



**University of Minnesota  
Program of Mortuary Science  
Policies and Procedures  
2014 - 2015 Academic Year**

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## **Purpose**

The purpose of this handbook is to set forth operating policies and procedures affecting students, faculty, and staff within the Program of Mortuary Science.

This handbook does not contain every University policy relating to enrollment as a student matriculated in the Program of Mortuary Science. Rather, it contains those policies which relate to the most common questions, concerns, and issues related to the daily operation of the Program.

In addition to the policies contained in this handbook, students are obligated to abide by all University policies contained in the on-line Undergraduate Catalog:

<http://www.catalogs.umn.edu/ug/index.html>. Catalogs are no longer available in print format; you must view all catalog information online or download pdf sections.

Additionally, a listing of University policies related to Undergraduate student affairs and due process is available on-line by accessing <http://www.policy.umn.edu/>.

## **Program Oversight**

The management of the daily operating affairs of the Program is the responsibility of the Program Director. To assist with the operation of the Program, the Director works with various committees charged to respond to questions, concerns, and problems that typically occur as part of life within this academic community.

Program Director Contact Information: Dr. Michael P. LuBrant, Mayo Mail Code (MMC) 740, 420 Delaware St. SE; Minneapolis, MN 55455, (612) 624-3980, e-mail: [mpl@umn.edu](mailto:mpl@umn.edu).

Program Director's Assistant: Molly Diethelm, Student Personnel Coordinator, Mayo Mail Code (MMC) 740, 420 Delaware St. SE; Minneapolis, MN 55455, (612) 624-6464, e-mail: [dieth007@umn.edu](mailto:dieth007@umn.edu).

# Part 1: Academic Policies

## **Academic Progress**

Upon matriculation into the Program, students are expected to complete the academic requirements for a Bachelors of Science degree with a major in Mortuary Science within two years. To insure that students complete their degree requirements within this time frame, all students must abide by the following academic progress policies:

1. All students must register for at least 13 credits each semester (see *Full-Time Registration Requirement*, p. 8.);
2. Prior to the start of each academic term, all students must meet with the Program's student adviser, Molly Diethelm, to a) review their degree completion plan and b) confirm their course registration for the upcoming term;

3. Students may not register for any class(es) that do not directly support the completion of the Bachelor of Science degree with a major in Mortuary Science\*;
4. Students must graduate from the Program at the end of the academic term during which they complete the course requirements for a major in mortuary science;
5. If, during the course of their academic program, a student decides that s/he would like to change her/his major to something other than mortuary science, the student must transfer to a different college, program, etc. (e.g. College of Continuing Education) to register for courses not required of the mortuary science major. The Program will not allow a student to register for non-mortuary science courses should s/he decide to transfer out of/ withdraw from Program of Mortuary Science.

\*Exceptions: On occasion students decide to complete a second major (and/or a minor) concurrent with their major in mortuary science. It may be possible for a student to take courses required to complete a second major at the same time s/he is working to complete the requirements for the mortuary science major. A student desiring to complete a second major should discuss this interest with the Program's student adviser early on in their academic tenure as a mortuary science student. To ensure timely completion of a degree with a major in mortuary science, it may not be possible to pursue a second major while working to complete the requirements for a degree in mortuary science. Questions about double majors, minors, and/or changes in a degree program a) must be discussed with the Program's student adviser, and b) will be referred to the Program's Student Scholastic Advisory Committee for additional review and approval.

If a student fails to abide by these policies, the Program reserves the right to take any of the following actions:

1. Withdraw the student from any course(s) not required of the mortuary science major;
2. Place a hold on the student's record so that s/he may not register for any course(s) that do not directly support her/his completion of the mortuary science major;
3. Other actions which will facilitate the student's timely completion of a degree with a major in mortuary science, as determined by the Student Scholastic Advisory Committee.

## **Student Scholastic Advisory Committee**

The **Student Scholastic Advisory Committee (SSAC)** is charged to establish and enforce policies and procedures related to academic performance, and to act upon student petitions. The committee is comprised of faculty members holding academic appointments in the Program of Mortuary Science.

A minimum of three faculty members, including the Program Director, meet as necessary to address 1) concerns about a student's academic progress in the Program, and 2) petitions and/or other written concerns a student may have related to their

academic standing in the Program. Matters regarding academic performance are brought to the attention of the Program Director, who will arrange for a timely meeting with Committee members and the Program academic advisor to discuss problem(s) and make appropriate recommendations for action.

**Petitions for course waivers:** The Program may exempt a student from a required course based on the student's prior successful completion of a course that is similar in content and academic level to the required Program course. All requests to be exempt from a required Program course must be made in writing by submitting an *Undergraduate Academic Policy Petition* form, found at <http://onestop.umn.edu/forms/index.html>, along with a course syllabus for the similar course that was completed. The petition must be submitted to the Program Director for review at least two weeks prior to the start of the required Program course. At least one instructor who has professional expertise in the subject matter will review the waiver request. Once a petition for course waiver has been acted upon by the faculty, there is no further appeal should the request be denied. The Program does not offer examinations for either credit or proficiency for any of its courses (i.e., MORT designator) required for the major in mortuary science. If a required course waiver is not approved, the student must take the course(s) petitioned for credit.

**Academic Performance Standards:** A student's work is considered unsatisfactory when:

1. S/he earns a grade point average (g.p.a.) in a given semester (including Summer Session) below a 2.0. If a student's G.P.A. drops below a 2.0, s/he will receive a letter from the Program Director indicating this fact, and will be required to meet with the Director and academic adviser to discuss her/his academic progress within the Program. The student is then placed on academic probation. (*Note: If the student does not schedule and attend the required academic progress meeting, their course registration for the following semester may be cancelled.*) The probationary term extends until the end of the following semester. If a student is placed on probation at the end of Spring Semester, their probationary term extends to the end of the following Fall Semester, even if they register for May and/or Summer Session Courses during that same year.
2. S/he earns a grade of less than C- in any Program\* course: The student will be required to re-take the course, or its equivalent, as approved by the Program. The student will also be placed on academic probation for one semester. If a student is placed on probation at the end of Spring Semester, their probationary term extends to the end of the following Fall Semester, even if they register for May and/or Summer Session Courses during that same year. The student must earn a grade of at least a C- for the course they re-take, or they will be suspended from the Program.
3. S/he earns a grade of less than C- in any Program\* course s/he re-takes: If a student does not pass the course with a grade of C- or higher after re-taking it a second time, they will be suspended from the Program for one semester. If a

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\* Program courses include any course with the MORT designator, PHAR 1002: Health Sciences Terminology, PUBH 3001: Personal & Community Health and any course taken to fulfill the 60 upper division credit degree requirement.

student is suspended at the end of Spring Semester, their suspension term extends to the end of the following Fall Semester, and they will not be allowed to register for May and/or Summer Session Courses during that same year. The student will be required to re-take the course, or its equivalent, as approved by the Program, for a third time.

4. S/he earns a grade of less than a C- in any Program\* course s/he re-takes a third time: If a student does not pass the course with a grade of C- or higher after re-taking it a third time, they will be expelled from the Program.

### Conditions of Academic Probation:

While on academic probation, the student must meet the following two conditions:

1. Complete the probationary term with a grade point average of at least 2.0; **and**
2. Earn no grades below C-.

If a student does not meet **both** of these two probationary criteria, they will be suspended from the Program. The period of suspension will begin on the first day following the end of the probationary term, and will terminate no earlier than the last class day of the following 15-week academic semester. Thus, if a student is suspended at the end of Spring semester, the earliest term for which s/he could next register would be Spring of the following year.

Upon return to the Program following academic suspension, the student must:

1. Complete a second probationary term with a grade point average of at least 2.0; **and**
2. Earn no grades below C-

A student's failure to meet **both** of these two criteria, following a period of suspension, will result in their automatic dismissal from the Program. Once dismissed from the Program for failure to meet academic performance standards, a student must apply for readmission. Students may not reapply for readmission until one calendar year after the date of dismissal has passed.

**Grading:** For policies related to grading, please refer to the University's Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*, which appears as an appendix to this handbook, and is also available on-line at <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

The assessment of academic performance is the responsibility of the course instructor. Any questions about grading are to be directed to the instructor. Faculty members have the academic freedom to establish their own grading scales and assessment criterion. If a student feels that an instructor has not followed grading guidelines established in the course syllabus in assigning a grade, the student should first speak with the instructor. If, after speaking with the instructor, s/he still feels there was a problem with

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\* Program courses include any course with the MORT designator, PHAR 1002: Health Sciences Terminology, PUBH 3001: Personal & Community Health and any course taken to fulfill the 60 upper division credit degree requirement.

how the grade was assigned, the student is advised to contact the Program Director to discuss the matter. The Student Conflict Resolution Center (SCRS, 254 Appleby Hall, 128 Pleasant St. SE, Minneapolis, MN 55455, (612) 624-7272 (SCRC), [sos@umn.edu](mailto:sos@umn.edu), <http://www.sos.umn.edu/index.html>) may be consulted for assistance with mediating an informal resolution to the situation.

**Make-up Examinations:** University Senate Policy (adopted Spring 1992) requires instructors to provide make-up examinations for students who miss exams because of scheduled activities of an official University student organization, a religious holiday, or a verifiable illness.

It is the responsibility of the student to notify faculty members of such circumstances as far in advance as possible. It is the responsibility of faculty members to provide make-ups for major examinations, ordinarily including mid-term and final examinations.

Should unusual situations make this impractical, the Program Director should approve alternative arrangements. Except for major examinations, for which the instructor must make accommodations, special arrangements for absences are at the course instructor's discretion. Requests for examination rescheduling due to personal reasons (non-emergency and/or non-medical reasons) should be avoided. Faculty members are not required to offer make-up quizzes, tests, and/or examinations to students who miss a quiz, test and/or examination for personal reasons.

Faculty members reserve the right to require documentation from students to verify the legitimacy and validity of all circumstances necessitating make-up work.

**Late Assignments:** The University Senate Policy on make-up examinations will also be applied to the submission of late assignments. Students will not be penalized for late assignments due to unavoidable or legitimate circumstances. Such circumstances include, but are not necessarily limited to: Verified illness, participation in athletic events or other group activities sponsored by the University, serious family emergencies, subpoenas, jury duty, military service, and religious observances.

It is the responsibility of the student to notify faculty members of such circumstances as far in advance as possible. Likewise, faculty members reserve the right to require documentation from students to verify the legitimacy and validity of avoidable circumstances.

**Incomplete Work:** For policies related to incomplete work, see: *Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*, which appears as an appendix to this handbook, and is also available on-line at <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>

**Withdrawing From a Course:** For policies related to withdrawing from a course, see: *Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*, which appears as an appendix to this handbook, and is also available on-line at <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

**University Standard Credits and Workload Expectations:** For undergraduate courses, one credit is defined as equivalent to an average of three hours of learning effort per week (over a full semester) necessary for an average student to achieve an average grade in the course. For example, a student taking a three-credit course that meets three hours a week should expect to spend an additional six hours a week on coursework outside the classroom. One conventional credit is hereby defined as equivalent to three hours of learning effort per week, averaged over an appropriate time interval, necessary for an average student taking that course to achieve an average grade in that course.

**Full-Time Registration Requirement:** All matriculated mortuary science students must register for at least 13 credits each semester until they complete their degree requirements. If a student has 12 or fewer credits to complete during their final academic term as a mortuary science student, they are advised to fill out the University's *13-Credit Exemption Request Form* so that they are not charged the 13-credit flat tuition rate. This form may be accessed at [http://onestop.umn.edu/registration/guidelines/credit\\_load/13\\_credit\\_policy.html](http://onestop.umn.edu/registration/guidelines/credit_load/13_credit_policy.html) under the heading *Exemptions – Approved exemption*.

Students must also complete a clinical rotation during a May session. Students should be advised that tuition for May rotations (3 credits) may not be covered by financial aid, and therefore should plan their finances accordingly.

**Leave of Absence:** Students completing their first baccalaureate degree are required to maintain full-time student status (i.e., 13 or more credits) each semester, until they complete their degree program. If a student fails to register for classes either Fall or Spring Semester, they may be withdrawn from the Program, and will need to apply for re-admission the following Fall Semester.

Students may request a leave of absence for **one** academic semester only. To request a leave of absence, a student must submit a Leave of Absence form, found at <http://onestop.umn.edu/forms/index.html>. The request must be submitted to the Program Director no later than 30 calendar days before the start of the term for which they request the leave of absence. The student must state the reason(s) why a leave of absence is being sought. The Director will then make a decision as to whether to grant approval for the request. Only in exceptional cases will a leave of absence for more than one semester be granted.

**Immunizations:** In order to register for, and participate in, Program laboratory and/or clinical rotation coursework, proof of immunization for specific diseases must be on file with Boynton Health Services **prior to the start of the first day of classes**. Any student who does not comply with the Academic Health Center's Immunization Requirement Policy, found at <http://www.bhs.umn.edu/immunization-requirements.htm> - [ahc-student](#): a) may not be allowed to participate in any laboratory activity involving work with human remains, and b) may be withdrawn from the Program due to ineligibility to complete required laboratory coursework.



**Attendance:** The University does not maintain a single, universal attendance policy for all classes. Program Policy requires that all students **must** attend the first day of each class for which they are registered. Failure to attend the first class session may result in the student being dropped from the class.

Individual instructors are expected to state an attendance policy in the syllabus for each course they teach. Mortuary science students are expected to attend all sessions of each class for which they are registered. It is both disruptive and impolite for a student to arrive to class late, or to leave a class early, unless for legitimate reasons (e.g. doctor's appointment, etc.). Some instructors may mark as absent a student who arrives late for class, or leaves early.

Failure to attend certain Program courses in their entirety, such as lab and clinical rotation courses may result in a student being withdrawn from the course. Please inform your instructors as soon as possible of an anticipated absence. Arrangements for making up missed work should be made as soon as possible upon return from an absence.

**Disability Resource Center:** The University of Minnesota Disability Resource Center works to ensure access to courses, services, activities, employment and facilities for all University of Minnesota students, faculty and staff with disabilities. Any student with a documented disability (e.g. learning, psychiatric, sensory, physical, or systemic) who needs to arrange reasonable accommodations must contact the Disability Resource Center to determine eligibility for services.

The Disability Resource Center Academic Health Center Liaison, Krysten Schwartz ([donn0107@umn.edu](mailto:donn0107@umn.edu) or (612) 624-9310) will assist eligible students with: obtaining documentation of disability conditions, determining and implementing reasonable accommodations, and providing information, referral, and consultation. All services are confidential and free. The Disability Resource Center is located in the McNamara Alumni Center, 200 Oak St. SE, Suite 180 and can be reached at [drc@umn.edu](mailto:drc@umn.edu) or (612) 626-1333 (voice or TTY). Additional information is available on the Disability Resource Center website, <https://diversity.umn.edu/disability/>.

Please be advised that accommodations are not retroactive, so if you believe you may be in need to an accommodation(s), you should contact the Disability Resource Center as soon as possible to discuss your questions with Krysten Schwartz or another Disability Resource Center counselor.

## **STUDENT ACADEMIC GRIEVANCE**

*Based upon the following University of Minnesota Board of Regents Policies:*

*- Academic, Adopted: January 13, 1995 and*

*-Conflict Resolution Procedures for Student Academic Complaints, Adopted July 12, 2006*

### **Section i. Scope and Purpose**

Student academic complaints are brought by students regarding the University's provision of education and academic services affecting their role as students and must be based on a claimed violation of a University rule, policy, or established practice.

Student academic complaints do not include student complaints regarding:

- their University employment
- disciplinary action under Board of Regents Policy: Student Conduct Code
- grades
- University admissions decisions

### **Relief Available**

Resolution of complaints under this policy may include student reinstatement or other corrective action for the benefit of the student, including refunds, but may not award monetary damages or direct disciplinary action against any employee of the University.

This policy does not limit the University's right to change rules, policies, or practices related to the provision of academic services and education.

**Subd. 1. Violation of Policy.** This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. Academic grievances must be based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University's right to change rules, policies or practices.

**Subd. 2. Not Applicable.** This policy does not apply to conflicts connected with student employment or actions taken under the Board of Regents policy, "Student Conduct." Also, complaints alleging violation of the University's policies of sexual harassment and academic misconduct are not grievances under this policy. Such claims shall be referred to the appropriate office for investigation and review. Any complaint alleging discrimination in the University/student relationship, other than sexual harassment, may be filed either under this policy or with the Office of Equal Opportunity and Affirmative Action, but not both.

**Subd. 3. Qualified Students.** Students enrolled at any campus of the University of Minnesota may file academic grievances under this policy.

**Subd. 4. Policy Goal.** It is the goal of this policy to provide a simple and expeditious process, allowing for both informal and formal resolutions of conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not award monetary compensation or take disciplinary action against any employee of the University.

### **Section ii. Informal Resolution**

**Subd. 1. Lowest Unit Level.** The first step of any resolution should be at the lowest unit level, between the parties involved or the parties and an appropriate administrator. Students may wish to consult the Student Conflict Resolution Center or similar support services for advice and possible mediation. If no informal resolution can be found at the lowest unit level, informal resolution may be sought at the collegiate level with the parties and higher-level administrators. If the issue cannot be resolved informally, the complainant may move the case to the formal level.

## Process of Resolution

**Informal:** Student discusses the problem with instructor. If unresolved, the student contacts the Student Conflict Resolution Center.

**Formal:** If the Student Conflict Resolution Center is not able to mediate a resolution between the student and instructor, the matter is referred to the Program's Academic Grievance Committee for further action. (See Section iii, *Formal Resolution*, below.).

**Subd. 2. Judgments on Academic Performance.** Grievances involving an instructor's judgment in assigning a grade based on academic performance may be resolved only through the informal resolution procedures.

### Section iii. Formal Resolution

**Subd. 1. Establishment of an Academic Grievance Officer and Committee.** Each collegiate unit and the Office of Student Affairs will have an academic grievance officer and an Academic Grievance Committee. Members will be drawn from faculty, students and academic staff, as provided by the committee structure of that unit. The academic grievance officer of each collegiate unit will be a faculty member who holds no other administrative appointment. In the case of student affairs or other involved units without an established faculty, the grievance officer will be a member of that staff, with academic staff members drawn from the unit's professional staff and with students and faculty drawn from throughout the University.

**Subd. 2. Establishment of a University Academic Grievance Officer and Committee.** There will also be a University Academic Grievance Committee and a University academic grievance officer for grievances arising from the actions of college deans or the vice presidents/chancellors of student affairs. The University academic grievance officer will serve as grievance officer for these matters. The University academic grievance officer and the University Academic Grievance Committee will be appointed by the president in consultation with the appropriate appointing agencies, and will be drawn from faculty, students and academic staff.

### **Academic Grievance Committee for the Program of Mortuary Science**

The Program's Academic Grievance Committee is an *ad hoc* committee, charged to hear students' grievances in a formal manner, when resolution of a problem at a lower level could not be achieved. The Committee consists of four persons:

1. The Chair: A Program faculty member (not the Program Director),  
*Michael C. Mathews, A275-5 Mayo Building. Phone (612) 624-0463; e-mail: [mathe002@umn.edu](mailto:mathe002@umn.edu).*
2. A second faculty member from the Program: *(To be selected by the Chair)*
3. A faculty member from outside the Program:  
*Associate Professor Donna J. Spannaus-Martin (Clinical Laboratory Sciences Program). 15-170 Phillips-Wangensteen Bldg. Phone (612) 625-4428; e-mail: [spann003@umn.edu](mailto:spann003@umn.edu).*

4. A Program student: *(To be selected by the Chair)*

*Note: Should a grievance involve one or more of the above named Committee members, the Program Director will select an alternative individual(s) to serve on the Committee.*

**Subd. 3. Filing a Complaint.** A complaint must be submitted in writing to the appropriate college grievance officer (i.e., Prof. Michael Mathews), identifying the student grievant, the respondent, individuals involved, the incident, the rule / policy / established practice claimed to be violated, and a brief statement of the redress sought.

**Subd. 4. Collegiate Unit.** The grievance should be filed in the collegiate unit in which the incident is alleged to have occurred, which may not necessarily be the student's own college. Program of Mortuary Science students are to file the report with Prof. Michael Mathews, A275-5 Mayo Building.

**Subd. 5. Preliminary Resolution Procedure.** The college academic grievance officer (i.e., Prof. Mathews) will meet with the student and individuals involved to determine whether a satisfactory resolution can be reached. If a resolution cannot be achieved, the grievance officer shall obtain a written answer from the respondent, and refer the matter to a hearing panel of the Academic Grievance Committee. [See list above for Committee members].

**Subd. 6. Hearing Panel.** Hearing panels will be chaired by a faculty member, and will have a minimum of three and, if determined necessary by the college grievance officer, a maximum of five members. On a panel of three, one member will be a student. If membership exceeds three, the panel may include more than one student. In the case of undergraduate complaints, the student members will be undergraduates.

**Subd. 7. Hearing Panel Responsibilities.** Hearing panels will review the evidence and hold hearings as necessary. The panel will not substitute its judgment for that of those most closely acquainted with the field, but will base its recommendations on whether a rule, policy, or established practice was violated. The panel will prepare a written report recommending a resolution of the matter, and will send the report to the parties and to the dean of the collegiate unit for review and action. If the dean does not accept the recommendation, the dean will provide a written explanation of any non-concurrence.

**Subd. 8. Appeals.** If any of the parties are not satisfied with the dean's resolution of the grievance, they may appeal to the Provost's Appeal Committee. Based on the written appeal and response, this committee will determine whether there are sufficient grounds to hold an appeal hearing. The provost's Appeal Committee will not hear a case *de novo*, but rather will determine whether the parties have been afforded due process. The Provost's Appeal Committee will report its recommendation to the appropriate vice president, provost, or chancellor for review and action. If the recommendation is not accepted, the vice president, provost, or chancellor will provide a written explanation of any non-concurrence.

The decision of the appropriate vice president, provost, or chancellor is final and cannot be appealed.

#### **Section iv. Timeliness**

(a) All complaints must be filed within 30 calendar days after the incident being grieved occurred. A response to the complaint must be filed within 15 working days.

(b) Deans and vice presidents must act upon the recommendations of the committees within 30 calendar days. Appeals must be filed within 15 working days.

(c) Timelines may be adjusted if there are compelling reasons for delay offered by any of the parties.

# Part 2: Conduct Related Policies

## Conduct Procedures and Policy

All students at the University have the right to a calm, productive and stimulating learning environment. In turn, instructors have a responsibility to nurture and maintain such an environment. Lively, even heated, discussion is not disruptive behavior. However, student behavior that is an obstacle to teaching and learning must be addressed.

The disruptive student should be confronted in a timely manner to reinforce learning environment expectations. The instructor and student should also discuss what could be done to improve the situation. If the disruption warrants, due to its seriousness or persistence, the instructor should consult with appropriate administrative personnel (i.e., program chair, dean, student affairs director, and/or director of graduate/under-graduate studies). If collegiate level action is to be taken, the student should be provided notice of the offense, and given an opportunity to respond. *Applicable Program and college procedures must be followed when providing the student with notice and the opportunity to respond.*

After hearing the student's response, a decision can then be made to issue discipline or pursue further action. The student should be informed of any discipline and any right to appeal. Again, any applicable Program or college procedures must be followed.

In addition to collegiate level action that may be taken, the student's behavior and conduct may also be subject to disciplinary action under the University Student Conduct Code ([http://www1.umn.edu/regents/policies/academic/Student\\_Conduct\\_Code.html](http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html)), a copy of which is found as an appendix to this handbook. A statement of the alleged misconduct is then submitted to the office of Student Conduct and Academic Integrity (<http://www.oscai.umn.edu/>). The Director of Student Conduct and Academic Integrity may be contacted to assist in these determinations.

Instructors should not hesitate to call the University of Minnesota Police Department (612) 624-9255) if the disruptive student appears to pose a threat to him/herself or others. Students whose behavior suggests the need for counseling may be referred to University Counseling and Consulting Services.

# University of Minnesota

## Program of Mortuary Science

### Student Code of Professional Conduct

#### Policy Statement:

The Board of Regents of the University of Minnesota has established a Student Conduct Code which applies to all students and organizations of the University. A copy of the Student Conduct Code appears as an appendix to this handbook. In addition to the University's Student Conduct Code, the Program of Mortuary Science maintains a Code of Professional Conduct. The Program's Code of Professional Conduct is based upon the National Funeral Directors Association's Code of Professional Conduct (<http://nfd.org/>). All students enrolled in the Program are required to abide by the requirements stated in the Program's Professional Conduct Code, in addition to those stated in the University's Student Conduct Code.

#### 1. Service to Families

- a. Students shall comply with all state laws pertaining to the practice of mortuary science as outlined in MN Statute 149A (<https://www.revisor.mn.gov/statutes/?id=149A>).
- b. Students shall protect information pertaining to the deceased or the family of the deceased from disclosure.
- c. Students shall carry out all aspects of the funeral service in a competent and respectful manner.
- d. Students shall properly account for and remit any monies, documents, or personal property that belongs to others that comes into the student's possession.
- e. Students shall not engage in any unprofessional conduct of character likely to deceive, defraud, or harm families they serve in the course of providing professional services.

#### 2. Care of the Decedent

- a. All deceased persons shall be treated with proper care and dignity.
- b. In accordance with MN Statute 149a.91, only students enrolled in MORT 3151: Restorative Art Laboratory, MORT 3161: Embalming Laboratory, and/or MORT 3379: Clinical Rotations may be in attendance of, and/or participate in the embalming and/or restoration of human remains.
- c. Students shall insure that all deceased persons in the preparation room are treated with proper care and dignity, and shall be properly covered at all times.
- d. Students shall not transport, hold, or carry out the disposition of human remains without all permits and authorizations required by law.
- e. Students shall not violate any statute, ordinance, rule, or regulation affecting the handling, custody, care, or transportation of human remains.
- f. Students shall not knowingly dispose of parts of human remains that are received with the body by the funeral home in a manner different from that used for the final disposition of the body, unless the person authorizing the method of final disposition gives permission that the body

parts may be disposed of in a manner different from the disposition of the body.

### 3. Obligations to the Public and the University

- a. Students shall not engage in any unprofessional conduct which is likely to defraud or deceive the public.
- b. Students shall not use alcohol to the extent that such use adversely impacts the student's ability to carry out his or her obligation as a funeral professional.
- c. Students shall not use illegal drugs at any time, as they may adversely impact the student's ability to carry out his or her obligation as a funeral professional.
- d. Both conversational and written language relating to the care and/or treatment of deceased human beings by Program students as part of, but not limited to, embalming and restorative art classes, human anatomy lab class, clinical rotations, and any other course in which the topic of discussion is of a sensitive and / or a confidential nature, must be respectful and discreet.
- e. The use of the Internet in general, and social media sites in particular, including, but not limited to, Facebook, MySpace, Twitter, etc., by Program students as a venue and/or platform for discussing any aspect of the care and/or treatment of deceased human beings, including, but not limited to, embalming and restorative art classes, human anatomy lab class, clinical rotations, and any other course in which the topic of discussion is of a sensitive and confidential nature, is strictly prohibited.

### 4. Obligations to the Government

- a. Students must be in possession of a valid clinical card, issued by the state department of health, in order to practice mortuary science as a clinical rotation student.
- b. Students must not use a clinical card to practice mortuary science for any funeral establishment other than the one identified on the student's clinical card.
- c. Students may only practice mortuary science within the time frame stated on the clinical card.
- d. Students shall not knowingly make or file false records or reports in the practice of funeral service.
- e. Students shall comply with federal, state, and local laws, rules, and regulations governing or impacting the practice of funeral service.
- f. Students shall comply with federal, state, and local laws, rules, and regulations that were enacted to protect consumers.
- g. Students shall comply with federal, state, and local laws, rules, and regulations that were enacted to protect the environment.

### 5. Dress Code and Professional Conduct

- a. Students must wear appropriate, clean, neat, and conservative attire at their clinical rotation placement site. If a student does not understand



what this means, it is their responsibility to ask the course instructor for clarification.

- b. Students must abide by an established dress code, if the clinical rotation site to which they are placed maintains a dress code.
- c. Students must groom themselves according to the requirements of the clinical rotation site to which they have been assigned.
- d. If a preceptor requests that visible tattoos, body piercings and/or earrings, hoops, studs, etc., be covered and/or removed, the student must cover and/or remove them.
- e. Students may not wear short cut and/or tight fitting clothing, nor may they wear baggy and/or loose fitting clothing at their clinical rotation sites.
- f. Students must never use profane and/or inappropriate language at their clinical rotation sites.
- g. Students must avoid participating in, and/or spreading gossip at, their clinical rotation sites.
- h. If a student is asked by a preceptor to perform a task they think may not be legal or ethical, they must report this incident to the course instructor, the Program director, another faculty member, or a person of authority.

## **Action to be taken when a student allegedly violates either the Program of Mortuary Science Student Conduct Code and/or the Board of Regents Student Conduct Code:**

The first step in addressing alleged violations of the student conduct codes is for the appropriate party (or parties) to meet for the purpose of discussing the alleged violation(s) of the relevant conduct code(s). Often times, when the alleged violation(s) occur(s) as part of a class, the first meeting will involve only the faculty member and the student. The faculty member will meet with the student to discuss his/her concerns, and the matter may be resolved informally with no further action.

Sometimes, however, it is appropriate for the Program director, faculty member, and student to meet to discuss the alleged conduct code violation(s). The role of the Program Director is not to take sides in the matter, but rather to clarify policy and explain options and resources that are available to both the student and faculty member for the purpose of addressing the concerns that have been raised.

Depending on the nature of the alleged conduct code violation(s), it may be appropriate to refer the matter to the attention of the Office for Student Conduct and Academic Integrity (OSCAI) for their consideration, especially in instances when, at the Program level, the parties involved are not able to reach an informal resolution with respect to the alleged violation of the relevant conduct code(s).

In consultation with the appropriate official(s) from the OSCAI, a decision will be made as to whether formal charges may be filed against the student. The OSCAI will attempt first to resolve the matter informally with the student. If the student does not agree to an informal resolution present by the OSCAI, the matter may be referred to a hearing panel. The OSCAI will determine to which of the following two hearing panels the matter will be referred: 1) the Student Behavior Committee (CCSB) of the University Senate, or 2) the Committee on Student Behavior for the Program of Mortuary Science.

Information about the OSCAI procedures for addressing alleged conduct code violations can be found at the following Web site: <http://www.oscai.umn.edu/>.

Information on hearing policy procedures for the CCSB can be found at the following Web site: <http://www1.umn.edu/usenate/committees/ccsb.html>.

## **Committee on Student Behavior for the Program of Mortuary Science**

The Program's Committee on Student Behavior is an *ad hoc* committee, charged to hear original complaints against individual students accused of violating the University's Student Conduct Code and/or the Program's Professional Conduct Code. The Committee consists of four faculty members and a student:

1. The Chair: a Program faculty member, typically the Program Director;
2. A second faculty member from the Program;
3. A third faculty member from the Program;
4. A faculty member from outside the Program;
5. A Program student.

*Note:* Should a violation of the Student Conduct Code involve one or more of the above named Committee members, the Program Director will select an alternative individual(s) to serve on the Committee. Should the Program Director be the faculty member involved with the filing of the complaint, s/he will not serve on the Panel hearing said complaint.

The task of the Committee on Student Behavior is more than determining guilt and assigning a penalty; it is one of assessing the qualifications of the student for continuing enrollment in the Program in light of the individual's record of conduct.

**The Complaint.** The Mortuary Science Program's Committee on Student Behavior hears complaints submitted in writing to the Chair, identifying the student grievant, the respondent, individuals involved, the incident, the code of conduct claimed to be violated, and a brief statement of the redress sought. The Committee only hears complaints alleged to have occurred within the Program of Mortuary Science, as per University policy which requires complaints be filed in the collegiate unit where the alleged behavior or conduct occurred.

**Preliminary Resolution Procedure.** The student will be provided written notice of the offense by the Chair of the Mortuary Science Program's Committee on Student Behavior, and given an opportunity to respond. The Chair shall request a written answer from the respondent within 10 working days of his/her notification of the written complaint. Applicable Program and college procedures must be followed when providing the student with notice and the opportunity to respond.

The Chair of the Committee on Student Behavior may elect to meet with the student and individuals involved to determine whether a satisfactory resolution can be reached in an informal manner. If an informal resolution cannot be reached, the Chair may call for a hearing to resolve the complaint in a formal manner.

**Formal Resolution Procedures.** Should the Chair of the Mortuary Science Program's Committee on Student Behavior believe the student's conduct violates the University Student Conduct Code and/or the Program's Code of Professional Conduct, s/he will refer the complaint to the University's Director of the Office for Student Conduct and Academic Integrity. Typically, the Director of the Office for Student Conduct and

Academic Integrity will recommend adjudication of the matter by a Program of Mortuary Science Hearing Panel.

**Hearing Panel.** Hearing panels within the Program of Mortuary Science will be composed of the members of the Committee on Student Behavior.

**Hearing Panel Responsibilities.** Hearing panels will review the evidence and hold hearings as necessary. The panel will base its recommendations on whether a rule, policy, or established practice was violated. The panel will prepare a written report recommending a resolution of the matter, and will send the report to the parties concerned.

**Appeals.** If any of the parties are not satisfied with the resolution, an appeal may be filed with the Provost's Appeal Committee.

**Procedures for Filing an Appeal.** A request for an all-campus appeal to the Campus Committee on Student Behavior must be filed with the secretary of the Provost's Appeal Committee. See <http://www.oscai.umn.edu/resources/pacprocedures.pdf> for complete information regarding the appeals process.

## **PROCEDURES AND SANCTIONS**

Listed below are the sanctions available if any student or student organization is found guilty or pleads guilty to an offense under this Code.

1) **Warning and Admonition.** A warning or admonition means the issuance of an oral or written warning, admonition, or reprimand.

(2) **Required Compliance.** Required compliance means satisfying a bona fide University requirement as a condition for admission or continued membership in the University; restriction of privileges; restitution; removal from quarters; or withholding of diploma and degree for a specified period of time.

(3) **Confiscation.** Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

(4) **Probation.** Probation means special status with conditions imposed for a limited time after determination of misconduct.

(5) **Suspension or Expulsion.** Suspension or expulsion means termination of status in a given course for not more than one calendar year, termination of student status for not more than one calendar year, or indefinite termination of student status.

(6) **Interim Suspension.** Pending a hearing before the appropriate disciplinary committee, the president or delegate may impose immediate suspension with resultant loss of all student rights and privileges after evaluating the evidence received, the identification of parties, and the safety and well-being of students, faculty, staff, campus guests, and University property. Immediate suspension is reserved for those cases in which: (a) there is an indication that a student's misconduct will be repeated or

continued or (b) where the president or delegate believes immediate suspension is necessary to permit the University to carry on its functions. The student has a right to a prompt hearing before the president or delegate on the limited questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

# PROGRAM OF MORTUARY SCIENCE ACCEPTABLE USE POLICY FOR COMPUTERS RIGHTS AND RESPONSIBILITIES

This document is provided in an effort to:

1. Safeguard the integrity of Program computers, networks, and data.
2. Ensure that use of our computer lab resources complies with mortuary science and University policies.
3. Protect the Program of Mortuary Science, its users, and the University against possible legal action for misuse.
4. Inform Program of Mortuary Science computer users of their rights and responsibilities as users.

## GENERAL INFORMATION

Computers, networks and electronic information systems are essential resources for accomplishing the University of Minnesota's mission of instruction, research, and service outreach. The University and Program of Mortuary Science grants members of the University community shared access to these resources in support of accomplishing the University's mission.

These resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational and business activities. All authorized users of these resources are required to use them in an effective, efficient, and responsible manner.

Users must be aware of User Rights and Responsibilities, which outline liability for personal communication, privacy and security issues, and consequences of violations. Users should also be aware of the University's Rights and Responsibilities, as well as any additional requirements of their individual unit or campus. A list of relevant University information technology policies, standards, and guidelines is available in the Related Information section.

## MORTUARY SCIENCE COMPUTER USE

Software available in the computer lab includes the Microsoft Office suite of applications (Word, Excel, and PowerPoint), Adobe Reader and Internet Explorer.

Files you work on when using Program computers need to be stored in a safe place **other than the computer hard drive**. The best option is to use your own personal memory stick. Files stored on the hard drive may be deleted, without notice, as part of regular hardware maintenance.

All Program computers users should be familiar with the full content of this document. However, in the interests of brevity, here are the basic ideas:

1. Do not use computers for illegal, unethical, or unauthorized purposes.
2. Protect your data with the correct file permissions, and respect others' privacy.
3. Contact Molly Diethelm, Student Personnel Coordinator, at [dieth007@umn.edu](mailto:dieth007@umn.edu) or 612-624-6464, if you have questions, comments, or concerns about the Program's computers. Only use resources that have been deliberately allocated to you, i.e., do not try to circumvent security or administrative measures on the systems. Become familiar with the system, and avail yourself of all the resources for which you have authorization.

### **APPROPRIATE USE OF COMPUTER WORKSTATIONS AND ELECTRONIC RESOURCES**

Priority for use of Program computers is given to the Program of Mortuary Science students engaged in research and paper writing activities.

In accordance with the University Regents' Policy on Academic Freedom and Responsibility, and Mortuary Science's policy on appropriate use of computer workstations, the Program of Mortuary Science does not control information available over the Internet, and is therefore not responsible for its content. Students should be aware that Internet sites may contain offensive or controversial material. Computers are in a public building; users are expected to show consideration for others.

Users of Program computers shall not make any attempt to damage computer equipment or software, alter software configuration, or engage in any illegal or criminal activities as provided under the University's policy on Acceptable Use of Computers, Networks, and Electronic Information Systems Technology. In addition, students who engage in loud or boisterous behavior that disrupts others' use of the computers may be denied further access to the computer lab.

### **ACCESS PRIORITIES**

1. Class or other group reservations for instructional purposes.
2. Individual students working on course assignments.
3. Faculty or staff doing work supporting instructional use of the facilities.
4. Users for research or related work.
5. E-mail access, internet browsing (unrelated to research).

## **ACTIVITIES ACCEPTABLE WHEN USING PROGRAM OF MORTUARY SCIENCE COMPUTERS**

1. Use computer resources consistently with stated priorities.
2. Honor the privacy of others.
3. Report system problems to Molly Diethelm, Student Personnel Coordinator, at [dieth007@umn.edu](mailto:dieth007@umn.edu) or 612-624-6464 when you notice them. (Since you are paying for the privilege of using the computer, it is in your best interest to help ensure they are in top operating condition.)
4. Periodically check your account for signs of unauthorized use (theft of service).
5. Report unusual system behavior and violations of policy to a mortuary science staff member.

## **ACTIVITIES PROHIBITED WHEN USING PROGRAM OF MORTUARY SCIENCE COMPUTERS**

The following is a list of things not permitted when using a Program computer.

1. Do not share your email account access.
2. Do not circumvent, or attempt to circumvent, system security settings.
3. The use of your account to subvert or change system security settings is strictly prohibited.
4. Do not use computers to transmit or distribute personal or private information about individuals unless you have explicit, written authorization from the individuals involved.
5. Do not create programs that secretly collect information about users.
6. Do not impersonate any other person.
7. Do not send anonymous e-mails or make anonymous postings.
8. Do not use computer resources to violate other policies or laws. Computer networks offer new ways to commit actions that violate laws or policies that are covered elsewhere. Some policies and laws to keep in mind include the Student Conduct Handbook and Title 18USC1030, Computer Fraud and Abuse.
9. Do not use your university internet account for commercial purposes. Your account exists for academic work, research, etc., only. Use of it for non-academic purposes is highly discouraged, and commercial use is explicitly prohibited. When it is discovered that an account is being used for non-academic purposes, that account may be deactivated without



warning.

10. Do not look through another user's files without explicit permission. File access permissions can be individually set for each file by the file owner. Unfortunately, many people do not realize the ramifications of leaving their files and/or directories open for world-readability. However, just because someone sets access permissions on a file or directory so that it is accessible to you does not automatically mean you should access it. Some users inadvertently set permissions on their data to settings that grant other users access to their data purely by accident; you should not access the data in such instances without the owner's permission.
11. Do not intercept or monitor any network communications that are not explicitly meant for you.
12. Do not log in with a password-protected screensaver. Using password-protected screensavers may result in lost data due to a reboot to reclaim control of the machine.
13. Do not provide the door code to, or allow non-authorized users to use, the classrooms.
14. Do not disconnect, reconnect or reconfigure hardware.
15. Do not copy software or music that is copyrighted or otherwise restricted.
16. Do not damage or remove any property from the facility.
17. Do not install unapproved software. Unapproved software will be summarily uninstalled.
18. Do not move, change or reconfigure files on facility disks, including hard drives.
19. Do not reconfigure software to run unauthorized plug-ins.
20. Do not use software that interferes with facility operations (e.g., games or viruses that debilitate or crash individual machines or networks).
21. Do not use software that interferes with other facility users (e.g., emits loud or obnoxious sounds) or which is used to capture information from them (e.g., keystroke capture software), or is specifically banned by the University of Minnesota, specifically Napster and similar software.
22. Do not use software whose intent is to scan for vulnerabilities or gain unauthorized access to computers.
23. Refrain from the generation, display or printing of offensive material as covered by the University's policy on equal opportunity and non-discrimination, including sexually or racially offensive or harassing materials.

24. Refrain from disruptive, threatening or abusive language or behavior.
25. Use University e-mail, computers, and networks only for legal, authorized purposes. Unauthorized or illegal uses include but are not limited to:
  - a. Harassment;
  - b. Destruction of or damage to equipment, software, or data belonging to others;
  - c. Unauthorized copying of copyrighted materials; or
  - d. Conducting private business unrelated to University activities.
26. Never engage in any activity that might be harmful to systems or to any information/data stored thereon, such as:
  - a. Creating or propagating viruses;
  - b. Disrupting services or damaging files; or
  - c. Making unauthorized or non-approved changes
27. When vacating computer workstations, sign-off or secure the system from unauthorized use.
28. Use only legal versions of copyrighted software on University of Minnesota owned computer or network resources, in compliance with vendor license requirements.
39. Do not monopolize systems, overload systems or networks with excessive data, or waste computer time, connect time, disk space, printer paper, manuals, or other resources.

## **PENALTIES**

Violations of the above rules may constitute violations of state and/or federal laws as well as of the University Student Conduct Code and Mortuary Science Student Code of Professional Conduct, and will be prosecuted in any applicable venue(s). In addition, violations may result in immediate suspension or denial of facility use privileges.



## ADMINISTRATIVE POLICY

# Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester

**Policy Contents**

- [Policy Statement](#)
- [Reason for Policy](#)
- Procedures
- Forms/Instructions
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- [FAQ](#)
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- [Responsibilities](#)
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**Effective Date:** April 2009**Last Update:** April 2013**Responsible University Officer:**

- Senior Vice President for Academic Affairs and Provost

**Policy Owner:**

- Vice Provost and Dean of Undergraduate Education
- Vice Provost and Dean of Graduate Education

**Policy Contact:**

- [Tina Falkner](#)

**CONSULTED WITH:** Faculty Senate

Printed on: August 8, 2014. Please go to <http://policy.umn.edu> for the most current version of the Policy or related document.

## POLICY STATEMENT

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### A. Establishment and Use of University Grading Systems

1. There are two distinct grading systems on each campus of the University, A-B-C-D-F (with pluses and minuses as permitted by this policy) and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course. This policy does not require any instructor to use pluses and minuses.
2. There are, in addition, registration symbols identified and described in this policy that carry neither grade nor credit.
3. No campus, college, or program is required to offer a course on the S-N grading system.
4. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.
5. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
6. Except as provided in this policy in Sections A (7) and F (12), no college may use any grading systems other than the ones established by this policy.
7. The Law School and the Medical School are exempt from the provisions of this policy, but will report their grading systems, and any changes therein, to the Faculty Senate. Any other units that believe that the national norms of their profession require a different grading system may make application to the Senate Committee on Educational Policy for an exemption from this policy. The Faculty Senate must approve all such exemptions.
8. The No Grade (NG) grading basis is used for certain graduate-level registrations as determined by the Graduate School.

### B. Permanent Grades for Academic Work for Credit

1. The list below identifies the possible permanent grades that can be given for any course for which credit is to be awarded. These grades will be entered on a student's official transcript and, for an A, B, C, or D with permitted pluses and minuses, carry the indicated grade points. (Except for the Law School, the University does not award A+ grades, nor are D- grades permitted). The S grade will not carry grade points but the credits will count toward the student's degree program if allowed by the college, campus, or program.

- A 4.000 - Represents achievement that is outstanding relative to the level necessary to meet course requirements
  - A- 3.667
  - B+ 3.333
  - B 3.000 - Represents achievement that is significantly above the level necessary to meet course requirements
  - B- 2.667
  - C+ 2.333
  - C 2.000 - Represents achievement that meets the course requirements in every respect
  - C- 1.667
  - D+ 1.333
  - D 1.000 - Represents achievement that is worthy of credit even though it fails to meet fully the course requirements
  - S Represents achievement that is satisfactory, which is equivalent to a C- or better.
2. These definitions apply to grades awarded to students who are not enrolled in graduate, post-baccalaureate, and professional programs, but the grade points are the same no matter the level or course of enrollment.
  3. Instructors are permitted to hold graduate and undergraduate students who are in the same class to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class.
  4. These are the general University standards. In connection with all symbols of achievement instructors will define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each.

### C. Permanent Grades for Academic Work for which No Credit is Given

1. There are two permanent grades given for a course for which no credit is to be awarded. These grades will be entered on a student's official transcript.
  - F "0" Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section D). The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course will count in the grade point average.
  - N Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section C). The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.
2.
  - a. **Scholastic dishonesty.** Scholastic dishonesty in any portion of the academic work for a course will be grounds for awarding a grade of F or N for the entire course, at the discretion of the instructor. This provision allows instructors to award an F or an N to a student when scholastic dishonesty is discovered; it does not require an instructor to do so. Students who enroll for a course on the A-F grading system will receive an F if such grade is warranted; students who enroll for a course on the S-N system will receive an N if such grade is warranted. (See Board of Regents Policy: [Student Conduct Code](#) for a definition of scholastic dishonesty.)
  - b. If the instructor determines that a grade of F or N for the course should be awarded to a student because of scholastic dishonesty, the student cannot withdraw to avoid the F or N. If the student withdrew from the course before the scholastic dishonesty was discovered or before the instructor concluded that there was scholastic dishonesty, and the instructor (or the appropriate hearing body if the student requests a hearing) determines that the student should receive the F or the N, the student will be re-registered for the course and the F and N grade will be entered on the transcripts.

**D. Incompletes**

1. There will be a symbol I (incomplete) awarded to indicate that the work of the course has not been completed. The I will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time.
2. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements (except as provided in section D (8)).
3. Work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given for all students except graduate and professional students. If not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course. If an I changes automatically to an F or an N, the instructor has the discretion to reinstate the I for one additional year only.
4. For graduate and professional students, an I remains on the transcript until changed by the instructor or department.
5. When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.
6. A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student. (Depending on the timing of when the work is turned in and the ability of the instructor to award a grade, an F or an N may appear temporarily on the transcript.) Students who have received an I in a course are not allowed to sit in on the class again (that is, without registering for it) to complete the grade.
7. If a student graduates with an I on the transcript, the I will remain permanently an I. A student may petition his or her college, within a year of graduation, to complete the work in the course and receive a grade. The degree GPA is frozen upon graduation but the cumulative GPA will reflect the change in GPA if a student chooses to complete the work and change the I to a grade within a year of graduation.
8. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s).
9. Receipt of an I in a course does not create an entitlement for a student to take the course a second time.

**E. Other Transcript Symbols****1. Auditing a course.**

- a. There will be a symbol V, visitor, indicating registration as an auditor or visitor, which will carry no credit and no grade.
- b. Students auditing a course are required to pay full tuition but do not take exams and are not required to do homework. An auditor is entered on the class roster (grade report), is counted as filling a seat in a controlled entry course, and is counted in an instructor's student contact hours.
- c. Students may not sit in on a course without registering for it.
- d. A student will be allowed to take a previously audited class for a grade.

**2. Withdrawing from a course.**

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

student's transcript.

- c. **One-time late withdrawal:** Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the deadline for withdrawal and at any time up to and including the last day of instruction for that course. A student may not withdraw after completing the final examination or equivalent for a course.
  - d. Except as provided in the preceding section, withdrawal after the deadlines will require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.
3. **Continuation course.** There will be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor will submit a grade for each X when the student has completed the sequence.
  4. **Course in progress.** There will be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.
  5. **No grade reported.** There will be a symbol NR, administratively assigned to indicate that a grade was not reported for the course. The NR does not carry any GPA points.

## F. Other Provisions

1. **Zero-credit courses.** Courses that carry zero credits do not count in either term or cumulative grade point averages. Such courses carry normal tuition and fee charges.
2. All grades for academic work are based on the quality of the work submitted, not on hours of effort. Instructors have the responsibility and authority to determine how final grades are assigned, including, in classes where they use numeric scores, the method that will be used to translate numeric scores into letter grades. (Examples: the instructor may decide that 90% equals an A, 80% a B, and so on, or the instructor may decide that the top 10% of the scores will receive an A, the next 20% a B, and so on.)
3. **Counting credits toward a University degree.**
  - a. A course that carries University credit toward a degree in one department or college must carry University credit in all other departments and colleges (except insofar as those credits exceed the limit on skills credits established in the policy Credit Requirements for an Undergraduate (baccalaureate) Degree.
  - b. A department or college has discretion to decide whether a course completed in another unit will count towards the specific college or department/program /major requirements.
4. When a student graduates, no further changes to his or her transcript will be made (to that portion of the transcript related to the program from which the student graduated) except as expressly allowed under the provisions of this policy.
5. **Releasing transcripts.** The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes.
6. **Repeating courses.**
  - a. An undergraduate student may repeat a course only once (except as noted in section 6(c)). The college offering the course may grant an exception to this provision. [Morris only] Students who receive a grade of S or C or higher may repeat a course only if space permits.
  - b. When a student repeats a course before receiving his/her degree, (a) both grades for the course will appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course will count in the student's grade point average.
  - c. Provisions 6 (a) and (b) of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."
  - d. If an undergraduate student repeats a course after his/her degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.
  - e. Bracketing is the practice of not including a course in the calculation of a

student's GPA and not counting the course as satisfying any degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts (except as provided in 6 (c)). No department or college may bracket the courses of another department or college for any reason other than course repetition. An F may not be bracketed with an N. A University course may not be bracketed with a course taken at another institution. The Graduate School does not bracket courses.

- f. When a student enrolled in the Graduate School repeats a course, provisions 6(a) and (b) apply, but all grades for the course will be counted in the student's grade point average.
7. **Grade point average.** Every student will have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which will be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the term and cumulative grade point average will appear on each student's record.
8. **Final grade due date.** Final grades will be submitted to the Registrar no later than three business days after the last day of the final examination period.
9. This policy may be modified from time to time but existing transcripts will not be modified when there are changes in policy. Changes to the grading and transcript policy will be reflected on the legend on the back of the official transcript.
10. **Compiling and reporting grading data.**
  - a. Data on the mean grade point average by designator and course level, on the percentage of As awarded by course level, and on overall collegiate grade point averages will be prepared for grades awarded each Fall Semester. Data should be reported for all undergraduate students. Cells in the tables with fewer than 10 grades should be suppressed, in order to protect the privacy of students, but the numbers should be included in the totals.
  - b. The Office of Institutional Research will produce the required tables and provide them to the chair of the Senate Committee on Educational Policy and to the Office of the Senior Vice President for Academic Affairs and Provost.
  - c. The data tables and graphs required in 10 (a) and (b) will be reported annually to the Faculty Senate. These data should also be provided to all deans and department heads and made available to faculty and students.
11. All colleges and campuses will publish each term a dean's list, consisting of students who achieved a 3.666 GPA or higher and who completed a minimum of 12 credits on the A-F grading system. There will be a transcript notation for each term that a student achieves the dean's list. Students who have chosen to suppress all their public information (which includes academic awards and honors) will not be included on the published dean's list.
12. **Alternative grading systems.**
  - a. Only the Senate Committee on Educational Policy will have the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible system-wide adoption. Such permission may be granted if the proposal does not interfere significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems will be reported for information to the University Senate as soon as permitted and, after the specified period, will be re-evaluated, either to be discontinued, or with University Senate approval on recommendation from the Senate Committee on Educational policy, made part of the system-wide policy. Except for the provisions of this section 6, no college or program may use any grading system except for the one contained in this policy.
  - b. Because alternative grading systems, once used, must be maintained by the University forever afterward (to preserve the integrity of the transcripts), the Senate Committee on Educational Policy will rarely grant permission for alternative grading systems. It will consider doing so only when (1) those who propose it can make a persuasive case that the alternative is a more accurate and effective way to measure and record student academic performance, and (2) there is strong reason to believe that the proposal will be useful to all colleges and campuses of the University (except the Law School and Medical School).

## Exclusions

This policy is not applicable to the Duluth campus.

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## REASON FOR POLICY

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A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.

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## PROCEDURES

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There are no procedures associated with this policy.

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## FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

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## APPENDICES

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- [Scholastic Committee Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time](#) (PDF)
- [Student Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time](#) (PDF)

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## FREQUENTLY ASKED QUESTIONS

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- [Grading and Transcripts FAQ](#)

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## ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
Primary Contact(s)	<a href="#">Tina Falkner</a>	612-625-1064	<a href="mailto:rovic001@umn.edu">rovic001@umn.edu</a>
Twin Cities Campus	<a href="#">Sue Van Voorhis</a>	612-625-8098	<a href="mailto:vanvo002@umn.edu">vanvo002@umn.edu</a>
Crookston Campus	<a href="#">Ken Myers</a>	218-281-8200	<a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a>
Morris Campus	<a href="#">Clare Dingley</a>	320-589-6026	<a href="mailto:strandcd@morris.umn.edu">strandcd@morris.umn.edu</a>
Rochester Campus	<a href="#">Janet Crittenden</a>	507-258-8008	<a href="mailto:j-crit@umn.edu">j-crit@umn.edu</a>

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## DEFINITIONS

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### Major/program requirements

Program requirements include those determined as the requirements to complete a major or minor in a department. Program requirements must be completed in addition to the other requirements for a degree (e.g. liberal education requirements).

### Scholastic Dishonesty

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

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## RESPONSIBILITIES

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### Office of the Registrar

Maintain the transcript

### Instructor

Submit final grades within three working days of the last day of final exams.

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## RELATED INFORMATION

[RETURN TO TOP](#)

- Board of Regents Policy: [Conflict Resolution Process for Student Academic](#)



[Complaints](#)

- Board of Regents Policy: [Student Conduct Code](#)
- Administrative Policy: [Credit and Grade Point Requirements for an Undergraduate \(Baccalaureate\) Degree: Twin Cities, Morris, Rochester](#)
- [Office of Student Conduct and Academic Integrity](#)
- [Request for Official Transcript](#)

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## HISTORY

[RETURN TO TOP](#)**Amended:**

May 2014 - Major Revision. Moves the drop course date from the eighth week of the class to the tenth week of the class for Morris, Rochester, and the Twin Cities, which allows the student to make a more informed decision about the drop.

**Amended:**

April 2013 - Minor revision: 2 appendices added - Scholastic Committee Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time and Student Guidelines: Petition guidelines for undergraduate students enrolling in a course a third time

**Amended:**

April 2010 - Scholastic Dishonesty: Aligns practices across campuses and eliminates a way for students to avoid consequences for cheating by withdrawing from course; Final Grade due date - makes language consistent with related policy and with current practice.

**Amended:**

December 2009 - Policy now applies to Crookston.

**Amended:**

September 2009 - Added question 2 to FAQ.

**Amended:**

April 2009

**Effective:**

April 2009



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**STUDENT CONDUCT CODE**

**Adopted:** July 10, 1970

**Amended:** December 13, 1974; March 11, 1994;  
June 13, 2003; December 8, 2006; October 11, 2012

**Supersedes:** (see end of policy)

**STUDENT CONDUCT CODE**

**SECTION I. GUIDING PRINCIPLES.**

- (a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
- (b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
- (c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- (d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
- (e) The University is dedicated to the rational and orderly resolution of conflict.

**SECTION II. SCOPE.**

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

**SECTION III. DEFINITIONS.**

**Subd. 1. Academic Environment.** *Academic environment* shall mean any setting where a student is engaged in work toward academic credit, satisfaction of program-based requirements, or related activities including but not limited to on line courses, learning abroad, and field trips.

**Subd. 2. Campus.** *Campus* shall mean all University premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by the University, and adjacent streets and sidewalks.

**Subd. 3. Plagiarism.** *Plagiarism* shall mean representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples include, but are not limited to:

- copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;



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- paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's; and
- borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.<sup>1</sup>

**Subd. 4. Student.** *Student* shall mean any person taking courses at the University or enrolled in a University program; any person participating as a student in University activities prior to the start of classes; any student who is not enrolled or registered for a particular term but has a continuing relationship with the University; any student who withdraws, transfers, or graduates after an alleged violation of the Student Conduct Code; and any already graduated student when the conduct at issue implicates the student's University degree.

**Subd. 5. Student Organization.** *Student organization* shall mean any organization of students that is or has been registered as a University student organization under applicable University policies or procedures.

**Subd. 6. University-Sponsored Activities.** *University-sponsored activities* shall mean any program or event sponsored by the University, including but not limited to those sponsored by student organizations, or athletics.

## SECTION IV. JURISDICTION.

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

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

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

- (a) constitutes a criminal offense as defined by local, state, or federal law or ordinance, regardless of the existence or outcome of any criminal proceeding; or
- (b) indicates that the student may present a danger or threat to the health or safety of the student or others.

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<sup>1</sup> Portions used with permission from New York Institute of Technology and University of Texas, San Antonio.



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### SECTION V. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

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

### SECTION VI. DISCIPLINARY OFFENSES.

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

**Subd. 1. Scholastic Dishonesty.** Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

**Subd. 2. Disruption of the Academic Environment.** Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn.

**Subd. 3. Falsification.** Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

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

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



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

**Subd. 7. Bullying.** Bullying means aggressive behavior directed at another person, either in person or through electronic means, that causes stress or harm and that is repeated over time, including but not limited to assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.

**Subd. 8. Sexual Assault.** Sexual assault means actual, attempted or threatened sexual contact with another person without that person's consent. Sexual assault is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Conduct Code and employee discipline procedures.

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

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

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

**Subd. 12. Providing Alcohol to Minors.** Providing alcohol to minors means directly or indirectly providing alcohol to anyone under the legal drinking age.

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

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

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



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

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

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

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

**Subd. 20. Violation of Local, State, or Federal Laws or Ordinances.** Violation of local, state, or federal laws or ordinances means engaging in conduct that violates a local, state, or federal law, or ordinance, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

**Subd. 21. Persistent Violations.** Persistent violations means engaging in repeated conduct or action in violation of this Code.

### **SECTION VII. SANCTIONS.**

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



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**Subd. 1. Academic Sanction.** An academic sanction means a sanction affecting the course or academic work of the student for violation of Section VI, Disciplinary Offenses, Subdivision 1, Scholastic Dishonesty.

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

**Subd. 3. Probation.** Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

**Subd. 4. Required Compliance.** Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

**Subd. 5. Confiscation.** Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

**Subd. 6. Restitution.** Restitution means making compensation for loss, injury, or damage.

**Subd. 7. Restriction of Privileges.** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

**Subd. 8. University Housing Suspension.** University housing suspension means separation of the student from University Housing for a defined period of time.

**Subd. 9. University Housing Expulsion.** University housing expulsion means permanent separation of the student from University Housing.

**Subd. 10. Suspension.** Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

**Subd. 11. Expulsion.** Expulsion means the permanent separation of the student from the University.

**Subd. 12. Withholding of Diploma or Degree.** Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

**Subd. 13. Revocation of Admission or Degree.** Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.

**SECTION VIII. INTERIM SUSPENSION.**

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization



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**Supersedes:** (see end of policy)

poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

### **SECTION IX. HEARING AND APPEALS OF STUDENT DISCIPLINE.**

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

The appeals procedure must describe:

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

### **SECTION X. DELEGATION OF AUTHORITY.**

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

**Supersedes:** Existing Disciplinary Appeals Policies in Contradiction and Specifically Repeals the Appeals Policies dated February 9, 1979.