Email
Your University-assigned student email account (@umn.edu) is the official means of communication from the University and CEHD. Check your University-assigned email account regularly. Failure to do so may result in missing information vital to your success in the program. It is possible to forward your University email to another account (for example: hotmail, yahoo, etc.); however, you risk losing important information due to provider spam settings. If you choose to forward email to a personal account, you are still responsible for all information sent to your University email address, including attachments.

Name Change
Students who change their name, address, or other personal information during the course of their program are responsible for notifying the University. In order to request an official change with the University, students must submit the appropriate University forms, including the Name Change Request or Notice of Address Change forms, available online: onestop.umn.edu/forms/index.html, or at the University’s One Stop office. Students must also notify Contact YDL Academic Adviser Cindy Pavlowski, pavlo002@umn.edu, about these changes.

Performance Standards and Progress
Students are responsible for knowing all program requirements for their degree. If requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.

GPA/Grade Requirements
Remaining in good academic standing includes meeting the 2.80 (on a 4.00 scale) minimum GPA requirement each semester. Students who fall below the program’s minimum GPA requirement may be terminated from the program. Students must have a 2.80 overall GPA for courses included on the degree plan at the time of degree clearance.
Grading Options

A minimum of 2/3 of the course credits included on a degree plan must be taken for a letter grade (A/F). There are certain courses within your program that only offer S/N grading, and these are excluded from the 2/3 requirement calculation. However, it is generally good practice to take courses on the A/F grading scale when it is an option, as A/F grades communicate the quality of your work more accurately.

Registration

Course registration is done online once you have been officially admitted to your program. Registration instructions are on the One Stop website: www.onestop.umn.edu/registration/index.html. You must register each term to remain an active student in your program.

Continuous Enrollment

Students are required to enroll every regular semester (fall and spring) from the time of matriculation until degree conferral. Failure to do so may result in negative consequences related to academics, visa, financial aid, and other student issues. Contact YDL Academic Adviser Cindy Pavlowsk, pavlo002@umn.edu, as soon as possible if you plan to have a break in your degree program.

Time Limit for Completion

All requirements for the master’s degree must be completed and the degree awarded within five calendar years after initial enrollment in the graduate program. Students who are unable to complete the degree within the time limits due to extraordinary circumstances may petition for an extension of up to 12 months. Students must obtain the approval of YDL Program Director Jerry Stein by submitting a petition (see “Petitions” section below).

Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed. If readmitted, the student would most likely need to complete the program requirements in place at the time of readmission, which may lead to additional coursework.

Readmission

Students whose active student status has lapsed and who wish to resume graduate work must seek readmission to their graduate program or to another graduate program. Readmission is not guaranteed, and colleges and programs may add conditions to the readmission (e.g., course grades older than a specified number of years may not be
included in the degree plan). Contact YDL Academic Adviser Cindy Pavlowski, pavlo002@umn.edu, for information about how to apply for readmission.

**Change of Degree Objective**

Currently enrolled graduate students who wish to change or add a degree objective must request the change or addition of degree objective.

**Leave of Absence and Reinstatement**

Students may need to interrupt their enrollment for reasons they cannot control. A formal leave of absence provides students the opportunity to return to the University under the rules and policies in effect when they left and without affecting their time to degree. It also allows the University the opportunity to counsel students about actions they must take to be reinstated upon the expiration of the leave. An approved leave of absence may not exceed two academic years, and the time on leave will not be counted toward the time to degree.

You must apply for the leave as well as request a reinstatement when you’re ready to return. The policy and links to forms are found here: [http://policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html](http://policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html) (forms under Forms/Instructions section). A signature from your departmental Director of Graduate Studies is required, after consultation with your faculty adviser.

**Petitions**

There are two petitions; each is used for specific situations:

**The Graduate Registration Exception Request.** Used for all registration-related issues such as adding or cancelling a course after the deadline, swapping courses, changing a grade basis, add or reduce credit load requirements, register for more than 18 credits per term, or other extenuating circumstances. The form is located on the One Stop forms website: [www.onestop.umn.edu/forms/index.html](http://www.onestop.umn.edu/forms/index.html) (under the Registration Forms section).

Once submitted, the form will be routed to the appropriate instructor/department for review and decision.

**Academic Policy Petition.** Used for requesting acceptance of transfer credits, extension to the time limit for completing program, and course substitutions for degree requirements. The form is located on the One Stop forms website: [www.onestop.umn.edu/forms/index.html](http://www.onestop.umn.edu/forms/index.html) (under the Registration Forms section).

This form is only in a paper version (not electronic) so it will need to be filled out and
printed. Obtain departmental and/or faculty recommendations as appropriate for the petition type and attach any necessary documentation.

For requests to have coursework from outside institutions applied to your degree plan, you must have an official transcript (original in a sealed envelope) attached to the petition. If your faculty adviser needs to review your transcript before signing off on the departmental recommendation, please ask them to sign the back of the official transcript envelope verifying that it was sealed at the point of review, and include this signed envelope and the transcript with your petition.

Submit the petition and supplementary materials to YDL Academic Adviser Cindy Pavlowski, 140C Peters Hall. With either petition, you will be notified through your U of MN email regarding the final decision.

**Student Conduct Code – Scholastic**

**Dishonesty/Plagiarism**

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else’s work as your own, can result in disciplinary action. The University Student Conduct Code, available on the Office of Student Conduct and Academic Integrity (OSCAI) website: [www.oscai.umn.edu/index.html](http://www.oscai.umn.edu/index.html), defines scholastic dishonesty as follows:

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

Plagiarism is defined as 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;

+ 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.

If you are confronted with allegations of misconduct, the University has a process in place to resolve the issue. Review the Discipline Process outlined under the Student Information section of the OSCAI website for detailed information. You can also obtain the assistance of an ombudsman through the Student Conflict Resolution Center (www.sos.umn.edu/) to help you through the process.

Note: OSCAI does not assist with academic performance issues. Review the Conflict Resolution/Grievance Process for more information about resolving those disputes.

Degree Progress Expectations and Review

(1) **Minimum GPA expectation:** students must maintain a minimum 2.8 GPA each semester and also a 2.8 cumulative GPA to be considered in good academic standing. All courses must be graded at a “C-” or higher level for satisfactory progress and for degree completion. (Note: where warranted, programs have the authority to allow exceptions to the “C-” minimum for an individual student taking a specific course for degree completion purposes.)

(2) **Completion of course credits:** students are expected to complete all courses in which they enroll. To remain in good academic standing, students may not accumulate more than one course graded “incomplete.”

**Timeline:**

**End of year review:** at the end of each academic year, student records will be reviewed in
the department, and students will be informed if they have fallen below minimum academic expectations for GPA and completion of course credits by the start of the following semester.

**Documentation:** Progress Warnings and the individualized expectations for improving the academic or professional performance will be part of a student’s permanent record of advisement.

**Conflict Resolution/Grievance Process**

If you have a dispute, the first step of any resolution should be at the lowest unit level, between the parties involved or the parties and an appropriate third party (e.g., other faculty, program coordinator, or student services adviser). Students may wish to contact the Student Conflict Resolution Center ([www.sos.umn.edu/](http://www.sos.umn.edu/)) or similar support services for advice and possible mediation. If no informal resolution is reached at the lowest unit level, a student may seek informal resolution at the collegiate level with the other party and higher level administrators. If the issue is not resolved informally, the student may seek formal resolution. Information about filing a formal grievance is found on the Office for Student Conduct and Academic Integrity website: [http://www.oscai.umn.edu/](http://www.oscai.umn.edu/).

**Sexual Harassment Policy**

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. For additional information, please consult Board of Regents Policy: [http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf](http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf).

**Access to Educational Records**

In accordance with University of Minnesota Board of Regents’ policies on access to student records, information about a student may not be released to a third party without the student’s permission. Exceptions under the law include state and federal educational and financial aid institutions. Some student information – name, address, email, telephone number, dates of enrollment and enrollment status (full-time, part-time, not enrolled, withdrawn, and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned – is considered public or directory information. Students may prevent the release of public information by notifying the records office on their campus. Students have the right to review their educational records and to challenge the contents of those records.