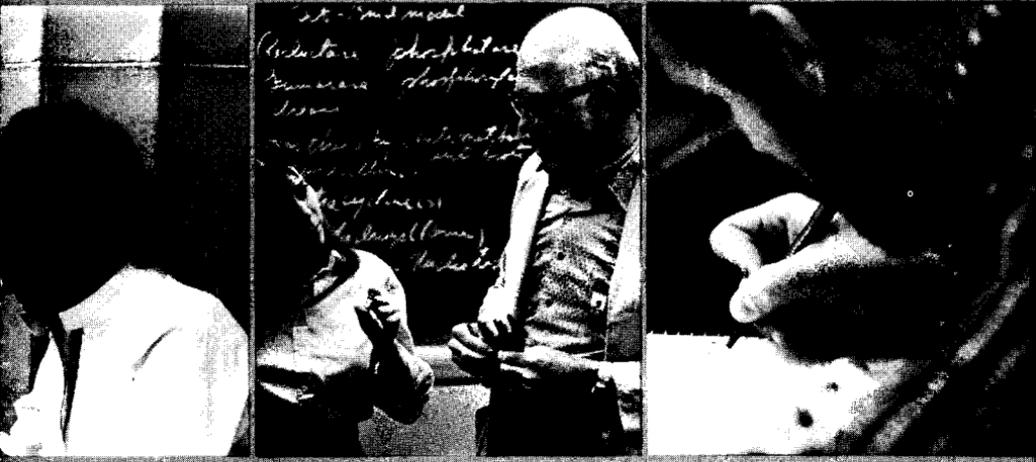


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# University of Minnesota Bulletin

1982-83  
General Information

## *Board of Regents*

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Stanley B. Kegler, Vice President for Institutional Relations  
Kenneth H. Keller, Vice President for Academic Affairs  
Frank B. Wilderson, Vice President for Student Affairs

## *Twin Cities Campus Offices*

- Admissions—240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis (376-1382)  
130 Coffey Hall, 1420 Eckles Avenue, St. Paul (373-0707)
- Financial Aid—210 Fraser Hall, 106 Pleasant Street S.E., Minneapolis (376-8686)  
199 Coffey Hall, 1420 Eckles Avenue, St. Paul (376-2572)
- Records—150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis (376-1680)  
130 Coffey Hall, 1420 Eckles Avenue, St. Paul (373-1216)
- Registration Center—202 Fraser Hall, 106 Pleasant Street S.E., Minneapolis (376-1680)  
130 Coffey Hall, 1420 Eckles Avenue, St. Paul (373-0703)
- Student Accounts Receivable—B1 Fraser Hall, 106 Pleasant Street S.E., Minneapolis (376-8057)  
130 Coffey Hall, 1420 Eckles Avenue, St. Paul (373-1617)

At the Twin Cities campus, the main zip code in Minneapolis is 55455; in St. Paul, 55108. The area code is 612.

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This annual bulletin—primarily intended for prospective, admitted, and enrolled students at the Twin Cities campus—provides a brief overview of the University of Minnesota and its basic costs and regulations.

### Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, University of Minnesota, 100 Church Street S.E., Minneapolis, MN 55455 (612/373-7969), or to the Director of the Office of Civil Rights, Department of Education, Washington, DC 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, DC 20210.

### Access to Student Educational Records

In accordance with regents' policy on access to student records, information about a student generally may not be released to a third party without the student's permission. The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, telephone number, dates of attendance, college and class, major, adviser, and degrees earned—is considered public or directory information. To prevent release of such information outside the University while in attendance at the University, a student must notify the records office on his or her campus.

Students are notified annually of their right to review their educational records. The regents' policy, including a directory of student records, is available for review at the information booth in Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Coordinator of Student Support Services, 260E Williamson Hall (612/373-2106).

### Student Conduct

Current University standards of conduct and discipline were adopted by the Board of Regents in 1970 and revised in 1974 and 1978 after consultation with the Assembly Committee on Student Affairs and review by students, faculty, and staff. A complete statement of these standards appears in a brochure available on request from the Special Counseling Office, 12 Morrill Hall, Minneapolis. The Student Conduct Code is published fall quarter in the *Minnesota Daily*, the Twin Cities campus student newspaper.

## UNIVERSITY STRUCTURE

The University of Minnesota was chartered in 1851, seven years before the Minnesota Territory became a state. After a promising beginning as a preparatory school, it was beset by financial crises and forced to close during the Civil War. John Sargent Pillsbury, as a regent, state senator, and later governor, championed the resurgence and growth of the University. In 1869, under President William Watts Folwell, it reopened its doors with only 9 faculty members and 18 students. Today, the University boasts 4,500 full-time faculty members and 58,000 students enrolled in day school with tens of thousands more in evening, continuing education, and noncredit courses. One of the largest public institutions of higher learning in the United States, the University offers a rich variety of highly respected programs leading to associate, baccalaureate, graduate, and professional degrees. Its three-fold emphasis on teaching, research, and service provides social, cultural, and economic benefits for all of Minnesota and beyond.

### Coordinate Campuses

**Duluth**—Located in the northeastern part of Minnesota overlooking Lake Superior and the port city of Duluth, this campus became part of the University system in 1947. UMD's academic offerings include two-year, baccalaureate, master's, and specialist certificate programs. Major subdivisions are the School of Business and Economics, College of Education, School of Fine Arts, College of Letters and Science, and School of Medicine. For more information, contact the Registrar, 184 Administration Building, University of Minnesota, Duluth, MN 55812 (218/726-7171).

**Morris**—Located in a nonmetropolitan, wooded setting in west-central Minnesota, this four-year liberal arts college was created in 1959. UMM offers the bachelor of arts degree in 28 different majors. The main academic divisions are Humanities, Social Sciences, Science and Mathematics, and Education. For more information, contact the Admissions office, 209 Behmler Hall, University of Minnesota, Morris, MN 56267 (1-800-992-8863 in Minnesota; 1-800-328-1794 outside Minnesota).

**Crookston**—Located in the Red River Valley, one of the world's richest agricultural areas, this northwest Minnesota campus offers the two-year associate in applied science degree in agriculture, business, home and family services, and hotel, restaurant, and institutional management. UMC was established in 1966. For more information, contact the Admissions office, Selvig Hall, University of Minnesota Technical College, Crookston, MN 56716 (218/281-6510, extension 369).

**Waseca**—A coordinate campus of the University since 1971, UMW offers the two-year associate in applied science degree through the divisions of agricultural business, agricultural industries and services, agricultural production, animal health technology, food industry and technology, home and family services, and horticultural technology. The campus is in the south-central part of the state. For more information, contact the Admissions, Records, and Financial Aid office, Administration Building, University of Minnesota Technical College, Waseca, MN 56093 (507/835-1000, extension 242).

## Twin Cities Campus

The Twin Cities campus, the oldest of the University, has the largest enrollment of any single campus in the country. It is located in two geographically distinct but nearby areas—one in Minneapolis and the other in St. Paul. Over 125 degrees are offered in 200 fields, with majors and areas of specialization ranging from accounting and African studies to women's studies and zoology. Students enroll in one of the following degree-granting academic units:

<i>Academic Unit</i>	<i>Office</i>	<i>Phone</i>
College of Agriculture*	277 Coffey Hall, St. Paul	373-0921
College of Biological Sciences	223 Snyder Hall, St. Paul	373-3648
Program in Dental Hygiene	5-164 Health Sciences Unit A, Minneapolis	373-3271
School of Dentistry	15-106 Health Sciences Unit A, Minneapolis	373-3454
College of Education	1425 University Avenue S.E., Minneapolis	373-2257
College of Forestry*	10 Green Hall, St. Paul	373-0842
General College*	106 Nicholson Hall, Minneapolis	373-4104
Graduate School	307 Johnston Hall, Minneapolis	373-5542
College of Home Economics*	32 McNeal Hall, St. Paul	373-0938
Law School	290 Law, Minneapolis	376-3344
College of Liberal Arts*	49 Johnston Hall, Minneapolis	376-3950
School of Management	225 Management/Economics, Minneapolis	373-3701
Medical School	3-100 Owre Hall, Minneapolis	373-9688
Division of Medical Technology	15-170 Phillips-Wangensteen Building, Minneapolis	373-9670
Department of Mortuary Science	114 Vincent Hall, Minneapolis	373-3870
School of Nursing	5-140 Health Sciences Unit F, Minneapolis	376-5562
Occupational Therapy Course	378 Children's Rehabilitation Center, Minneapolis	373-9041
College of Pharmacy	5-110 Health Sciences Unit F, Minneapolis	373-7997
Physical Therapy Course	271 Children's Rehabilitation Center, Minneapolis	373-9024
Humphrey Institute of Public Affairs	909 Social Sciences, Minneapolis	373-2653
School of Public Health	1360 Mayo, Minneapolis	373-8060
Institute of Technology*	105 Lind Hall, Minneapolis	373-3227
University College (University Without Walls*)	317 Walter Library, Minneapolis	373-4638
College of Veterinary Medicine	301 Veterinary Science, St. Paul	376-3886

Special study opportunities are available through the following administrative units:

<i>Administrative Unit</i>	<i>Office</i>	<i>Phone</i>
Continuing Education and Extension	101 Wesbrook Hall, Minneapolis	373-3196
ROTC	Armory Building, Minneapolis	
Summer Session	135 Johnston Hall, Minneapolis	373-2925

\*Freshman-admitting

## TUITION

**Per-Credit Rates**—Beginning fall quarter 1982, tuition will be assessed on a per-credit basis for most University students (except for certain professional and graduate students who pay term rates as listed below). Per-credit rates vary depending on residency status, class standing, and college of registration. A plateau from 14 to 18 credits locks in tuition charges at the 14-credit level for undergraduate students, with the per-credit rate resuming at the 19th credit and above (minus the plateau). Following are the 1982-83 per-credit tuition rates for the Twin Cities campus:

<i>Students registering in</i>	<i>Resident</i>	<i>Nonresident</i>
<b>Lower Division—any college (90 or fewer undergraduate credits completed)</b>	\$ 30.75	\$ 84.50
<b>Upper Division (91 or more undergraduate credits completed); Graduate, Professional school</b>		
Agriculture, College of	34.25	94.25
Biological Sciences, College of	36.75	101.00
Dentistry, School of	95.50	262.50
Dental Hygiene, Program in	31.00	85.25
Education, College of	35.50	97.50
Forestry, College of	36.25	99.75
General College	31.00	85.25
Graduate School	53.00	145.75
Dentistry, clinical fields in	95.50	262.50
Evening M.B.A. program	76.00	76.00
Law	79.50	218.50
Veterinary Medicine, clinical fields in	93.00	255.50
Home Economics, College of	34.75	95.50
Law School	79.50	218.50
Liberal Arts, College of	31.00	85.25
Management, School of	34.00	93.50
Medical Technology, Division of	40.50	111.25
Mortuary Science, Department of	44.50	122.25
Nurse Anesthetist (Medical School program)	40.50	111.25
Nursing, School of	38.50	105.75
Occupational/Physical Therapy, Courses in	41.75	114.75
Pharmacy, College of	45.00	123.75
Public Health, School of	42.25	116.25
Technology, Institute of	35.75	98.25
University College	31.00	85.25
Veterinary Medicine, College of	93.00	255.50
<b>Summer Session<sup>1</sup></b>	26.50	26.50
<b>Continuing Education and Extension<sup>2</sup> and Independent Study<sup>3</sup></b>		
1xxx courses	30.00	30.00
3xxx and 5xxx courses	by college of course	
8xxx courses	53.00	53.00

**Term Rates**—Tuition is assessed at term rates for 12 or more credits (except where indicated) as follows:

<i>Students registering in</i>	<i>Resident</i>	<i>Nonresident</i>
Dentistry, School of	\$1145.00	\$3149.00
Graduate School		
Dentistry, clinical fields in	1145.00	3149.00
Medicine, clinical fields in		
1-5 credits	287.00	789.00
6-10 credits	573.00	1574.00
11-15 credits	860.00	2365.00
16 or more credits	1145.00	3149.00
Veterinary Medicine, clinical fields in	1115.00	3066.00
Law School (semester rate)	952.00	2618.00

<sup>1</sup>For 1982 summer terms; 1983 rates not available at time of publication

<sup>2</sup>Effective fall quarter 1982

<sup>3</sup>Effective July 1, 1982

Students registering in	Resident	Nonresident
Medical School		
1-5 credits .....	287.00	789.00
6-10 credits .....	573.00	1574.00
11-15 credits .....	860.00	2365.00
16 or more credits .....	1145.00	3149.00
Veterinary Medicine, College of .....	1115.00	3066.00
Special Fee Categories		
Graduate School minimum fee classifications <sup>1</sup>		
Doctoral candidates in final quarter .....	165.00	165.00
Continuous registration .....	65.00	65.00
Thesis only <sup>2</sup> .....	122.00	122.00
Examination only <sup>3</sup> .....	35.00	35.00
Graduate medical or dental fellows <sup>4</sup> .....	573.00	573.00
Dental fellow specialists; post-M.D. medical fellow specialists; pharmacy externs; pharmacy fellow specialists; psychology fellow specialists .....	121.00	121.00
Preparatory instruction .....	85.00 per course	
Managers M.B.A. program .....	4950.00 per year	

**Residency**—Students who have established a permanent home in Minnesota for at least one calendar year are generally eligible to pay resident tuition rates. For more information, read **Residence Regulations and Review Procedures** at the end of this bulletin. For details on special nonresident tuition exemptions, see **Tuition Rates for Staff Members** in the *Class Schedule*.

**Reciprocity**—Residents of Wisconsin, North Dakota, and South Dakota may pay resident tuition rates at public educational institutions in Minnesota and vice versa. To be eligible, students must apply in advance. For more information, contact the Admissions office.

**Senior Citizens**—Minnesota residents 62 or older may take University courses for \$6 per credit or audit them without charge if space is available after tuition-paying students are accommodated. They must obtain written permission from the instructor, satisfy course prerequisites, and pay any laboratory or materials fees. For more information, contact the Records office.

**Installment Payment**—Beginning fall quarter 1982, students have the option to participate in the new installment payment plan. They may opt to pay 50% or more of their tuition and fees by the original due date(s) on their fee statement(s). They will then be billed for the balance plus a \$10 installment option fee, all of which is due on the Friday of the fifth week of the quarter. A \$20 late payment fee is assessed for each of the due dates that students miss. The installment plan may not be suitable for veterans or certain other students who need to be certified as having paid tuition and fees in full by the beginning of the quarter.

**Refunds**—Students who cancel all or part of their registration before the end of the sixth week of the quarter are entitled to tuition refunds as follows: before the quarter begins, 100%; within the first week, 90%; within the second week, 80%; within the third week,

<sup>1</sup> Graduate students registered for credit pay either the minimum indicated or the per-credit rate, whichever is higher.

<sup>2</sup> For students enrolled in the Graduate School who are required to register (e.g., to satisfy requirements of an assistantship or fellowship) but who are not enrolled in courses and are not eligible for examination-only or continuous registration.

<sup>3</sup> Open only to doctoral students who have completed language requirements and all course work on their officially approved doctoral programs but who have not yet passed their preliminary oral examinations. See the *Graduate School Bulletin*.

<sup>4</sup> Medical and dental fellows who have completed course work and preliminary examinations for the Ph.D. degree may pay the continuous registration tuition rate. Those who have completed course work and language requirements but not the preliminary examinations may pay the thesis-only tuition rate.

70%; within the fourth week, 60%; within the fifth week, 50%; within the sixth week, 40%. After the sixth week, no refunds are granted. For cancellations below 6 credits, the student services fee will also be refunded on a prorated basis.

**Cancel/Add Policy**—Students may exchange one class for another without charge if the cancel/add transactions are done at the same time and their overall credit total remains constant (or stays in the 14-18 credit plateau). Otherwise, students who cancel a course after the quarter begins—without adding another—are responsible for a percentage of the tuition for the cancelled course. Likewise, students who add a course—without cancelling another—must pay more tuition. (However, students whose tuition is assessed at term instead of per-credit rates may add courses at no additional cost.)

## FEES

**Student Services**—Twin Cities day school students registered for 6 or more credits are required to pay the student services fee of \$74.57 each quarter. (The fee varies by campus and year.) During registration, students with proper approval from the health service may deduct the direct outpatient care portion of the health service part of the fee. A refund for the portion of the fee allocated to the Board of Publications may be requested if students present the Bursar with a receipted copy of their paid fee statement during the first two weeks of the quarter.

**MPIRG**—The nonprofit, nonpartisan, student-run Minnesota Public Interest Research Group (MPIRG) is funded at the Twin Cities campus by an optional quarterly fee of \$1.75. A statewide advocacy group, MPIRG gives students the opportunity to speak out on public issues and work for social changes. The fee supports a professional staff for lobbying, litigation, organizing, and research. During the past year, MPIRG worked to stop cuts in financial aid, freeze nuclear weapons production, limit telephone and electric rate hikes, protect the environment, promote renewable energy, and defend the rights of students and consumers.

**Special Fees**—Consult the quarterly *Class Schedule* for a complete list of special fees (e.g., orientation, record service, late registration, late payment, international student aid, music practice, Council of Graduate Students, recreational sports participation, graduation, placement service) as well as certain course and facility fees.

## ESTIMATED EXPENSES

Total educational and living expenses vary widely, depending on the student's college of enrollment and individual needs and tastes. The estimates below, furnished by the Student Financial Aid office, are a general guide to 1982-83 expenses for typical students at the Twin Cities campus. (Note: Out-of-state students, i.e., those classified as nonresidents, generally pay about 2.75 times the in-state or resident tuition rate.)

	UNDERGRADUATE COMMUTER	UNDERGRADUATE DORM RESIDENT	GRADUATE DORM RESIDENT	HEALTH PROFESSIONS DORM RESIDENT
Resident tuition and fees	\$1515	\$1515	\$1900	\$3550
Books and supplies	270	270	270	905
Room and board	1195	2575	2575	2575
Personal, miscellaneous	<u>1340</u>	<u>1340</u>	<u>1340</u>	<u>1720</u>
TOTAL (9 months)	4320	5700	6085	8750

# CALENDAR—TWIN CITIES CAMPUS

## 1982-83

### *Fall Quarter 1982*

Tuesday, September 28	Fall quarter classes begin
Monday, October 11	Columbus Day (holiday)
Thursday, November 25-Friday, November 26	Thanksgiving (holiday)
Thursday, December 9	Last day of instruction
Friday, December 10	Study day
Saturday, December 11-Friday, December 17	Final examinations

### *Winter Quarter 1983*

Monday, January 3	Winter quarter classes begin
Monday, February 21	Presidents' Day (holiday)
Friday, March 11	Last day of instruction
Saturday, March 12	Study day
Monday, March 14-Saturday, March 19	Final examinations

### *Spring Quarter 1983*

Monday, March 28	Spring quarter classes begin
Monday, May 30	Memorial Day (holiday)
Friday, June 3	Last day of instruction
Saturday, June 4	Study day
Monday, June 6-Saturday, June 11	Final examinations

### *Summer Session—First Term 1983*

Tuesday, June 14	First term classes begin
Monday, July 4	Independence Day (holiday)
Friday, July 15	Last class meeting

### *Summer Session—Second Term 1983*

Monday, July 18	Second term classes begin
Friday, August 19	Last class meeting

## 1983-84

	<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>SSI</i>	<i>SSII</i>
Classes begin	9-26-83	1-3-84	3-26-84	6-12-84	7-16-84
End of final exams	12-16-83	3-17-84	6-9-84	7-13-84	8-17-84

## POLICIES

**Class Standing**—Students are classified according to the number of credits they have completed, as follows: freshmen—45 credits or under; sophomores—46 to 90 credits; juniors—91 to 135 credits; seniors—136 credits or above. Freshmen and sophomores are considered lower division students; juniors and seniors, upper division.

**Transfer Credit**—Credits for appropriate course work completed at another regionally accredited institution may be eligible for transfer to a University program. Official transcripts from all previously attended classes must be submitted to the Admissions office. Credits taken on a semester system are converted to quarter credits by multiplying the semester credits by 1.5. In most cases, the college office determines whether transfer credits will be applied to major department or liberal education distribution requirements or considered electives.

University students wishing to transfer to another University campus or college should apply at the Admissions office. Studies of such students show that about 60% are able to transfer all of their course work, but 40% find that from one to five courses do not apply to their new program. Students are urged to consult with their adviser (or a spokesperson for the new program) to make sure they receive the best information on transferability of course work.

**Credit by Examination**—Currently registered students who believe their knowledge of a subject is equal to that required to complete a particular course may, on an individual basis, request a special exam in most colleges and departments. A special exam for *proficiency* yields no credits or grade, but may fulfill prerequisites for advanced courses or satisfy requirements. A special exam for *credit* does not count toward the University's residence requirement, but may yield credits if completed at a level of C or above. Both types of special exam require payment of a \$30 fee in advance.

Most units of the University participate in the College Level Examination Program (CLEP) of the College Entrance Examination Board, although the number of credits that are allowed and the subject exams that are recognized vary.

**Degree Requirements**—Degrees from the University are granted by the Board of Regents on recommendation of the faculty. Requirements include the following:

1. Undergraduate students must meet all course, credit, and grade average requirements of their college or program, including the all-University liberal education distribution requirements.
2. Undergraduate students must earn at least 45 credits in residence at the University. Of the last 45 credits earned before graduation, 30 must be awarded by the University. All credits awarded by the University, regardless of the type of instruction or the unit offering them, count toward the residence credit requirement for the degree. Each University college or program may specify for its students a maximum or minimum number of credits in certain types of instruction that will be permitted or required.
3. Graduate School students must meet only the academic and residence requirements of their academic department and the Graduate School.
4. Students must meet all financial obligations to the University.
5. Prospective graduates must file an application for the degree at least two quarters before their expected commencement date. A delay of approximately three months after commencement is typical before diplomas are mailed.

**Grades**—The Twin Cities campus offers two basic grading options: A-B-C-D-N (No credit) and S-N (Satisfactory-No credit). Each college or program specifies which courses or proportion of credits its students may take on a particular grading option. If a mandatory grading option is not designated in the *Class Schedule*, students fill in their choice on the course enrollment request form at the time of registration.

The grade point average (GPA) is based on a 4.00 scale: A = 4.00, B = 3.00, C = 2.00, D = 1.00. The GPA, which is recorded on the official transcript, is calculated by dividing the sum of all grade points earned by the sum of all credits assigned grade points. The N carries no grade point and thus is not computed in the University GPA, but individual units may include it in their own calculations to determine scholastic standing and academic progress.

Instead of receiving letter grades, students may be assigned one of three registration symbols—W (withdrawal) for official cancellation of a course after the second week of the quarter when the student had been earning a passing grade (otherwise, N is assigned instead); I (incomplete) for a course in which work must be made up before a grade is assigned; and V (visitor) for noncredit registration as an auditor. Undergraduates must make up incompletes by the end of their next quarter in residence, or the I changes to N.

**Content of Transcripts**—The Records office maintains academic records for both current and former students. Official transcripts show grades and registration symbols for all courses that a student continued enrollment in beyond the second week of each quarter. Definitions of grades and registration symbols are printed on official transcripts and in the *Class Schedule*.

Once students graduate from the University, their academic record is considered closed. Grades and grade changes for courses that a student enrolled in before graduation but completed afterward are kept on file but not on the official record.

**Access to Transcripts**—Because of the federal Privacy Act, telephone requests for transcripts or grades are not granted. Transcripts or grades are not released to anyone outside the University without the student's *written* authorization and signature. Official transcripts (specially certified and embossed with the University's seal) cannot be handed out over the counter, but are sent by mail, stamped "Issued to Student" if that is the case. Written requests by Minneapolis students may be submitted in person or sent to the Certifications Unit, 155 Williamson Hall, which also handles extension and pre-1972 records. Current day school students who need just one unofficial copy of their transcript should visit the Quick Stop booth across from the ID card office on the second floor of Williamson Hall. St. Paul students should submit transcript requests to 130 Coffey Hall. Requests should include the student's full name, University ID number, college, dates of enrollment, and the complete address(es) to send the transcript(s) to. If more than three copies of a transcript (whether official or unofficial) are requested, a charge of \$1 will be assessed for each additional copy.

**Holds**—Students may have holds placed on their records for financial, disciplinary, or scholastic reasons. Holds may prevent students from registering or obtaining transcripts. Notice of any hold, including the name of the office where it can be cleared, is given on the quarterly Registration Status Notice or at the time the student attempts to register.

Financial holds are imposed for such reasons as outstanding library fines, unpaid student loans, delinquent health service payments, more than \$1 in unpaid tuition, or overdue dormitory bills. Disciplinary holds are imposed for any violation of the Student Conduct Code, which is published during fall quarter in the *Minnesota Daily*. Scholastic holds are imposed by a college if, for example, a student fails to meet minimum grade point average standards or file a program of study. Holds may also be placed on the records of candidates for graduation who have outstanding University debts, which must be cleared before their degree is granted. No agency outside of the University may impose a hold for any reason.

To clear a hold, students must first pay their debt or take any other action required. The office that imposed the hold would then notify the Records office, *in writing*.

**Second Major or Minor**—Until recently, the official transcript recorded a major or minor only if it was offered within the student's college of enrollment (i.e., the degree-granting academic unit). But now, students who complete requirements for a baccalaureate degree after July 1, 1981, may earn a major or minor in a second college. The second major or minor requires approval by the college offering it, but not by the college of enrollment. It is handled as part of the graduation clearance process.

**Student Consumer Information**—Federal regulations require that certain information be available on request to current and prospective students. Retention rates (the

percentage of students—of those who enroll—who remain in the same college within a four-year period) are available at the college offices and the Admissions and Records office. Placement facility information is available in the college placement offices, academic department offices, and individual college bulletins. Information on the typical salary ranges of graduates in a particular field is available in the college placement offices. Information on academic programs, degrees, laboratory facilities, and faculty is included in individual college bulletins.

**Minnesota Clean Indoor Air Act**—In accordance with state law, smoking is prohibited in all buildings on the University of Minnesota campuses, except in areas clearly posted Smoking Permitted. For concerns regarding enforcement procedures, call 373-3550.

**Residence Regulations and Review Procedures**—These regulations and review procedures were established by the Board of Regents of the University of Minnesota for University admission and tuition and fee purposes. As a state-supported institution, the University gives preference to residents of the state, as defined herein. The regents recognize that a variety of definitions exist for the term "resident," and applicants are encouraged to give careful attention to the following regulations that define residency for University purposes.

#### **Regulations**

Individuals must meet the residence eligibility requirements of sections I and II below to receive consideration for admission to any college, school, or program of the University of Minnesota under the admission requirements in effect for Minnesota residents.

##### **I. Basic Definition of Resident Tuition Status**

For purposes of determining resident tuition status, physical presence in the state of Minnesota for a period of not less than one calendar year shall be the minimum basic requirement. An individual can establish a claim for resident tuition status by presenting evidence of living in the state substantially continuously for one year prior to the first day of the quarter for which resident tuition classification is being sought, provided such residence has not been established for the primary purpose of attending an institution of postsecondary education.

Direct evidence of the above condition shall constitute sufficient evidence of such a claim, subject to limitations described in section II as appropriate. In addition, each system may maintain additional requirements to meet specific student and institutional needs, provided those requirements do not contradict the policy above.

##### **II. Interpretive Conventions**

For purposes of interpreting the above definition, the following criteria shall pertain:

- A. *Students from other states.* Normally, the sojourn of a student from another state for the primary purpose of attending school is not residence, and it is presumed that a nonresident at the time of his or her enrollment remains a nonresident throughout his or her presence as a student, except where it can be established that his or her previous domicile has been abandoned and a new one established.
- B. *Spouses.* Marital status cannot be claimed as a major criterion for residency status. Such status may, however, serve to support a claim.
- C. *Aliens.* Alien persons residing in this country under temporary visas or work permits shall be classified as non-residents. A resident alien may apply for resident tuition status provided (s)he has been lawfully admitted to the United States for permanent residence in accordance with all applicable provisions of the laws of the United States, or if (s)he can present documentary evidence from U.S. Immigration or consular officials in his or her home country that (s)he is eligible for resident alien status under specified conditions.
- D. *Minors:*
  1. Individuals who have not yet attained the legal age of majority in Minnesota normally shall be classified by the domiciliary status of the parent(s) or legal guardian. Normally, the domicile of a minor follows:
    - a. That of the parents or surviving parent; or
    - b. That of the parent to whom custody of the minor has been awarded by a divorce or other judicial decree; or
    - c. That of the parent with whom the minor in fact makes his or her home, if there has been a separation without a judicial award of custody; or
    - d. That of an adoptive parent, where there has been a legal adoption, even though the natural parents or parent may be living; or
    - e. That of a "natural" guardian, such as grandparent, with whom the minor in fact makes his or her home, where the minor has permanently left his or her parental home and reasonable expectation of substantial financial support from the parents has been dissolved.

If a Minnesota resident parent or guardian of a minor moves his or her residence to another state, the minor shall remain eligible for resident status for one year thereafter.

2. Resident tuition status may be accorded a minor who has permanently left his or her parental home, who has no reasonable expectation of substantial financial support from his or her parents, and who has resided in this state for one year immediately prior to the first day of the quarter for which resident tuition classification is being sought.

E. *Wards.*

1. Where a general guardian has been appointed by the ward's state of domicile, at the time of appointment the ward's domicile presumptively remains in that state.
2. The appointment by a Minnesota court of a resident guardian of a minor who is not a resident of this state at the time of appointment does not affect the residency status of the ward.

F. *Temporary Absences.* In general, domicile is the place where a person actually resides with the intention of making it his or her true, fixed permanent home and principal establishment, and to which whenever (s)he is temporarily absent, (s)he has the intention of returning. Temporary absences include full-time attendance at a school outside Minnesota and initial enlistment in military service, during which time another permanent residence has not been established and a legitimate permanent residence has been maintained in Minnesota.

Other absences for more than one year will be presumed to be nontemporary, unless documentary evidence is provided to the contrary.

G. *Domicile.* The fact of physical presence at the dwelling-place and the intention to make it a home must concur, and the intention must be to make a home at the moment, not in the future. The intention must be to make a home in fact in a certain place, and not to acquire a domicile in order to gain the benefit of the legal consequences of having a domicile there. A person may have but one domicile at a time, and a domicile once established continues until it is superseded by a new domicile.

H. *Sufficient Evidence.*

1. The following facts, although not conclusive, have probative value in support of a claim for resident tuition classification: acceptance of an offer of permanent employment in this state; former residence in the state and the maintenance of significant connections therein while absent; economic, social, or political compulsion causing a person to abandon a former residence and acquire residence in Minnesota, with attendance at an institution of higher education only an incident to such residence.
2. The following facts are not sufficient evidence of domicile: employment by the institution as a fellow, scholar, assistant, or in any position normally filled by students; a statement of intention to acquire a domicile in this area; voting or registration for voting; the lease of living quarters; payment of local and state taxes; automobile registration; or continued presence in Minnesota during vacation periods.

III. *Exemptions to Nonresident Classification for Tuition Purposes*

Individuals who are not eligible for University of Minnesota resident classification under sections I and II may be eligible for exemption from the nonresident portion of tuition by qualifying in one of the categories below. Students qualifying for nonresident tuition exemptions under this section are not Minnesota residents and will not be granted admission as a Minnesota resident to the University of Minnesota and its colleges, schools, or programs.

The following classes of individuals shall be granted exemption from nonresident tuition classification:

- A. *Graduates of Minnesota high schools* within two calendar years prior to the first day of the quarter for which resident tuition classification is being sought.
- B. Persons presenting evidence of *full-time employment* for twelve consecutive months in Minnesota immediately prior to the first day of the quarter for which resident tuition classification is being sought.
- C. *Military personnel* serving in the armed forces of the United States assigned (a) to active duty in Minnesota for reasons other than college attendance, or (b) outside the continental United States, provided legal residence is not claimed in any other state or the District of Columbia. Immediate family of military personnel are included under this provision.
- D. *Veterans who have served in the armed forces of the United States for a period in excess of 190 days for purposes other than training and who have been released from such service within two years of the date of registration, providing legal residence is not claimed in any other state or the District of Columbia.*
- E. *Graduate student personnel* appointed to certain institutional positions according to the rules of the respective system.
- F. Individuals of *migrant background* who are permanent residents of the United States and who (and/or whose parents or legal guardian) have been employed in seasonal agricultural labor in the state of Minnesota for a cumulative time period of not less than one year in the past five years.
- G. Any U.S. citizen or legal dependent ward of a U. S. citizen employed by the federal government and stationed outside of the continental U.S., provided legal residence is not claimed in any other state or the District of Columbia.
- H. Full-time faculty members in the first year of their appointment on the staffs of accredited Minnesota colleges.
- I. Any person not officially admitted but approved for registration as required by the institution and taking one course for five credits or less.

Direct evidence of any of the above conditions shall be required and shall constitute sufficient evidence of a claim to exemption from nonresident tuition status.

## **Review Procedures**

### **I. Initial Classification and Appeal**

- A. Registering under proper residence and advising the Office of Admissions and Records of changes in circumstances which might affect residence classification is the responsibility of the student.
- B. Questions of a student's residence under the rules of the Board of Regents should be raised with the Office of Admissions and Records upon application for admission or as soon as possible thereafter. The initial classification of a student as a resident or nonresident will be made by the Office of Admissions and Records.
- C. A student may challenge the initial classification by filing an Application for Residence Classification with the Office of Admissions and Records. An administrative classification shall then be made after an administrative review of the initial classification under procedures established by the director of Admissions and Records. Except for delays caused by University personnel, Application for Residence Classification must be filed within one year after the beginning of the quarter for which resident classification is claimed.
- D. A student may appeal the administrative classification by filing a written notice of appeal to the Board of Review for Residence Classification. The notice of appeal should be filed with the Office of Admissions and Records within 30 days after the student is notified of the administrative classification. The notice of appeal shall include reasons for the appeal, the period for which resident status is claimed, and a complete statement of the facts on which the appeal is based, together with supporting affidavits or other documentary evidence. Failure to file notice within 30 days shall constitute a waiver of any right to appeal of the administrative classification. The appellant shall be entitled, at his or her request, to testify before the Board of Review for Residence Classification.
- E. The Board of Review for Residence Classification shall be composed of five staff members and three students of the University, appointed by the president with the director of Admissions and Records or a representative ex-officio.
- F. If an erroneous classification has occurred, a refund for the appropriate period and amount will be made.

### **II. Reclassification and Appeal**

- A. A student, having been initially classified a nonresident and having decided that (s)he has since become a resident, may initiate action in the same manner as for challenging an initial classification pursuant to item I.C. above.
- B. If the petitioner is dissatisfied with the finding of the Office of Admissions and Records, (s)he may appeal to the Board of Review for Residence Classification in the same manner as prescribed for appeals from administrative classification as in item I.D. above.

### **III. Erroneous Classification**

If any student who has been classified as a resident student shall be determined to have been erroneously so classified, (s)he shall be reclassified as a nonresident student, and if the cause of his or her incorrect classification shall be found to be due to any material concealment of facts or false statement made by him or her at or before the time of his or her original classification, (s)he shall be required to pay all tuition and fees which would have been charged to him or her, except for erroneous classification, and shall be subject also to appropriate discipline in accordance with University policies.

### **IV. Effective Date**

These procedures became effective winter quarter 1981.

# PUBLICATIONS

**Viewbook**—Entitled "Introductions," this 40-page booklet provides an inviting overview of campus life for prospective students.

**Highlights**—This pocket-size guide to the University emphasizes application procedures, available majors, and college contacts.

**Class Schedule**—The quarterly *Class Schedule* lists University day school courses complete with hours, rooms, instructors, prerequisites, registration steps, fees, maps, final exam schedules, grade definitions, and other pertinent information. In addition, the *Preliminary Winter/Spring Class Schedule* (issued only in the fall) lists probable offerings for the rest of the academic year for students interested in advance planning.

**Staff Directory, Student Directory**—Published by the Department of University Relations, Minneapolis, the annual directories include information on administrative structure, campus and community services and organizations, and building abbreviations.

**Briefs**—These concise brochures are designed for high school seniors or other prospective students who express initial interest in a particular college or service. They feature condensed highlights of special offerings, application procedures, overall curricular requirements, and career possibilities.

**Bulletins**—Primarily aimed at admitted and enrolled students and their advisers, the campus and college bulletins contain details on policies and procedures, academic programs, course descriptions, and faculty. Bulletins are generally available for review in public libraries and in counselors' offices of high schools and colleges throughout Minnesota. Most may be obtained at the Information Booth in Williamson Hall, Minneapolis; the Reception area, 130 Coffey Hall, St. Paul; or various program offices. The following chart lists all University bulletins according to publication cycle, with the date of the current issue (as of August 1982) after the title:

## Published ANNUALLY

<i>Duluth Center Continuing Education and Extension</i> 1982-83	<i>Noncredit Informal Courses</i> 1982-83
<i>Extension Classes</i> 1982-83	<i>Summer Evening Extension Classes</i> 1982
<i>Extension Independent Study</i> 1982-83	<i>Summer Session</i> 1982
<i>General Information</i> 1982-83	<i>Summer Session-Duluth</i> 1982
<i>Lake Itasca Biology Session</i> Summer 1982	<i>Summer Session-Morris</i> 1982

## Published in EVEN years

<i>Technical College, Crookston</i> 1982-84	<i>School of Journalism and Mass Communication</i> 1982-84
<i>School of Dentistry</i> 1982-84	<i>Law School</i> 1982-84
<i>College of Education</i> 1982-84	<i>College of Liberal Arts</i> 1982-84
<i>College of Forestry</i> 1982-84	<i>Library School</i> 1980-82
<i>Graduate School</i> (next issue 1982-84)	<i>School of Management</i> (next issue 1982-84)
<i>College of Home Economics</i> (next issue 1982-84)	<i>School of Public Health</i> 1982-84

## Published in ODD years

<i>College of Agriculture</i> 1981-83	<i>Medical School</i> 1981-83
<i>College of Biological Sciences</i> 1981-83	<i>School of Medicine-Duluth</i> 1981-83
<i>Duluth General Bulletin</i> 1981-83	<i>Morris General Bulletin</i> 1981-83
<i>General College</i> 1981-83	<i>College of Pharmacy</i> 1981-83
<i>Baccalaureate Programs in Medical Technology, Mortuary Science, Nursing, Occupational and Physical Therapy, and Related Health Science Disciplines</i> 1981-83	<i>Army-Navy-Air Force ROTC</i> 1981-83
<i>Graduate Programs in the Health Sciences</i> 1981-83	<i>School of Social Work</i> 1981-83
	<i>Institute of Technology</i> 1981-83
	<i>College of Veterinary Medicine</i> 1981-83
	<i>Technical College, Waseca</i> 1981-83

## MISCELLANEOUS

*Continuing Education for Women* (quarterly)

*University College* (undated, last issue December 1980)

