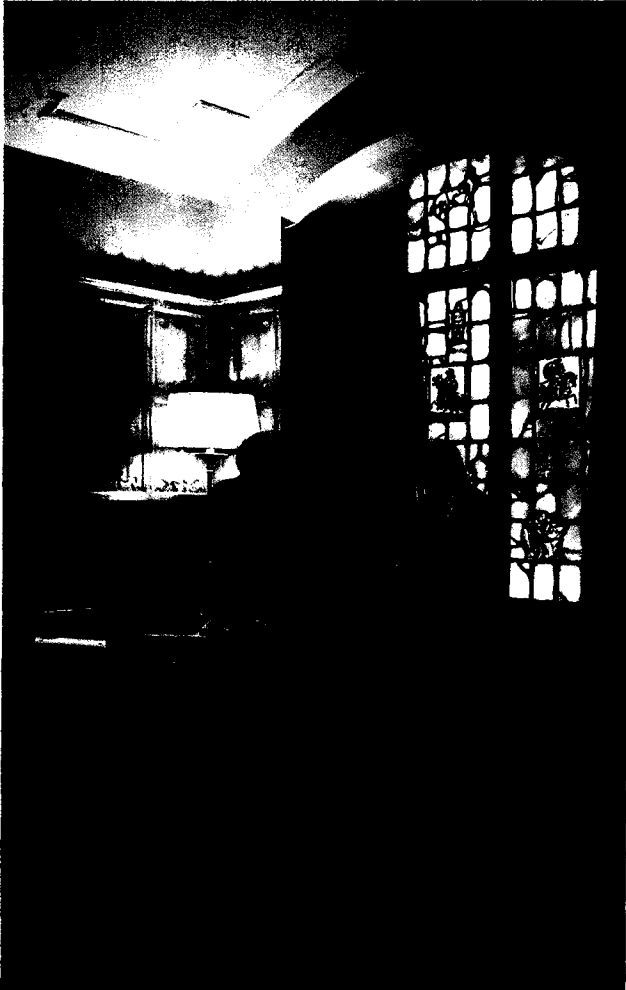


# General Information

## University of Minnesota Bulletin

### 1985-87



# General Information

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# Introduction

## Resources

This annual bulletin provides general information about the Twin Cities campus of the University of Minnesota.

The *Class Schedule*, distributed with registration materials before the registration period each quarter, lists course offerings with prerequisites, class hours, rooms, and instructors. It also includes registration instructions, final exam schedules, and other useful information.

Information about other University publications, including college bulletins, is provided at the back of this bulletin.

**For More Information**—Contact the appropriate Twin Cities campus offices listed below:

*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 (376-2424); 197 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.

## Policies

**Bulletin Use**—The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes.

**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, religion, color, sex, national origin, handicap, age, or veteran status. 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; by Executive Order 11246, as amended; 38 U.S.C. 2012; by the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Patricia Mullen, 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.

## Postal Statement

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*Cover Photo:* The James Ford Bell Library is part of the vast University of Minnesota library system open to all students.

# University Structure



# 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 over 55,000 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.

## University Regents

Charles F. McGuiggan, Marshall, Chair  
David M. Lebedoff, Minneapolis, Vice Chair

Wendell R. Anderson, Wayzata  
Charles H. Casey, West Concord  
Willis K. Drake, Edina  
Erwin L. Goldfine, Duluth  
Wally Hilke, St. Paul  
Verne E. Long, Pipestone  
Wenda W. Moore, Minneapolis  
David K. Roe, Minneapolis  
Stanley D. Sahlstrom, Crookston  
Mary T. Schertler, St. Paul

## University Administrators

Kenneth H. Keller, President  
Stephen S. Dunham, Vice President and General Counsel  
Stanley B. Kegler, Vice President for Institutional Relations  
David M. Lilly, Vice President for Finance and Operations

V. Rama Murthy, Acting Vice President for Academic Affairs and Provost of the Twin Cities Campus

Richard J. Sauer, Vice President for Agriculture, Forestry, and Home Economics

Neal A. Vanselow, Vice President for Health Sciences

Frank B. Wilderson, Vice President for Student Affairs

## 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 divisions are the School of Business and Economics, College of Education and Human Service Professions, School of Fine Arts, College of Liberal Arts, School of Medicine, and College of Science and Engineering. For more information, contact the Registrar, 184 Darland 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 Office of Admissions and Financial Aid, 201 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 program areas of agricultural business, agricultural industry and services, agricultural products, 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 one of the largest enrollments of any 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 Moos Health Sciences Tower, Minneapolis	373-3271
School of Dentistry	15-106 Moos Health Sciences Tower, 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	290 Humphrey Center, 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	400 Botany, Minneapolis	373-3870
School of Nursing	5-140 Health Sciences Unit F, Minneapolis	376-5562
Occupational Therapy Program	378 Children's Rehabilitation Center, Minneapolis	373-9041
College of Pharmacy	5-110 Health Sciences Unit F, Minneapolis	373-7997
Physical Therapy Program	271 Children's Rehabilitation Center, Minneapolis	373-9024
Humphrey Institute of Public Affairs	254 Humphrey Center, 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	460 Veterinary Teaching Hospitals, 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

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# University Structure

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## Calendar—Twin Cities Campus

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### 1985-86

#### *Fall Quarter 1985*

Thursday, August 22  
Thursday, September 26  
Monday, November 11  
Thursday-Friday, November 28-29  
Friday, December 6  
Saturday, December 7  
Monday-Saturday, December 9-14

Fall quarter registration begins  
Fall quarter classes begin  
Winter quarter registration begins  
Thanksgiving (holiday)  
Last day of instruction  
Study day  
Final examinations

#### *Winter Quarter 1986*

Monday, January 6  
Monday, January 20  
Wednesday, February 19  
Friday, March 14  
Saturday, March 15  
Monday-Saturday, March 17-22

Winter quarter classes begin  
Martin Luther King's Birthday (holiday)  
Spring quarter registration begins  
Last day of instruction  
Study day  
Final examinations

#### *Spring Quarter 1986*

Monday, March 31  
Monday, May 26  
Friday, June 6  
Saturday, June 7  
Monday-Saturday, June 9-14

Spring quarter classes begin  
Memorial Day (holiday)  
Last day of instruction  
Study day  
Final examinations

#### *Summer Session—First Term 1986*

Tuesday, June 17  
Friday, July 4  
Friday, July 18

First term classes begin  
Independence Day (holiday)  
Last class meeting

#### *Summer Session—Second Term 1986*

Monday, July 21  
Friday, August 22

Second term classes begin  
Last class meeting

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### 1986-87

	<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>SSI</i>	<i>SSII</i>
Classes begin	9-25-86	1-5-87	3-30-87	6-16-87	7-20-87
End of final exams	12-13-86	3-21-87	6-13-87	7-17-87	8-21-87

### 1987-88

	<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>SSI</i>	<i>SSII</i>
Classes begin	9-28-87	1-4-88	3-28-88	6-14-88	7-18-88
End of final exams	12-17-87	3-19-88	6-11-88	7-15-88	8-19-88

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# Tuition, Fees, and Expenses





# Tuition, Fees, and Expenses

**Undergraduate Tuition Rates**—Tuition is assessed on a per-credit basis for all undergraduates and students in some professional schools and varies by college of registration. In colleges that have both lower and upper division rates, lower division rates are assessed through the quarter in which the student registers for his or her 90th credit. A plateau from 14 to 18 credits locks in tuition charges at the 14 credit level, with the per-credit rate resuming for each credit over 18.

Students registering in:	Resident <sup>1</sup>	Nonresident
Agriculture, College of		
Lower Division.....	\$ 38.90	\$106.98
Upper Division.....	50.98	140.20
Biological Sciences, College of.....	49.74	136.79
Dental Hygiene		
Certificate Program.....	38.90	106.98
Baccalaureate Program.....	48.29	132.80
Education, College of		
Lower Division.....	38.90	106.98
Upper Division.....	49.73	136.76
Forestry, College of		
Lower Division.....	38.90	106.98
Upper Division.....	54.53	149.96
General College		
Lower Division.....	38.90	106.98
Upper Division.....	39.44	108.46
Home Economics, College of		
Lower Division.....	38.90	106.98
Upper Division.....	51.64	142.01
Liberal Arts, College of		
Lower Division.....	38.90	106.98
Upper Division.....	40.54	111.49
Management, School of.....	47.10	129.53
Medical Technology, Program in.....	58.10	159.78
Mortuary Science, Department of.....	53.36	146.74
Nurse Anesthetist (Medical School).....	58.10	159.78
Nursing, School of.....	58.10	116.20
Occupational or Physical Therapy, Programs in.....	58.10	159.78
Pharmacy, College of.....	55.61	111.22
Pharmacy externs (per term).....	127.66	127.66
Pharmacy fellow specialists (per term).....	127.66	127.66
Public Health, School of.....	52.44	104.88
Technology, Institute of		
Lower Division.....	38.90	106.98
Upper Division.....	48.99	134.72
University College		
Lower Division.....	38.90	106.98
Upper Division.....	40.54	111.49
Preparatory Instruction (0000-level courses).....	\$140.00	per course

<sup>1</sup>For information on Minnesota resident status, read *Residence Regulations and Review Procedures at the end of this bulletin.*

**Graduate School Tuition Rates**—The tuition rates listed below will be assessed for most students in the Graduate School. Certain students become eligible to register for credits at half the rates listed below when they have completed Graduate School residency requirements.

	Resident <sup>1</sup>	Nonresident
<i>Part-time enrollment:</i>		
1 credit.....	\$211.00	\$ 422.00
2 credit.....	211.00	422.00
3 credits.....	269.03	538.06
4 credits.....	358.71	717.41
5 credits.....	448.39	896.76
6 credits.....	538.07	1076.11
<i>Full-time enrollment:</i>		
7-15 credits.....	\$759.60	\$1519.20
Per-credit for each credit over 15.....	63.30	126.60
<i>M.B.A. rates:</i>		
M.B.A. day program (per credit).....	\$110.78	\$ 179.36
M.B.A. evening program (per credit).....	110.78	110.78
Managers M.B.A. program.....	\$4950 per year	
<i>Minimum fee classifications:</i>		
Continuous registration (per term) <sup>2</sup> .....	\$105.50	\$ 105.50
Doctoral candidates in final quarter.....	211.00	211.00
Student status <sup>3</sup> .....	211.00	211.00

**Professional School Tuition Rates**—Students in most professional schools pay per-credit rates for credits 1 through 11 or term rates for 12 or more credits.

Students registering in:	Resident <sup>1</sup>	Nonresident
Dentistry, School of		
Per-credit.....	\$ 128.16	\$ 256.32
Term (12 or more credits).....	1537.86	3075.72
Dental fellow specialists (per term).....	127.66	127.66
Law School (semester rates)		
Per-credit.....	116.40	232.80
Term (12 or more credits).....	1396.85	2793.70
Medical School		
1-5 credits.....	457.11	914.22
6-10 credits.....	914.22	1828.44
11-15 credits.....	1371.32	2742.64
16 or more credits.....	1828.43	3656.86
Medical fellow specialists, post M.D. (per term).....	826.34	826.34
Psychology fellow specialists (per term).....	127.66	127.66
Veterinary Medicine		
Per-credit.....	114.22	228.44
Term (12 or more credits).....	1370.68	2741.36

<sup>2</sup>Open only to doctoral students admitted before fall 1983 who have passed preliminary oral examinations.

<sup>3</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 continuous registration.

**Summer Tuition**—Summer Session resident tuition for continuing students is the same as in the preceding academic year. For complete information see the 1986 *Summer Session Bulletin*.

**Reciprocity**—If you are a resident of Wisconsin, North Dakota, or South Dakota, you may qualify for reciprocity privileges, in which case you will not pay the considerably higher tuition rates that nonresidents generally pay. (What you do pay will depend on your state of residence and the program that you are admitted to.) In some cases you will be given the same priority consideration for admission that Minnesota residents are given. You must apply for reciprocity *at the beginning of each academic year*. For information and application forms, check with your home state reciprocity 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 Office of Registration, Student Records, and Scheduling.

**Installment Payment**—Students have the option to participate in the 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 payment fee, all of which is due during the fifth week of the quarter. A 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, 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 six credits, the student services fee will usually 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 undergraduate or 7-15 credit graduate plateaus). 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 \$91.10 each quarter. 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.

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

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## Tuition, Fees, and Expenses

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### Estimated Expenses

Although educational and living expenses vary from individual to individual, decisions regarding financial aid are normally based on standard educational budgets. The 1985-86 estimates below, furnished by the Office of Student Financial Aid, are a guide to 9-month expenses at the Twin

Cities campus. Married students and students with dependents will typically have higher budgets. (Note: Undergraduate students classified as nonresidents generally pay 2.75 times the resident tuition rate. Graduate and professional nonresidents generally pay 2 times the resident tuition rate.)

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	<i>Minnesota Resident Undergraduate Living in Parent's Home</i>	<i>Minnesota Resident Undergraduate Living On or Off Campus</i>	<i>Minnesota Resident Graduate</i>
Resident Tuition and Fees	\$1905	\$1905	\$2580
Books and Supplies	375	375	375
Room and Board	1500	3465	3465
Personal, Miscellaneous	<u>1620</u>	<u>1620</u>	<u>1620</u>
TOTAL	\$5400	\$7365	\$8040

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# Policies



# Policies

**Class Standing**—Students are classified according to the number of credits they have completed. The following breakdown may vary slightly by college: freshmen—45 credits or fewer; sophomores—46 to 90 credits; juniors—91 to 135 credits; seniors—136 credits or above. Generally, 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. Semester credits from an institution in the United States that employs the traditional semester system are converted to quarter credits by multiplying the semester credits by 1.5. Transfer credits from a foreign institution are determined on an individual basis. 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 require-

ment, 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 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.

**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 enrollment and enrollment termination, college and class, major, adviser, academic awards, honors received, 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 center 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, and in the *Undergraduate Student Handbook*.

**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) usually cannot be handed out over the counter, but are sent by mail (in 5-7 workdays), stamped "Issued to

## Policies

Student" if that is the case. Same day over-the-counter service is available for \$6 a copy. Official transcripts should be requested—in person or by mail—at the Office of Registration, Student Records, and Scheduling, 155 Williamson Hall, for Minneapolis-based students and at the Office of Admissions and Records, 130 Coffey Hall, for St. Paul-based students. *All* extension records should be requested at 155 Williamson Hall. Requests should include the student's full name, student ID number, college, dates of enrollment, the complete address(es) to send the transcript(s) to, and, for each copy, a \$2 or \$6 check or money order (payable to the University of Minnesota). Current day school students who need just one free *unofficial* copy of their record should visit the quick-service window at 155 Williamson Hall or 190 Coffey Hall.

**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.

Financial holds are imposed for such reasons as outstanding library fines, unpaid student loans, delinquent health service payments, 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 Registration Center, *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 Office of Admissions and Records. 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 more information, contact the Department of Environmental Health and Safety (373-3167).

**Residence Regulations and Review Procedures**—Because the University is a state institution, residents of Minnesota pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, you must reside in Minnesota for at least one calendar year *prior* to the first day of class attendance. During that one-year waiting period, your primary reason for living in Minnesota must

be something other than school attendance. There are few exceptions to this rule, and these generally apply to veterans, migrant workers, specific federal employees, refugees, and faculty at Minnesota colleges. Students holding temporary international visas (F-1, J-1, H-1, etc.) do not qualify for resident tuition.

If you have moved here from another state, resident status is not automatically granted; you must apply and present evidence that: you have abandoned your former domicile; you have made Minnesota your permanent home; you are not a tax dependent of a parent or spouse living out-of-state; and you have taken reasonable steps to substantiate your desire to remain in Minnesota. Although acceptance of employment, registration of automobiles, payment of local taxes, etc., may support an application for resident status, these actions, by themselves, do not constitute sufficient evidence of residence. For complete regulations, see below.

You may apply for or appeal your resident status by obtaining an application in 260 Williamson Hall, Minneapolis or 130 Coffey Hall, St. Paul. An administrative classification will follow a review of this application. To appeal, you must file within 30 days after notification of classification. If the review board finds that an erroneous classification has been made, it will be corrected.

### 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. *U.S. citizens or permanent residents who are 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.

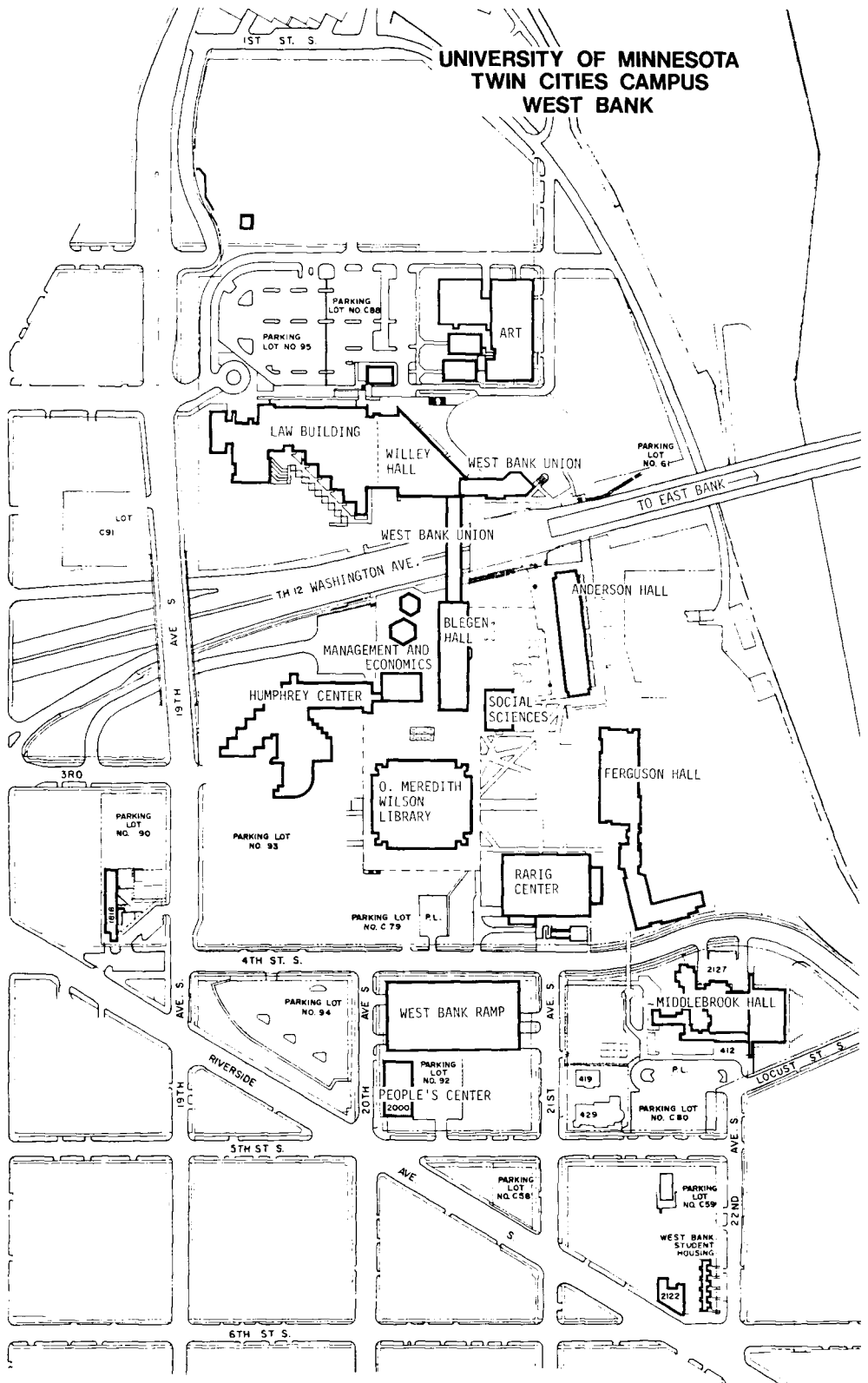
### IV. *Effective Date*

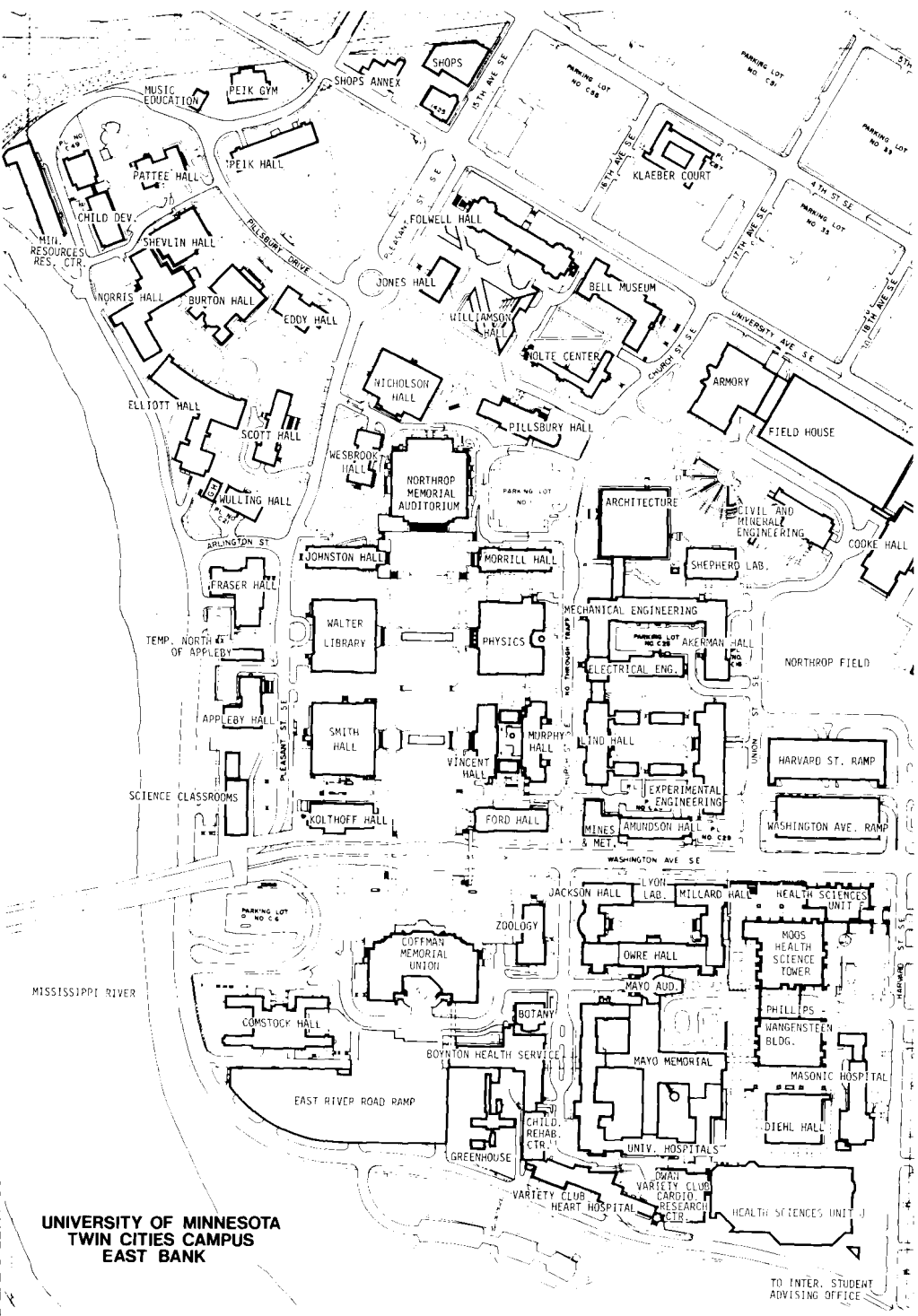
These procedures became effective winter quarter 1981.

# Campus Maps



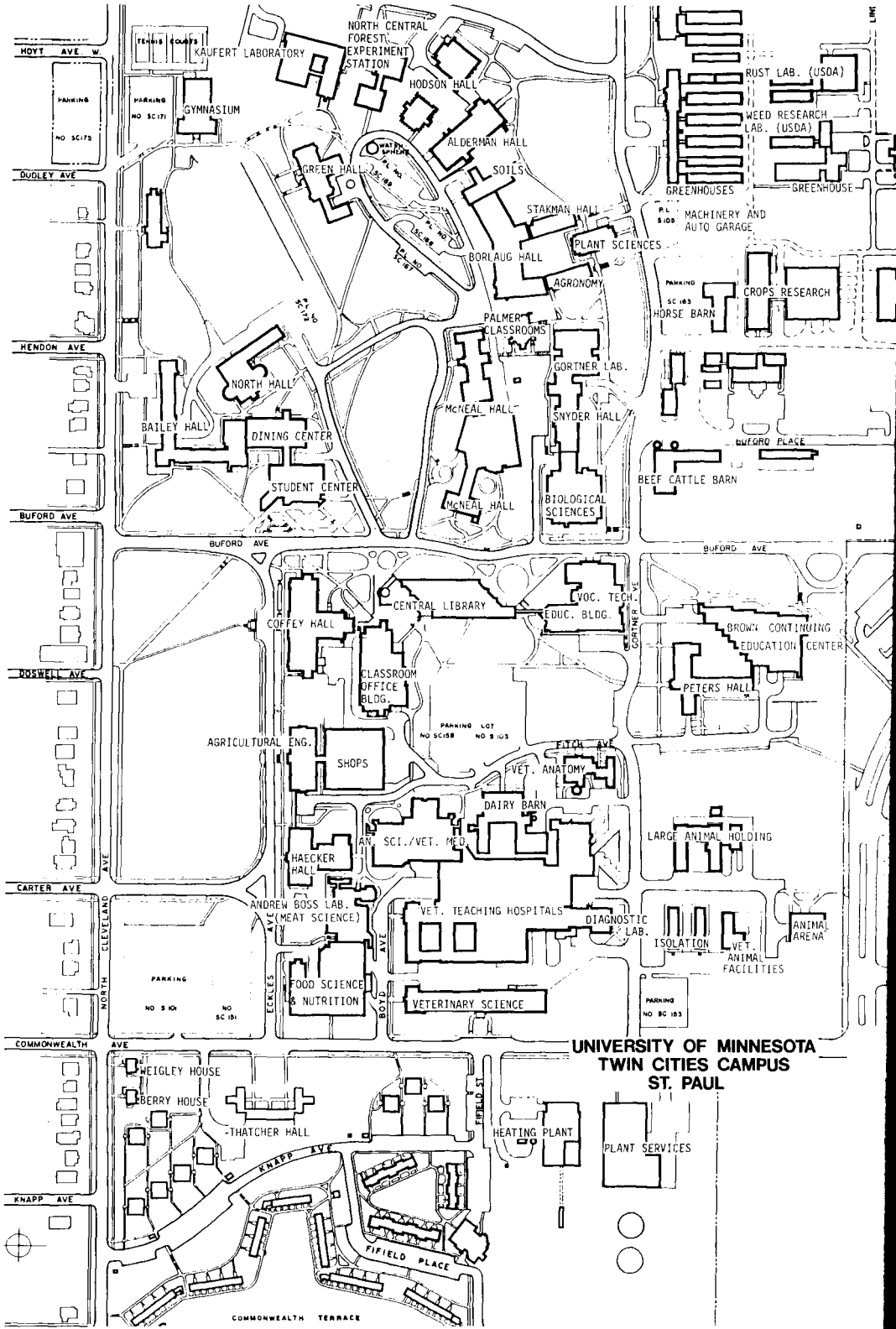
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ADVISING OFFICE



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ST. PAUL**

# Publications



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# Publications

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**Viewbook**—Titled "University of Minnesota" (formerly "Introductions"), this publication provides an inviting overview of campus life for prospective students.

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

**Class Schedule** (for staff and enrolled students only)—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.

**Student-Staff Directory** (for staff and enrolled students only)—The annual directory includes 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 Williamson Hall Information Center, Minneapolis; the Reception area, 130 Coffey Hall, St. Paul; or at various program offices. The following chart lists all University bulletins according to publication cycle, with the date of the current issue (as of August 1985) after the title:

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## Published ANNUALLY

*Duluth Center Continuing Education and Extension*  
1985-86  
*Extension Classes* 1985-86  
*Extension Independent Study* 1985-86  
*General Information* 1985-86

*Lake Itasca Biology Session Summer* 1985  
*Summer Evening Extension Classes* 1985  
*Summer Session* 1985  
*Summer Session-Duluth* 1985  
*Summer Session-Morris* 1985

## Published in EVEN years

*Technical College, Crookston* 1984-86  
*School of Dentistry* 1984-86  
*College of Education* 1984-86  
*College of Forestry* 1984-86  
*Graduate School* (1984-86)  
*College of Home Economics* (1984-86)

*School of Journalism and Mass Communication*  
1984-86  
*College of Liberal Arts* 1984-86  
*School of Management* 1984-86  
*School of Public Health* 1984-86  
*University College* 1984-86

## Published in ODD years

*College of Agriculture* 1985-87  
*College of Biological Sciences* 1985-87  
*Duluth General Bulletin* 1985-87  
*General College* 1985-87  
*Undergraduate Health Sciences (Programs in Medical Technology, Mortuary Science, Nursing, Occupational and Physical Therapy, and Related Health Science Disciplines)* 1985-87  
*Law School* (next issue 1985-87)

*Medical School* 1985-87  
*School of Medicine-Duluth* 1985-87  
*Morris General Bulletin* 1985-87  
*College of Pharmacy* 1985-87  
*Army-Navy-Air Force ROTC* (next issue 1985-87)  
*School of Social Work* (next issue 1985-87)  
*Institute of Technology* 1985-87  
*College of Veterinary Medicine* (next issue 1985-87)  
*Technical College, Waseca* 1985-87



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