Graduate Student Reviews: Guidelines

Doctoral degree plan

Required Conditions and Best Practices for Remote Participation in Graduate Examinations

Standards for the result of 'pass' on doctoral preliminary written and oral examinations

Documentation responsibilities associated with this policy

FAQ

11. The policy states that students must file a degree plan with their collegiate unit. What is the difference between the degree plan and the official degree program form?

The degree plan replaces what was previously referred to as the official degree program form.

12. When should students file the doctoral degree plan?

A degree plan must be on file in the collegiate unit at least three months before taking their preliminary oral examination; however students may file the degree plan at any time.

13. Some unexpected circumstances have arisen and I need to request an extension to the maximum time limit for earning the doctoral degree; however, it is less than six months prior to the end of my time limit. Can I still be granted an extension?

14. If a student is terminated from a program for exceeding the time limit on earning the degree, can the student apply for readmission to the program?

Yes. However, readmission is not guaranteed and the faculty in the major field may set any readmission conditions on the student's resumption of work toward the degree, such as registering for additional coursework, completing the degree within a specified time period, or other appropriate terms.

Because the student was terminated for exceeding the time limit, the student must also request and be approved for an extension to the time limit in order to be readmitted.

15. Why does my preliminary oral examination committee have to include an outside committee member? Who qualifies as an outside member?

An outside committee member is required to both ensure fairness and due process for the student in the examination and to ensure that the student is examined across the breadth of knowledge represented by his or her field of study.

16. Do the student and the committee members have to be physically present on campus for the preliminary oral examination?

No, neither the student nor the committee members are required to be physically present on campus for the preliminary oral examination as long as all of the conditions required for remote participation in the exam are met.

17. FAQ on extraordinary circumstances that warrant replacement committee members for retake.

18. Can a committee member abstain from voting in the doctoral preliminary oral examination?

No, all committee members are required to vote in the examination.

19. Is there a requirement that a minimum amount of time elapse between a first attempt at the doctoral preliminary oral examination and an approved retake?

There is no University requirement that a minimum amount of time elapse between the first and second attempts at the doctoral preliminary oral examination. However, collegiate units and/or programs may set a minimum time requirement.

20. How many S/N courses can I include on my degree plan?

A maximum of 1/3 of the courses on the degree plan may be S/N.

21. Some of the courses required for my degree program are only offered S/N. Will these count toward the S/N limit on the degree plan?

No. Courses offered only S/N (that is, without the option of A/F grades) will not be counted as part of the student's permissible number of S/N registrations.

22. I was given "S" grades for course credits transferred from an international institution where an equivalent A/F grade could not be determined. Do these credits count toward the S/N limit?

No, the transferred credits will be treated similar to credits for courses only offered S/N, and will not be counted toward the S/N limit on the degree plan.

23. I left the University after completing my master's degree and want to come back to complete my doctoral degree in the same program. How will my time to degree be counted?

A student who completes a master's degree in a program, leaves the University, and returns to enroll for the doctoral degree in the same program will have their time to degree clock stopped after the master's and restarted upon enrollment in the doctoral program.

24. Can a student pursue two Ph.D. degrees at the same time?

Students are not permitted to earn two Ph.D. degrees at the same time in two fields using the same program of study and dissertation. Although students are generally discouraged from doing so, special circumstances may warrant taking a second Ph.D. degree at a later date, but only when a completely separate program and dissertation are involved.

25. I have been admitted to take graduate courses as a Graduate Professional Development (GPD) student. Do I have to register every term?

Yes. Students admitted for Graduate Professional Development status must adhere to the same registration requirements as other admitted students and must register in the fall and spring semesters. Registration during the summer is not required.

26. My graduate program has admitted a student for Graduate Professional Development. How long may the GPD student remain in the program?

If the student is a domestic student, the graduate program determines how long the student may continue to take courses as a GPD student. Ideally, the period for which the student may remain a GPD student should be clearly stated in the letter of admission.

If the student is an international student, the period for which the student may remain a GPD student is in part determined by federal visa regulations and SEVIS requirements. International students admitted to GPD are given an I-20 for one year and must be admitted to a degree program if they wish to continue their advanced education at the University after the one-year period.

27. A student admitted for Graduate Professional Development in my program is performing poorly and the program would like to terminate the student at the end of the semester. Can the program do this?

Yes. The program can terminate the student if clear expectations were set at the time of admission and the consequences of the student's failure to meet them were also clearly stated. If this information was not included in the letter of admission, the program should communicate performance expectations to the student in writing, along with the consequences for failure to meet them, before making a decision to terminate the student.

RELATED INFORMATION

Appointments to Graduate Examination Committees: Twin Cities, Rochester

Leave of Absence and Reinstatement from a Leave: Graduate Students

COMMENT:

Approved by the Educational Policy Committee (SCEP) and the Faculty Consultative Committee (FCC).

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

**21. EDUCATIONAL POLICY COMMITTEE
Administrative Policy on Doctoral Degree: Completion
Action by the Faculty Senate
(10 minutes)**

MOTION:

To approve the following new policy:

**ADMINISTRATIVE POLICY
Doctoral Degree: Completion**

Policy Contents

- **Policy Statement**
- **Reason for Policy**
- **Procedures**
- **Forms/Instructions**
- **Additional Contacts**
- **Definitions**
- **Responsibilities**
- **Appendices**
- **FAQ**
- **Related Information**
- **History**

Effective Date: Month, YYYY**Last Updated:** Month, YYYY**Responsible University Officer:**

Sr. VP for Academic Affairs and Provost

Policy Owner: Vice Provost and Dean of Graduate Education**Policy Contact:** Belinda Cheung

POLICY STATEMENT

Students are responsible for meeting all requirements for completing the doctoral degree, including dissertation defense and submission.

VIII. The Doctoral Final Oral Examination

- a) The doctoral final oral committee must consist of at least four members, including the advisor/s. All members of the committee and the candidate must participate in the final oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the examination are met.
 - (1) At least three members must be from the student's major field.
 - (2) At least one member must represent a field outside the major, preferably from a different budgetary unit than that housing the student's major field program.
 - (3) If the student has declared a minor, at least one member must represent the minor field.
 - (4) Members cannot represent more than one field
- b) Thesis Reviewers for final oral examination:
 - i) A minimum of 2 major field reviewers and 1 minor/supporting program reviewer are required. In the case of multiple minors, there must be a reviewer for each minor.
 - ii) Advisor(s) must serve as reviewers.
 - iii) Students must provide reviewers with a copy of the dissertation at least 14 days before the scheduled date of the doctoral final oral examination.
 - iv) Every designated reviewer on the doctoral dissertation reviewer's report must certify that the dissertation is ready for defense before the doctoral final oral examination may take place.
- c) The doctoral final oral examination must include:
 - i) A public presentation of the candidate's dissertation to the doctoral final oral examination committee and the invited scholarly community.
 - ii) A closed session (open only to the doctoral final oral examination committee and the candidate) immediately following the public presentation.
- d) To be recommended for the award of the doctoral degree, all committee members, or all committee members save one must certify that the student has passed the doctoral final oral examination.

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

IX. Submission of final copy of the doctoral dissertation

All students who complete a doctoral dissertation must file a digital copy of the dissertation with the University in accordance with University standards. Students may request that the University embargo publication of the dissertation for a limited period of time.

X. Reactivation in order to graduate

A student who is currently inactive may be reactivated for the purpose of awarding the degree if the student has completed all requirements for the degree, including submission of the approved copy of the doctoral dissertation.

REASON FOR POLICY

Establishes uniform standards for the doctoral final oral examination; ensure timely submission of copies of the dissertation for University archives, maintain Regent's policy on public dissemination of University-sponsored research.

PROCEDURES

FORMS/INSTRUCTIONS

Preparing the Doctoral Dissertation: Formatting ▪ Submitting ▪ Publishing
 Graduation Instructions/Checklist for Doctoral Students

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Belinda Cheung	612-625-6077	cheun002@umn.edu

DEFINITIONS

RESPONSIBILITIES

Graduate School

- Maintain an archival record of changes in committee membership made after the filing the degree plan if approved by the program DGS and collegiate unit
- Provide guidelines for formatting and submitting the dissertation, to include not only current instructions for electronic formatting and filing but also guidelines governing the use of already published material in the dissertation. Guidelines should take account of possible copyright issues.
- Provide guidelines governing the submission of jointly authored dissertations. Guidelines should take account of possible copyright issues and contain specific provisions for intercollegiate joint dissertations if these are permitted.

Collegiate Units

- Maintain and publish and additional collegiate-level standards or guidelines for the formatting and submission of the dissertation (e.g., language of the dissertation).
- Maintain and publish and additional collegiate-level standards or guidelines for the formatting and submission of jointly authored dissertations.

Programs

- Provide program-specific information in the graduate handbook
- Maintain and publish and additional program-level standards or guidelines for the formatting and submission of the dissertation (e.g., language of the dissertation).
- Maintain and publish and additional program-level standards or guidelines for the formatting and submission of jointly authored dissertations.

APPENDICES

Standards for the result of 'pass' on doctoral final written and oral examinations

Required Conditions and Best Practices for Remote Participation in Graduate Examinations

FAQ

10. What if the student needs to change the dissertation abstract or title after filing the dissertation proposal?

Changes in title and abstract may be made after filing the doctoral dissertation proposal and require program and collegiate approval; such changes must be recorded by the collegiate unit.

11. What if a student needs to change committee members after filing the dissertation proposal?

Changes in committee membership may be made after filing the doctoral dissertation proposal and require program and collegiate approval; such changes must be recorded by the collegiate unit and archived by the Graduate School.

12. Can a collegiate unit delegate responsibility for approving changes in committee membership to the program level?

No. It is the responsibility of the collegiate unit and the program to ensure that all replacement members are eligible to serve on the master's final examination committee.

13. If a student's status is "inactive," can s/he file the approved copy of the dissertation?

Yes.

14. Can a faculty member representing a formal track within a graduate program satisfy the requirement that one committee member represent a field outside of the student's major field?

Yes.

15. Do the student and the committee members have to be physically present on campus for the preliminary oral examination?

No, neither the student nor the committee members are required to be physically present on campus for the preliminary oral examination as long as all of the conditions required for remote participation in the exam are met.

16. Can a committee member abstain from voting in the doctoral final oral examination?

No, all committee members are required to vote in the final examination.

17. When should students request an embargo on the publication of the thesis?

The request for an embargo must be made prior to the completion of the degree requirements.

RELATED INFORMATION

Administrative Policy: Appointments to Graduate Examination Committees: Twin Cities, Rochester

Administrative Policy: *Doctoral Degree: Performance Standards and Degree Progress*

Administrative Policy: *Admission for Master's and Doctoral Degrees*

Administrative Policy: *Readmission or Changes to Master's or Doctoral Degree Objectives*

COMMENT:

Approved by the Educational Policy Committee (SCEP) and the Faculty Consultative Committee (FCC).

**THOMAS BROTHEN, CHAIR
EDUCATIONAL POLICY COMMITTEE**

22. FACULTY SENATE OLD BUSINESS

23. FACULTY SENATE NEW BUSINESS

24. FACULTY SENATE ADJOURNMENT

MEETING OF THE STUDENT SENATE

THURSDAY, APRIL 5, 2012

11:30 A.M. - 1:30 P.M.

**25 Mondale Hall--Twin Cities Campus
116 Kiehle Hall--Crookston Campus
173 Kirby Plaza--Duluth Campus
7 Humanities and Fine Arts--Morris Campus
Room 388—Rochester Campus**

This is a meeting of the Student Senate. There are 42 voting members of the Student Senate. A simple majority must be present for a quorum. Most actions require only a simple majority for approval. Actions requiring special majorities for approval are noted under each of those items.

1. P&A SENATE UPDATE (5 minutes)

For Information:

The P&A Senate represents the academic professional and administrators (P&A) class of 5400 non-unionized employees at the University. This class was started in 1980 and the governance body was formed as an advisory committee to the President. P&A have skills between civil service employees and faculty in jobs such as teachers, researchers, advisors, counselors, and extension service workers. Most people stay in this classification or move to a faculty position. P&A employee have some of the same benefits as faculty, but work on annually renewable contracts.

The P&A Senate meets from 9:30-11:30 am the first Friday of most months and meetings are open to the public. The P&A Senate consists of 40 representatives from campus units and colleges and has four subcommittees: Benefits and Compensation, Communications, Outreach, and Professional Development and Recognition.

2. CIVIL SERVICE SENATE UPDATE (5 minutes)

For Information:

The Civil Service Senate represents the approximately 4300 employees in the civil service category which includes accountants, scientists, executive assistants, and administrators. The classification was started in 1945 with the passage of the civil service rules by the Regents. In 1984 PELRA was passed which allowed for the creation of a bargaining unit separate from civil service employees.

The Civil Service Senate is composed of 50 elected members. The body elects a vice chair each year, with the vice chair becoming next year's chair. The Civil Service Senate meets twice per year.

3. STUDENT SENATE/ STUDENT SENATE

CONSULTATIVE COMMITTEE CHAIR REPORT
(5 minutes)

4. ASSEMBLY/ASSOCIATION UPDATES
(5 minutes)

5. MINUTES FOR MARCH 1, 2012
Action
(2 minutes)

MOTION:

To approve the Student Senate minutes, which are available on the Web at the following URL:

<http://www1.umn.edu/usenate/ssenate/120301stu.html>

STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE

6. STUDENT SENATE STIPENDS
Action
(5 minutes)

FOR INFORMATION:

The Student Consultative Committee, less its stipend-receiving members, shall review the performance of duties of all stipend-receiving members and vote on the approval, reduction, or withholding of the portion of their stipends allocated for spring semester. A two-thirds affirmative vote by the Student Consultative Committee is required for modification of stipend disbursement.

The Student Consultative Committee recommendation shall be presented to the Student Senate for approval at or before the Student Senate's last regular meeting of spring semester. Stipend receiving persons have a right to answer questions about or speak regarding the Student Consultative Committee's findings at this meeting if they so chose. A two-thirds vote of the Student Senate is required to modify the Student Consultative Committee recommendation.

MOTION:

The Student Senate Stipend Review Committee has reviewed the performance of the following stipend-receiving students: Adam Matula, former SSCC/Student Senate Chair; Joshua Preston, former SSCC/Student Senate Vice Chair and current SSCC/Student Senate Chair; and the unnamed SSCC/Student Senate Vice Chair. The recommendation from the committee is that:

- Adam Matula receive \$166.00 of the \$166.00 spring semester portion of his stipend (pro-rated for two months of service)
- Joshua Preston receive \$372.00 spring semester stipend (pro-rated for two months serving as vice chair and four months serving as chair)
- To be named Vice Chair receive \$60 spring semester stipend (pro-rated for three months of service)

COMMENT:

The Student Senate Stipend Review Committee approved these amounts with no discussion.

**BECKY MOHN, CHAIR
STUDENT SENATE STIPEND REVIEW COMMITTEE**

7. STUDENT LOBBYING

**Discussion
(15 minutes)**

8. NEXT STEPS FOR THE STUDENT SENATE MARRIAGE RESOLUTION

**Discussion
(15 minutes)**

9. STUDENT CONDUCT CODE

**Action
(15 minutes)**

The text of this item will be distributed prior to the meeting and paper copies will be provided at the meeting.

10. OLD BUSINESS

11. NEW BUSINESS

12. ADJOURNMENT



UNIVERSITY OF MINNESOTA

**BOARD OF REGENTS
POLICY**

Student Conduct Code

Adopted: July 10, 1970

Amended: December 13, 1974; March 11, 1994;
June 13, 2003; December 8, 2006

Supersedes: (see end of policy)

STUDENT CONDUCT CODE—FINAL DRAFT

SECTION I. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University).

SECTION II. JURISDICTION.

The Student Conduct Code (Code) shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the president or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

(a) constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or

(b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION III. GUIDING PRINCIPLES.

(a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

(b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

(c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

(d) The University supports and is guided by state and federal law while also setting its own

standards of conduct for its academic community.

(e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION II. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University), whether or not the University is in session.

SECTION III. DEFINITIONS

Subd. 1. *Plagiarism* shall mean the use, by paraphrase, direct quotation, or other means, of the work of another person or agency without full and clear acknowledgement. It also shall include the unacknowledged use of materials prepared by another person or agency.

Subd. 2. *Student* shall mean any person taking courses at the University or enrolled in a University program; any person participating as a student in University activities prior to the start of classes; any student who is not enrolled or registered for a particular term but has a continuing relationship with the University; any student who withdraws, transfers, or graduates after an alleged violation of the Student Conduct Code; and any already graduated student when the conduct at issue implicates the student's University degree.

Subd. 3. *Student organization* shall mean any organization of students that is or has been registered as a University student organization under applicable University policies or procedures.

Subd. 4. *Campus* shall mean all University premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by the University, and adjacent streets and sidewalks.

Subd. 5. *Academic environment* shall mean any setting where a student is engaged in work toward academic credit, satisfaction of program-based requirements, or related activities including but not limited to on line courses, learning abroad, and field trips.

Subd. 6. *University-sponsored activities* shall mean any program or event sponsored by the University.

SECTION IV. JURISDICTION.

Subd. 1. The Student Conduct Code shall apply to student conduct that occurs on campus or at University-sponsored activities.

Subd. 2. The Student Conduct Code shall apply to student conduct that directly relates to the University's education, services, programs, or rules, including but not limited to scholastic dishonesty, hazing, violation of University rules, and falsification, whether the conduct occurs on campus or off campus.

Subd. 3. At the discretion of the president or delegate, the Student Conduct Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

(a) constitutes a criminal offense as defined by local, state, or federal law or ordinance, regardless of the existence or outcome of any criminal proceeding; or

(b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION V. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION VI. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed or to have attempted to commit, assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarizing, plagiarism; 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.

Subd. 2. Disruptive Classroom Conduct. Disruptive classroom conduct. **Subd. 2. Disruption of the Academic Environment.** Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, and/or a student's ability to learn.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter

without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official, by law enforcement personnel, or by emergency medical staff responding to an emergency.

Subd. 5. Attempt to Injure or Defraud. Attempt to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

Subd. 6. Threatening, Harassing, or Assaultive Conduct. Harm to Person. Harm to person means engaging in conduct that endangers or threatens to endanger the physical and/or mental health, safety, or welfare of another person, including, but not limited to, threatening, stalking, harassing, intimidating, or assaultive behavior.

Subd. 7. Bullying. Bullying means egregious or repeated aggressive behavior directed at another person that is intended to cause and does cause stress, intimidation, ridicule, social isolation, or physical harm. Bullying includes but is not limited to assaulting, defaming, terrorizing, making obscene gestures at, or invading the privacy of another person. Bullying includes activity engaged in through electronic means.

Subd. 8. Sexual Assault. Sexual assault means actual, attempted or threatened sexual contact with another person without that person's consent.

Subd. 9. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

Subd. 10. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 11. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 12. Providing Alcohol to Minors. Providing alcohol to minors means directly or

indirectly providing alcohol to anyone under the legal drinking age.

Subd. 13. Unauthorized Use of University Facilities and/or Services. Unauthorized use of University facilities and/or services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

Subd. 14. Theft, Property Damage, and/or Vandalism. Theft, property damage, and/or vandalism includemeans theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Subd. 15. Unauthorized Access. Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Subd. 16. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

Subd. 17. Hazing. Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical and/or mental health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Subd. 18. Rioting. Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

Subd. 19. Violation of University Rules. Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

Subd. 20. Violation of Local, State, or Federal or State Laws or Ordinances. Violation of

local, state, or federal or state laws or ordinances means engaging in conduct that violates a local, state, or federal or state law, or ordinance, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 1821. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VIVII. SANCTIONS.

The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Student and student organizations found responsible for disciplinary offenses under the Student Conduct Code are subject to sanctions. Factors to consider in determining appropriate sanctions include the nature of the offense, the severity of the offense, the culpability of the student or student organization, the impact on other students or members of the University community, and the opportunity for student development. Separation from the University through suspension or expulsion is a serious sanction that may be appropriate for: repeated violations of the Code; serious scholastic dishonesty; and misconduct that constitutes a threat to community safety or well-being (including, but not limited to harm to person and sexual assault), or that significantly disrupts the rights of others or the operations of the University. The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Academic Sanction. An academic sanction means a sanction affecting the course or academic work of the student (e.g., a grade sanction).

Subd. 2. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 23. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 34. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 45. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 56. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 67. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 78. University Housing Suspension. University housing suspension means separation of

the student from University Housing for a defined period of time.

Subd. 89. University Housing Expulsion. University housing expulsion means permanent separation of the student from University housing.

Subd. 910. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 1011. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 1112. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 1213. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.

SECTION. VIII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION. VIII. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

- (a) grounds for an appeal;
- (b) procedures for filing an appeal; and
- (c) the nature of an appellate review.

SECTION XXX. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

SUPERSEDES: EXISTING DISCIPLINARY APPEALS POLICIES IN CONTRADICTION AND SPECIFICALLY REPEALS THE APPEALS POLICIES DATED FEBRUARY 9, 1979.