

M.ED. HANDBOOK

HOW TO USE THIS HANDBOOK

This handbook is designed for students in the master of education (M.Ed.)/initial licensure and M.Ed./professional studies programs. This reference guide offers information about policies, procedures, and resources in the College of Education and Human Development. It should serve as a ready reference for you and your faculty adviser throughout your studies, providing answers to many of your questions and guidance as to where to go when you need further information. Feel free to contact CEHD Student Services whenever you need additional assistance.

The first section of the handbook addresses advising and registration questions followed by information on policies, academic departments, and services. Throughout the handbook you will see Grad Notes—observations gathered from alumni, students, faculty, staff, and advisers.

This handbook was prepared by Student Services staff to help students navigate the M.Ed. program. Student Services appreciates the support and contributions of CEHD faculty, staff, and students, who have made this handbook possible.

We hope you find this handbook to be a useful tool. We hope that you find your experience as a University of Minnesota M.Ed. student both challenging and enriching.

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86 Pleasant Street S.E.
Minneapolis, MN 55455
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COLLEGE OF EDUCATION
+ HUMAN DEVELOPMENT

UNIVERSITY OF MINNESOTA

TABLE OF CONTENTS

1. Getting Started

Academic departments.....	3
The M.Ed. program	4
Program advisers.....	4
Preparing for a program planning session	4
M.Ed. program policies.....	4
Where to go for help	5

2. Registration

Initiating your e-mail account	6
Registering for courses	6
Health insurance.....	6
Tuition and fees.....	7
Semester conversion	7
Grades	7

3. Program in Progress

Contact your adviser/plan your program	8
Changes to your program	8
Changing your name, contact and other personal information	8
Petition process	8
M.Ed. coursework	8
Initial teaching licensure requirements	9

4. Preparing to Graduate

Program forms	9
Application for M.Ed. Degree and/or Certificate	9
Graduation.....	9

5. M.Ed. Checklist

.....	10
-------	----

6. CEHD Resources

Scholarships and fellowships.....	11
GradSEHD (Graduate Students of Education and Human Development)	11
Exploratory, Transition, and Career Services (ETCS).....	11
Diversity resources	11
Event calendars.....	11

7. Campus Resources

Tuition, financial aid, and employment	11
Scholarships and fellowships.....	11
Student Academic Success Services (SASS).....	12
International student resources.....	12
Computing.....	12
Identification cards	12
Bookstores	12
Escort service.....	13
Parking and Transportation Services.....	13
Academic support	13
Counseling services.....	13
Disability services	14
English language programs for native and/or non-native speakers of English.....	14

Multicultural programs.....	14
Public safety, legal grievance, and harassment.....	14
Health services	15
Student-parent support (child care).....	15

8. Important University of Minnesota Phone Numbers and Student Resources

.....	15
-------	----

9. University of Minnesota Policy Statements

E-mail policy	16
Equal opportunity.....	16
Disability access.....	16
Grievance policy	16
Student conduct	16
Access to educational records.....	17
Sexual harassment policy.....	17
Smoke-free campus	17
Immunization	17
Veterans certification.....	17

1. GETTING STARTED

Academic departments

The College of Education and Human Development is comprised of nine academic departments as well as numerous research and service centers or institutes. Each department offers courses and resources within a specialized area and we encourage you to look across the college when seeking to fulfill electives in your program.

The college has 184 faculty and more than 5,374 students. Consistently ranked as one of the most productive professional schools of education in the country, the college is a state, national, and international leader in teaching, research, and outreach. Several of the college's academic units are ranked in the top five nationally. Our primary academic units include:

Curriculum and Instruction (C&I)

145 Peik Hall
159 Pillsbury Drive S.E.
Minneapolis, MN 55455
612-625-4006
Department chair: Ruth Thomas

Educational Policy and Administration (EdPA)

330 Wulling Hall
86 Pleasant Street S.E.
Minneapolis, MN 55455
612-624-1006
Department chair: Darwin Hendel

Educational Psychology (EdPsych)

250 Education Sciences Building
56 East River Road
Minneapolis, MN 55455
612-624-6083
Department chair: Susan Hupp

Family Social Science (FSoS)

290 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108
612-625-1900
Head: Jan McCulloch

Institute of Child Development (ICD)

180 Child Development Building
51 East River Road
Minneapolis, MN 55455
612-624-0526
Director: Nicki Crick

Postsecondary Teaching and Learning (PsTL)

140 Appleby Hall
128 Pleasant Street S.E.
Minneapolis MN 55455
612-626-8705
Chair: Amy Lee

School of Kinesiology

111 Cooke Hall
1900 University Avenue S.E.
Minneapolis, MN 55455
612-625-5300
Director: Mary Jo Kane

School of Social Work (SSW)

105 Peters Hall
1404 Gortner Avenue
St. Paul, MN 55108
612-625-1220
Director: James Reinardy

Work and Human Resource Education (WHRE)

210A Vocational and Technical Education Building
1954 Buford Avenue
St. Paul, MN 55108
612-625-3757
Department chair: Ken Bartlett

The M.Ed. program

The M.Ed. is a professional, graduate-level degree that emphasizes applied coursework and usually requires completion of a field-based experience. The M.Ed. is available in two tracks: initial licensure or professional studies.

- The M.Ed./initial licensure program is a professional degree designed to prepare students seeking initial licensure to teach in preK–12 public school settings. While completing licensure requirements, students also earn credits toward the M.Ed. degree.
- The M.Ed./professional studies degree programs are designed to meet the needs of practicing professionals in education and human development fields. Following admission to the program, the student and faculty adviser meet to plan a program. Students seeking additional licensure also are admitted to the college as professional studies students.

Program advisers

Your advisers play an important role in your graduate studies, from initial notification of your admission to the college to the completion of your M.Ed. degree. Although the approach to advising may differ among departments, these general principles apply to all departments:

- Academic advising is available to prospective and currently enrolled students.
- Academic advising addresses students' needs in coursework, program planning, and developmental issues.

M.Ed. students may work with the following advisers:

Faculty adviser: Students work with a faculty adviser throughout their M.Ed. program. The faculty adviser assists students with planning for required and elective coursework, and offers guidance and direction for the student's plan of studies.

Rochester campus adviser: Students completing C&I programs at the University's Rochester campus will work with the on-site adviser at 507-280-2819.

Student Services adviser: Your Student Services adviser assists with registration, petitions, degree clearance, College policies and procedures, and professional development support.

Project adviser: Some M.Ed. programs include a final project completed with consultation and guidance of a faculty member other than the faculty adviser. Students are assigned to a project adviser by their faculty adviser. The project adviser is available throughout the M.Ed. project.

Preparing for a program planning session

A faculty adviser has been assigned to you based on your program and/or focus area. Contact your department or faculty adviser after you have been admitted to the program. Your adviser's name and phone number were provided in your admission letter. For more information, contact CEHD Student Services, 612-625-6501.

Before meeting with your adviser, give careful thought to possible course selections, program schedules, and short-term and long-term education and career goals. It is helpful to bring applicable academic records to your sessions including all undergraduate and graduate transcripts. If you plan to transfer credits to your M.Ed. program, be prepared to submit course descriptions and/or college bulletins if requested.

Become familiar with the CEHD Student Services Website (<http://cehd.umn.edu/students>). Contact your Student Services adviser if you have any questions.

Grad Notes

Check the M.Ed. Handbook and CEHD Student Services Web site before contacting an adviser about policy or procedures. Much of the information you need is contained in the handbook or on the Website and it will save you (and your adviser) time and effort.

M.Ed. program policies

M.Ed. credit requirements

All M.Ed. students must complete at least 30 graduate-level semester credits to qualify for the degree; some programs may require more than 30 credits. Graduate credits at the University of Minnesota are designated as 5xxx level or above. A limited number of 4xxx-level courses may be applied to M.Ed. programs.

For more details, see the "M.Ed. Degree Coursework" section on page 8, or check with your faculty, department, or CEHD Student Services adviser about specific credit requirements for your program.

Transfer coursework

Policies on prior coursework vary by program. Undergraduate-level credits may not be applied toward an M.Ed. degree. This policy applies to any courses completed as part of a B.A. or B.S. program, or coursework designated as undergraduate level by the institution (e.g., 1xxx- or 3xxx-level coursework).

With adviser approval, students may apply graduate-level coursework completed at an accredited institution other than the University of Minnesota-Twin Cities toward their M.Ed. program.

Students in the M.Ed. program who have taken coursework toward a different graduate degree (e.g., M.A., M.S., Ph.D.) may apply up to 10 graduate credits from the other degree program toward the M.Ed. degree.

Pass/fail coursework

The college strictly limits the use of pass/fail (S-N) grading. No more than one-third (1/3) of the credits for the M.Ed. degree may be taken S-N. Students are not permitted to change the grading option for a course after the second week of class.

GPA requirement

Students must maintain a 2.80 grade point average (GPA) throughout their program. All GPA requirements for student teaching, internships, and graduation are computed using University of Minnesota-Twin Cities coursework only.

"D" grades

Courses in which students receive a "D" grade or lower may not be applied toward the M.Ed. degree. (This applies to students admitted to an M.Ed. program spring 2002 and later.) Students with "D" grades should discuss make-up or substitution options with their faculty adviser.

Independent study

Policies on transfer of independent study coursework vary by M.Ed. program; check with the program's faculty adviser.

Add or change of major

The M.Ed. program area is called a major. While it is not possible to complete two M.Ed. degrees, students may complete a major (program) in two different areas with adviser approval. Students cannot apply more than one-third of the credits (10 credits) earned in the first major towards the second major. Those credits may only be considered for the second major if they meet the criteria for completion of the second major, e.g., completed within seven years; taken as a part of the first major after formal admission; meeting content requirements of the second major as determined by the program area faculty.

Students who wish to change or add a major must submit the M.Ed. Request for Record Change form, available on the Web: <http://cehd.umn.edu/students/Graduate/Forms> or from CEHD Student Services. For more information, contact the CEHD Student Services adviser.

Final project, paper, or examination

Each M.Ed. program involves a culminating experience in the form of a project, paper, or examination. Check with your faculty adviser to learn about program requirements.

Research projects involving human subjects (participants) must be approved by the University's Institutional Review Board (IRB). The IRB reviews research projects to ensure that they meet federal research regulations and that two broad standards are upheld: first, that subjects are not placed at undue risk; second, that they give uncoerced, informed consent to their participation. Details are available on the Web: <http://www.research.umn.edu/irb/>.

Length of program

Students have seven years to complete their degree, beginning with the first coursework used in the program. (This includes any non-degree or transfer work applied to the program.)

Change of faculty adviser

If students find that a different faculty member would better suit their advising needs, they may request to change faculty advisers. This change must be approved by the new faculty adviser and the college. The M.Ed. Request for Record Change form is available on the Web: <http://cehd.umn.edu/students/Graduate/Forms>. For more information, contact the CEHD Student Services adviser.

Continuous enrollment

Continuous enrollment is not required. Students enrolled in an M.Ed./professional studies program have seven years from the oldest work used toward the degree to complete all program requirements.

The M.Ed./initial licensure program presents a different scenario. Because most M.Ed./initial licensure programs admit a cohort of students annually and offer curriculum on an annual cycle, students are expected to complete licensure requirements in 12-15 months from the term of enrollment. However, once licensure requirements are completed, students have seven years from the oldest work used toward the degree to complete all M.Ed. degree requirements. If you have questions about your enrollment status, contact your CEHD Student Services adviser.

Student Scholastic Standing Committee

Overall academic performance and professional skills are evaluated by the faculty from the program area and the college's Student Scholastic Standing Committee (SSSC). When student performance is unsatisfactory, SSSC helps students assess their academic status and advises them about their academic progress. Students not making satisfactory academic progress will be contacted by their college adviser and may need to make an appointment to discuss their academic plan for completion before receiving registration approval.

Where to go for help

1. CEHD Student Services

CEHD Student Services is the college's centralized admissions and student services office. Professional advisers and support staff at CEHD Student Services collaborate with faculty to advise students on application for admission, registration, scholarships and fellowships, issues related to student progress and academic standing, degree clearance and licensure, commencement, and

career services, including credential files, job fairs, and vacancy postings.

CEHD Student Services
110 Wulling Hall
86 Pleasant Street S.E.
Minneapolis, MN 55455
612-625-6501
Fax: 612-626-1580
E-mail: cehdgrad@umn.edu
Web: <http://cehd.umn.edu/students>

2. Browse the Web

One Stop Student Services: <http://onestop.umn.edu/onestop>

This self-service Web page offers instant access to a wide range of University of Minnesota services, including checking e-mail and reviewing academic records. Logging in requires a University Internet identification (X.500 username) and password.

You can also find information on the following topics:

- Registration
- Financial aid
- Tuition and billing
- Grades and transcripts
- Graduation
- Academic calendars
- Online and downloadable forms
- Other services, including libraries and transportation options

Services are also available by phone: 612-624-1111; e-mail: helpingu@umn.edu; or in person at the following One Stop Student Services Centers:

- 200 Fraser Hall, East Bank campus
- 130 Skyway, West Bank campus
- 130 Coffey Hall, St. Paul campus

"Student Forms" Web page: <http://cehd.umn.edu/students/Forms>

CEHD forms available here are needed to register for classes, change major or adviser, and apply for M.Ed. degree. M.Ed. students may need the following CEHD forms:

- Credit Enrollment Request
- M.Ed. Request for Record Change form

Forms are also available at CEHD Student Services, 110 Wulling Hall, 612-625-6501, or e-mail: cehdgrad@umn.edu.

- General information about the College of Education and Human Development: <http://cehd.umn.edu>
- General information about the University of Minnesota: <http://www1.umn.edu/twincities/index.php>

3. Consult paper publications

Answers to most frequently asked questions about processes and procedures can be found in the following publications:

- Program information sheets (available at CEHD Student Services and on the CEHD Student Services Website listed above) describe admission requirements and curriculum for individual programs.
- Current copies of all University of Minnesota catalogs, which include descriptions of all undergraduate, graduate, and professional programs, as well as policies and procedures, are available on the Web: <http://www.catalogs.umn.edu/>.

Note: Information in these and other University catalogs, publications, or announcements is subject to change without notice. Check with an CEHD Student Services adviser for the most current program information.

2. REGISTRATION

Initiating your e-mail account

Your University of Minnesota student e-mail account must be initiated in order for you to register for classes. All students are provided with free Web access and a personal e-mail account. This e-mail account is your link to registering for courses online.

This University-assigned e-mail account is the primary means of communication from the University community and students will be held responsible for the information in the e-mail.

If you encounter problems, contact the University's Academic and Distributed Computing Services (ADCS) Internet Helpline: 612-626-4276.

Internet Setup and Account Initiation

Students are responsible for all information sent to them via the University assigned e-mail account. For information about setting up your e-mail account, visit www1.umn.edu/welcome/ or contact Academic Distributed Computing Services (ADCS) at 612-301-HELP (4357), <http://www1.umn.edu/adcs/info/accounts.html>.

- All correspondence from the University of Minnesota and CEHD will be directed to your U of M account. If you do not plan to check your U of M e-mail account, you may have your mail forwarded to an existing account (e.g., Hotmail, Yahoo). Follow the directions below to forward your e-mail, or contact the Internet Helpline: 612-301-HELP (4357).
- If you already have Internet access and would just like to initiate your University account, visit the following Web site: <https://www.umn.edu/initiate>.

Forwarding your e-mail

Step 1: Once your account has been initiated, you can have your e-mail forwarded by going to: <https://www.umn.edu/dirtools>.

Step 2: You will be prompted for your Internet ID and password. Once you have logged in with this information, you can click "Continue" to return to the main browser window.

Step 3: In the main browser window, select the "Set E-mail Forwarding" link.

Step 4: Select "Other" and enter the complete e-mail address of the account where you would like your University e-mail to be sent.

Step 5: Click "Submit."

You have now set your e-mail to be forwarded to an existing e-mail account. Please note that you must know your University Internet ID and password in order to register for classes online.

Registering for courses

Before proceeding with online registration for the first time, remember that you will not be able to register for classes unless you have returned your Intent to Enroll form to CEHD Student Services. This form will be included with your program admission letter (see admission letter for mailing and fax information).

Once you have submitted your Intent to Enroll form, initiated your University of Minnesota e-mail account, and determined your Internet ID and password, you are ready to register for your classes online. Follow these steps:

Step 1: Go to the One Stop Website:
<http://onestop.umn.edu/onestop>.

Step 2: Under the "Quick Links" heading, click on the "Register for Classes (hours)" link, and follow the steps.

If you need help registering online, click on the "Registration Tutorial" link and follow the step-by-step guide.

Note: Refunds will not be granted for failing to provide the University with health insurance information upon registration.

If you have any problems with the online system, contact the ADCS Internet Helpline: 612-301-HELP. If you have questions specific to your CEHD registration, contact the processing specialists at CEHD Student Services at: 612-625-5815 or e-mail: cehdgrad@umn.edu. For information about registration dates and cancel/add requirements, consult the One Stop Web site.

If you are unable to use the online system, you may register by the following methods:

- In person at a Student Services Center (200 Fraser Hall; 130 Skyway; or 130 Coffey Hall).
- With CEHD Student Services by mail (110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455) or fax (612-626-1580). Submit the CEHD Credit Enrollment Request form, available on the Web: <http://cehd.umn.edu/students/Graduate/Forms>.

Change of registration

University policies on canceling or adding classes apply to all students in all colleges, including CEHD. Refer to the cancel/add requirements at <http://onestop.umn.edu/onestop> each term for specific dates and requirements. The University's Registration and Cancel/Add Form is available on the Web: <http://onestop.umn.edu/onestop/forms.html>.

Full-time graduate status

Full-time graduate status is defined as six or more credits per semester; half-time status is three to five credits per semester. For additional information, visit <http://onestop.umn.edu/onestop> or consult the University's Office of Student Finance: 612-624-1111.

Course offerings

The University's Class Schedule lists most course offerings for each academic term (fall, spring, May session, and summer sessions). The Class Schedule is available on the Web: <http://onestop.umn.edu/onestop>.

Immunization

The University requires all students born after December 31, 1956, to provide documentation of immunization for measles, mumps, and rubella, and tetanus-diphtheria immunization within the last 10 years. All students are legally required to provide immunization information (i.e., the month and year that the immunizations were received); students who fail to provide the required information will have a hold placed on their records and will not be allowed to enroll for classes. Students who graduated from a Minnesota high school in 1997 or later will be exempt from this policy. For more information, call the Boynton Immunization Center at 612-625-8400 or visit <http://www.bhs.umn.edu/services/immunizationservices.htm>. The student services fee does not cover these immunizations.

Health Insurance

Hospitalization insurance

All students taking six or more credits are required to carry hospitalization insurance.

Degree-seeking students who do not have their own insurance may purchase the University-sponsored health insurance. If you enroll in six or more credits and don't have hospitalization insurance, you will automatically be enrolled in the University-sponsored plan when you enroll in courses.

If you already have insurance (through your parents, employer, or spouse), be prepared with the name of your insurance company or health maintenance organization (HMO) and your policy

number when enrolling and you will not be charged for the University-sponsored plan. When registering online, you will be prompted to enter your health insurance information. Make sure to complete this section of your enrollment. Be prepared to provide written documentation of your coverage. For more information, call 612-624-0627.

University student health insurance

All students who pay the the University's student services fee are eligible to receive most non-hospital medical services at the University's Boynton Health Service (410 Church Street S.E., Minneapolis, MN 55455). For more information on insurance coverage and related fees, consult the student insurance office at 612-625-0627. For more information on student healthcare services, visit Boynton's Web site at <http://www.bhs.umn.edu/> or call 612-625-8400 and request a copy of the Welcome to Boynton brochure.

Tuition and fees

Tuition rates for each term can be found at <http://onestop.umn.edu/onestop/tuition.html> and vary according to the number of credits taken, your residency status, the classes for which you are registering, and the type of degree toward which you are working. Because the M.Ed. program is a CEHD program, students pay professional school tuition rates, not Graduate School tuition. At the Professional School heading, look for "Departmental Masters (College of Food, Agricultural, and Natural Resource Science, College of Education and Human Development) and post-baccalaureate certificates" listing on the tuition chart.

Technology fee

The technology fee helps build the C's technological infrastructure, which aids and supports all students as they complete their program of study. The technology fee is mandated by central University administration, and each college establishes policy and fee structures; most range from \$75 to \$150 per term. The CEHD technology fee is assessed to all students enrolled in the college. This fee also is assessed to anyone enrolled in an education program through the Graduate School. Questions about the technology fee will be forwarded to the college's Committee on Academic Uses of Technology (CAUT).

Fee payment

Students registering for classes will receive an electronic fee statement, via the University of Minnesota e-mail account. The University does not distribute fee statements in paper format. For more information on fee payment, log on to the University's One Stop Web site: <http://onestop.umn.edu/onestop>.

Semester conversion

In 1999, the University of Minnesota converted to a semester-based academic system from a quarter-based system. Any courses taken previously under the quarter system will be transferred to the semester by granting two-thirds (2/3) semester credits for each quarter credit earned. Thus if you have taken a course for three quarter credits, it will equal two semester credits (3 X 2/3 = 2). Talk to an adviser if you have questions.

Grades

The University uses two grading systems: A-B-C-D-F and S-N (pass/fail). Except in courses in which grading has been restricted to one of the systems, or as specified by program requirements, students can choose the system under which they will be graded. Students must choose a grading system as part of initial course registration. Changes in grading options must be made online or at a University's Office of the Registrar

Updated September 2008

Registration Center by the end of the second week of classes (end of the first week during summer sessions). No more than one-third of the credits for the M.Ed. may be taken as S-N.

Getting your grades

Grades are only available online. To review your grades:

1. Check them online at <http://onestop.umn.edu/onestop>. Under the "Quick Links" heading, click on "Grades."
2. Request a transcript from the University's One Stop Service Center.

Incomplete grades

A student may arrange with an instructor to extend the time frame needed to complete coursework for a particular class. If the extension is granted, an "I" appears on the transcript and remains until the instructor submits the new grade. More than three "I"s will result in action by the college's Student Scholastic Standing Committee. When you submit work to complete a course, remind the professor of the course number, section, and semester of registration.

Transcripts

There are two types of University of Minnesota transcripts: official and unofficial. Official transcripts may be ordered by mail, fax, or in person from the University's Office of the Registrar. Official transcripts are required for admission to many postsecondary academic programs, and must be received from the issuing school in a sealed and stamped envelope. The University's Request for Official Transcript form is available on the Web: <http://onestop.umn.edu/onestop/forms.html>.

Unofficial transcripts are available online and at all One Stop Service Centers (listed below.) Students must present a picture ID (University of Minnesota ID card or driver's license). Students may receive two copies per day at no charge. Financial and disciplinary holds must be cleared in order to receive a transcript.

For general information on how to order a transcript, contact 612-624-4115. You may also request your transcript at the following One Stop Service Center locations:

St. Paul campus
130 Coffey Hall
St. Paul, MN 55108

Minneapolis (West Bank) campus
130 Skyway
Minneapolis, MN 55455

Minneapolis (East Bank) campus
200 Fraser Hall
Minneapolis, MN 55455

3. PROGRAM IN PROGRESS

Contact your adviser/plan your program

M.Ed./professional studies students should contact their faculty adviser upon receiving the M.Ed. admission packet to begin planning their program. Students and advisers work together to develop a "program plan," a document of coursework and other requirements designed to guide students through program completion.

Faculty members hold regular office hours and are generally accessible via e-mail and voice mail. Students are encouraged to check in regularly with their faculty adviser to ensure that they are on track with their program.

Changes to your program

Once students have discussed with their faculty adviser a plan for their M.Ed. program, they may encounter the need to make changes. It is a good idea for students to check in with their

adviser about these changes. Students may be required to complete a petition form to obtain department and College approval on the requested changes (see "Petition Process" section for details.) Students are advised to keep copies of all faculty and college correspondence (e-mail and petition forms) for their own records.

Changing your name, contact, and other personal information

Students who have changed their name, contact, and 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 on the Web: <http://onestop.umn.edu/onestop/forms.html> or at the University's Office of the Registrar. Students must also contact CEHD Student Services and their faculty adviser with these changes so that all records can be updated.

Petition process

A petition allows a student to seek permission to vary their own program from the program requirements listed in the CEHD publications. Petition categories include: course substitutions, transfers, exemptions, extensions, and program changes.

How to file a petition

1. Obtain the University of Minnesota Petition for Students in Undergraduate and Professional Programs form from CEHD Student Services, 110 Wulling Hall, 612-625-6501; the department; or the University's Office of the Registrar.
2. Fill out all information (including student ID number and major) and confer with a faculty or department adviser about the request.
3. Obtain a faculty signature under "Adviser/Department Recommendation" section.
4. After obtaining signatures, submit the completed petition to the front desk at CEHD Student Services, 110 Wulling Hall.
5. CEHD Student Services will act on your petition within four weeks of receiving it from your adviser.

You will receive a copy of the petition with the college's Student Scholastic Standing Committee action in the mail.

M.Ed. Degree Coursework

M.Ed. degree coursework consists primarily of the University of Minnesota-Twin Cities graduate courses. Policies on M.Ed. coursework vary by program; consult with the program's faculty adviser for more information. The following policies apply:

In-residence coursework

Graduate-level courses from the University of Minnesota's Twin Cities, Rochester, and Crookston campuses are classified as in-residence coursework that may be applied to the M.Ed. degree. Students may complete the degree using only in-residence coursework.

Transfer coursework

Up to fourteen graduate-level transfer credits may be applied to the M.Ed. degree. Transfer policies vary by program; consult with the program's faculty adviser for more information.

There are two types of transfer coursework, as outlined below:

- 1) Graduate-level courses from the University of Minnesota's Duluth and Morris campuses are classified as transfer coursework. Up to fourteen credits may be applied to the M.Ed. degree.

To apply coursework from these campuses toward the M.Ed. degree, students must submit a University of Minnesota Petition for Students in Undergraduate and Professional Programs to CEHD Student Services, 110 Wulling Hall. The form is available at <http://onestop.umn.edu/forms>.

2) Graduate-level courses from fully accredited graduate programs outside the University of Minnesota system are classified as transfer coursework. To apply coursework from these campuses toward the M.Ed. degree, students must submit an official sealed transcript of transfer coursework and a University of Minnesota Petition for Students in Undergraduate and Professional Programs to CEHD Student Services, 110 Wulling Hall. The form is available at <http://onestop.umn.edu/forms>.

Up to eight credits may be applied to the M.Ed. program, and when combined with coursework from University of Minnesota's Duluth and Morris campuses, the total may not exceed fourteen transfer credits.

Transfer coursework criteria

Transfer coursework must:

- Be relevant to the student's M.Ed. program and be approved by the faculty adviser
- Be taken at an accredited institution
- Be approved as graduate-level at the institution where it was taken
- Be taken after the date of the posting of the student's undergraduate degree
- Have been taken for graduate credit
- Have been taken within seven years of University of Minnesota M.Ed. graduation

Note: Courses receiving a "D" grade or lower may not be applied toward the M.Ed. degree

All credits noted above are in semester-based units. To convert quarter-based credits to semester-based credits, multiply each quarter credit by .60. For example, a 4-credit class under the quarter-based system is equivalent to 2.4 semester credits (4 X .60= 2.40).

Note: Workshop classes are generally not accepted for graduate-level credit.

Procedures for transferring coursework

1. Check the accreditation status of the school from which you wish to transfer credits. CEHD Student Services has a reference guide if you need assistance.
2. Bring a copy of your transcript and a course description or syllabus to your faculty adviser at your initial meeting. If your adviser approves the course(s) as relevant to your program and they meet the stated guidelines, then fill out the "Student" section of a petition form.
3. After the appropriate forms are signed and completed, they are then forwarded by your adviser to the college's Student Scholastic Standing Committee at CEHD Student Services (110 Wulling Hall) for review. Actions by the committee are either approved or not approved, as described in the comment section of the petition. If petitioning for transfer course approval, students must submit an official transcript in order to post the course to your University of Minnesota transcript.

Initial Teaching Licensure Requirements

Candidates for Minnesota initial teaching licensure must complete additional requirements, including standardized Praxis Series tests and several criminal background checks. Details are outlined in the following text:

Before starting the initial licensure program, candidates must:

- 1) Take the Praxis I: Pre-Professional Skills Tests (PPST) for reading, writing, and mathematics

During the program, candidates must meet the following requirements:

- 1) Before starting student teaching or practicums, students are subject to a required background check conducted by a private agency contracted by the college. The investigation is required by the college and conducted by a private agency.
- 2) Pass the Praxis I: Pre-Professional Skills Tests (PPST)
- 3) Pass the Praxis II: Subject Assessments/Specialty Area Tests
- 4) At the time of Minnesota teaching licensure application, candidates are subject to a separate background check required by the Minnesota Board of Teaching and conducted by the state's Bureau of Criminal Apprehension (BCA).

For background check details and fees, contact Bob Utke at CEHD, 612-625-1084, e-mail: stuteach@umn.edu.

For Praxis test details, locations, and fees, go to: <http://ets.org/praxis>.

4. PREPARING TO GRADUATE

Final degree clearance and graduation depends on completion of all degree requirements, including the posting of final grades to the student's record.

Students seeking to graduate from M.Ed. programs must complete the following steps:

- Complete all program requirements.
- Obtain signature of CEHD faculty adviser on completed program form. Forms are available on the Web: <http://cehd.umn.edu/students/Forms>.
- Submit the approved program form and completed CEHD Application for M.Ed. Degree and/or Certificate form to CEHD Student Services.
- To allow sufficient time for processing, students are encouraged to submit both forms to CEHD Student Services three (3) months before the desired degree completion date. CEHD Student Services clears degrees for graduation on a monthly basis

Students who submit forms to CEHD Student Services after the first day of the desired clearance month will be reviewed for clearance for the following month.

After final grades are posted to the student's transcript by the University's Office of the Registrar, CEHD Student Services reviews records, verifies successful completion of program requirements, and clears degrees for graduation at the end of the month that students apply to graduate. CEHD Student Services notifies students by mail of any outstanding requirements.

Program forms

During the course of the academic program, students receive a program form from the faculty adviser. All coursework for your M.Ed. program requires faculty adviser approval; complete the program form in consultation with your adviser. Your faculty adviser will sign the completed form and forward it to either the department's Director of Graduate Studies (DGS) and/or CEHD Student Services. Changes made after program approval must be submitted as a petition to CEHD Student Services.

Application for M.Ed. Degree and/or Certificate

Complete the CEHD Application for M.Ed. Degree and/or Certificate form and attach it to the program form. Both forms must be submitted to CEHD Student Services on or before the first day of the month that the student intends to graduate. Forms must be submitted to CEHD Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455. The form is available on the Web:

<http://cehd.umn.edu/students/Graduate/Forms>.

Graduation

CEHD holds a graduation ceremony each spring semester. The ceremony is traditionally held in mid-May at Northrop Memorial Auditorium; invitations are mailed to students in March. M.Ed. graduates who have completed degree requirements within the last year (any time after the last ceremony) are welcome to participate. For more information, contact CEHD Student Services, 612-625-6501, or e-mail: cehdgrad@umn.edu.

Attending the ceremony

If you submitted an Application for M.Ed. Degree and/or Certificate since the last ceremony, you will receive information from CEHD Student Services regarding graduation ceremonies that will include information on how to order announcements, and where to obtain your academic cap, gown, and hood. In order to receive an invitation for the May commencement ceremony, you must have submitted an Application for Degree and/or Certificate form on or before March 1 of that year. For more information, contact CEHD Student Services, 612-625-6501, e-mail: cehdgrad@umn.edu.

Grad Notes

Every year, CEHD Student Services solicits a student representative to speak at the graduation ceremony. Contact CEHD Student Services if you are interested in applying for this honor.

Obtaining your diploma

The official diploma reflecting completion of the M.Ed. degree will be sent by the University's Office of the Registrar within three or four months of degree clearance.

5. M.ED. CHECKLIST

Students are advised to follow the suggested steps outlined in this checklist to complete the M.Ed. program. Contact CEHD Student Services at 612-625-6501 for assistance with any of these steps.

- _____ Submit CEHD Intent to Enroll form within two weeks of receiving the M.Ed. program admission letter. The form will be included in the admission letter.
- _____ Initiate University of Minnesota e-mail account. For information about setting up your e-mail account, visit Academic Distributed Computing Services (ADCS) on the Web: <http://www1.umn.edu/adcs/>. For technical questions, contact ADCS by e-mail: help@umn.edu or call the Technology Helpline at 612-301-HELP (4357).
- _____ Attend M.Ed. program orientation.
- _____ Contact faculty adviser.
- _____ Petition to transfer coursework if needed.
- _____ For course information, check the University's Class Schedule on the Web: <http://onestop.umn.edu/onestop>.
- _____ Register for classes on the Web: <http://onestop.umn.edu/onestop>.
- _____ Obtain a student ID card at the U Card Office, G22 Coffman Memorial Union, 300 Washington Avenue S.E. (612-626-9900). It's your key to a wide range of University services, including libraries and recreation services. For more information, visit: <http://www1.umn.edu/ucard/>.
- _____ Maintain a minimum 2.80 grade point average (GPA).
- _____ Pick up the *Job Search Handbook for Educators*, which includes information about the job market, educator websites, and the hiring process at the Exploratory, Transition, and Career (ETC) Services office in 127 Appleby Hall.
- _____ Schedule an individual appointment with an ETC Services career counselor or visit <http://cehd.umn.edu/ETCS> for résumé, portfolio, interview, and job search assistance.
- _____ Mark your calendar for the annual Minnesota Education Job Fair, typically held in April at the Minneapolis Convention Center. For more information visit <http://www.mcucsa.org/mnedfair/>.
- _____ Complete M.Ed. project, paper, or final examination.
- _____ Submit project form if required by your department.
- _____ Apply to graduate at least three months before completing courses (by March 1 if you plan to participate in the May commencement ceremony for that year).
- _____ Complete all coursework within seven years.
- _____ Attend commencement ceremony in May.

6. CEHD RESOURCES

Scholarships and fellowships

M.Ed. students are eligible for several college scholarship programs, which are available throughout the academic year. Students are encouraged to submit applications to any and all awards for which they meet the qualifications.

For CEHD scholarship information, visit <http://cehd.umn.edu/students/scholarships>.

Graduate Students of the College of Education and Human Development (GradSEHD)

Consider getting involved in GradSEHD (Graduate Students of the College of Education and Human Development). The group offers leadership and community-building opportunities through regular meetings, special projects, events, and activities; and serves as a forum for graduate students to share common concerns and issues. For more information, log on to:

<http://www.tc.umn.edu/~gradsehd/>.

Exploratory, Transition, and Career Services (ETCS)

ETCS offers comprehensive career services, including résumé/cover letter review and job search support through individual appointments, programs, workshops, outreach, and services. For more details, go to: <http://cehd.umn.edu/ETCS/students/graduate/>.

ETC Services

127 Appleby Hall

128 Pleasant Street S.E.

Minneapolis, MN 55455

612-624-4346, appointment line: 612-625-3339

Fax: 612-626-6503

E-mail: ETCS@umn.edu

Diversity Resources

The college offers a range of resources for culturally diverse students in graduate-level programs. Programs are for students interested in issues of race, disability, and gender.

They include:

- Common Ground Consortium (CGC) supports advanced graduate work in education by students of culturally diverse backgrounds who are graduates of several Historically Black Colleges and Universities (HBCUs). Eligible programs of study include master of education (M.Ed./professional studies, master of arts (M.A.), doctor of philosophy (Ph.D.), doctor of education (Ed.D.), or specialist certificate.
- Multicultural Teacher Development Project (MTDP), a program to recruit and prepare students of culturally diverse backgrounds for teacher development programs

Find more information at <http://cehd.umn.edu/Diversity/>.

In addition, you'll find detailed listings of college faculty involved in research in a wide range of diversity topics at the "Guide to College Expertise" Web page: <http://cehd.umn.edu/research/expert.html>.

College resources supplement a range of University offices dealing with multicultural issues (page 14 of this handbook).

Event Calendars

Explore everything that a Big 10 campus in a major metropolitan area has to offer. Get involved by finding out what's happening on campus. Every day, there are lectures, museums, concerts, movies, sports events, and multicultural celebrations. Most are free!

CEHD event calendar

<http://cehd.umn.edu/calendar.html>

University of Minnesota event calendar

<http://events.tc.umn.edu/>

7. CAMPUS RESOURCES

Tuition, financial aid, and employment

Tuition and fees

Check the University's One Stop student services Web site (<http://onestop.umn.edu/onestop>) for information on tuition rates, student service fees, course fees, health insurance, billing and payment dates and processes, refunds, residency, reciprocity, veterans certification, and tuition benefits for graduate assistants. Each year, tuition rates are determined by the University of Minnesota Board of Regents before fall term. M.Ed. students pay the professional school rate.

Residency and reciprocity

Minnesota residents generally pay lower tuition rates than non-residents. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. Residents of North Dakota, South Dakota, Wisconsin, or Manitoba may qualify for reciprocity privileges, with tuition rates lower than for nonresidents and, in some cases, comparable to resident rates. Residents of Kansas, Michigan, Missouri, or Nebraska may qualify for tuition discounts through the Midwest Student Exchange Program. For more information, contact the University's Office of Admissions, 612-625-6330, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 or on the Web:

<http://admissions.tc.umn.edu/costsaid/residency.html>.

Financial aid

All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) form. Because students often cannot anticipate every possible financial need during the course of a program, it is useful to have the FAFSA on file should financial plans change unexpectedly. FAFSA forms for the next academic year are available after January 1. For drop-in advising or to pick up forms, visit the University's Office of Student Finance (OSF) in 200 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455 or call 612-624-1111 or visit <http://onestop.umn.edu/onestop/financialaid.html>. Summer aid requires a separate, supplemental application.

Office of Student Finance

200 Fraser Hall

130 Coffey Hall

Phone: 612-624-1111

TTY: 612-626-0701

E-mail: helpingu@umn.edu

Web: <http://onestop.umn.edu/onestop/financialaid.html>

Scholarships and fellowships

Many M.Ed. students are eligible for Graduate School scholarships and fellowships. For more information, contact the Graduate School Fellowship Office at 314 Johnston Hall, 101 Pleasant Street S.E., Minneapolis, MN 55455; 612-625-7579 or visit <http://www.grad.umn.edu/fellowships>.

Student loan cancellation and deferment options

If you have a loan from the Federal Perkins Loan Program, you may be eligible for loan cancellation in exchange for full-time teaching in certain areas. If you have a loan(s) from the Federal Direct Loan Program or the Federal Family Education Loan

Program, you may be eligible for deferment if you are teaching full time in a teacher shortage area. These loans include Federal Stafford loans, Federal PLUS loans, Federal Consolidation loans, and loans offered in earlier years through the Guaranteed Student Loan Program. For more information, visit the U.S. Department of Education on the Web: <http://studentaid.ed.gov/>.

Graduate assistantships

If you are interested in a graduate assistantship, visit the University's Graduate Assistant Employment Web site: <http://www1.umn.edu/ohr/gae/> to view campus-wide departmental listings. If nothing appropriate seems available, talk to your faculty adviser, your department's director of graduate studies, or the department chair. For more information, contact the Graduate Assistant Employment office, 612-624-7070 or e-mail: gaoinfo@umn.edu.

Student Emergency Loan Fund (SELF)

This University office offers 120-day loans to eligible University of Minnesota students. For more information, contact:

Student Emergency Loan Fund (SELF)
Coffman Memorial Union
Suite 231
300 Washington Avenue S.E.
Phone: 612-625-2650
Fax: 612-625-0455
E-mail: self@umn.edu
Web: <http://www1.umn.edu/self/>

Student Academic Success Services (SASS)

Workshops and guidance on time management, test-taking or other academic skills are available at the University's Student Academic Success Services (SASS). The center is located at 109 Eddy Hall, 192 Pillsbury Drive S.E. or call 612-624-3323 or visit <http://www.uccs.umn.edu/education/sass.htm>.

International student resources

Counseling, advising, and educational services are provided for students and scholars from other countries by the University's International Student and Scholar Services (ISSS) in conjunction with professional advisers in CEHD Student Services. Counseling and advising services are available in these areas: visa requirements and other immigration issues; social, personal, and financial matters; international and intercultural educational opportunities; academic issues; and English language requirements at ISSS. Before arrival on campus, general prospective student inquiries may be addressed to International Student and Scholar Services, 190 Hubert H. Humphrey Center, 301-19th Avenue S., Minneapolis, MN 55455 or call 612-626-7100 or visit the ISSS Web site: <http://iss.umn.edu/>. International applicants who require an I-20 form for a student visa must provide a Financial Certification Statement upon admission to a program. For assistance, contact CEHD Student Services at 612-625-6501. For more information, refer to the M.Ed. Handbook international student supplement on the Web: <http://cehd.umn.edu/students/Graduate/Handbook/international>.

Computing

Computers are available to you free at any of the University's public computer laboratories, or access the University's computing system remotely from a computer at your home or workplace.

Grad Notes

If you would like to use your e-mail from a home computer with a modem but don't have the software, you can get it for free by

visiting 152 Shepherd Labs or 99B Coffey Hall. If you have difficulty accessing or using your e-mail account, call the e-mail help line at: 612-301-4357 (301-HELP). A wealth of information is also available the University's Academic and Distributed Computing Services Web site: <http://www1.umn.edu/adcs>.

Public computing facilities

Free student computer facilities are available for completing class assignments, accessing the library online catalog or the Student Access System, reading or sending e-mail, or printing documents for class. There are fees for printing.

East Bank campus

Coffman Memorial Union B060	612-624-7125
Elliott Hall 121	612-624-0866
Walter Library 103	612-626-1899

West Bank

50 Humphrey Center	612-624-6526
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St. Paul

Classroom Office Bldg. 135	612-624-9226
Classroom Office Bldg. 17	612-626-1252
Magrath Library B50	612-624-3269
McNeal Hall 305	612-624-5367

Each facility maintains its own schedule, so contact each facility to determine hours (ADCS Student Computer Facilities Web site: <http://www2.publabs.umn.edu/index.html>).

Tech training

The University offers short non-credit classes for computer users about e-mail, the Web, and various software packages. Shepherd Labs also maintains a library of training videos and software available for checkout by students, faculty, and staff. For more information about classes or the library, call 612-625-1300 or visit on the Web: <http://uttc.umn.edu/training>.

Grad Notes

If you have problems with your computer or with dialing in to the University, call the computer helpline: 612-301-HELP.

Identification cards

The "U Card" is the University's ID card. Besides functioning as a photo ID, the U Card allows users to check out books from the University libraries, use the University's recreational facilities, obtain academic records, use the computer facilities, and offers optional banking and long-distance calling features. To get a U Card, bring your driver's license, state ID, or passport to any of these locations:

Main Office

G22 Coffman Memorial Union, 300 Washington Avenue S.E., 612-626-9900

University Recreation Center

1906 University Avenue S.E., 612-625-6800

St. Paul Gym

1536 N. Cleveland Avenue, St. Paul campus, 612-625-8283

U Card Web site: <http://www1.umn.edu/ucard/>

Bookstores

You can buy your textbooks by visiting one of the bookstores listed below or by ordering them phone or the Web. Books are available at several University of Minnesota Bookstores locations and the Student Book Store (not affiliated with the University). Books for courses offered in St. Paul are generally at the U of M Bookstore's St. Paul Store, while those in Minneapolis can be found at the East Bank store or the Student Book Store. The bookstores usu-

ally run extended hours at the beginning of each term. Consult bookstore Web sites for pricing and ordering policies.

University of Minnesota Bookstores

East Bank Store

G55 Coffman Memorial Union
300 Washington Avenue S.E.
Phone: 612-625-6000.
Web: <http://bookstore.umn.edu>

St. Paul Bookstore

St Paul Student Center
1420 Eckles Avenue
St. Paul campus
Phone: 612-624-9200
Web: <http://bookstore.umn.edu>

Student Book Store

1501 University Avenue S.E. (across from Folwell Hall)
Phone: 612-378-0457
Web: <http://sbsuofm.com>

This bookstore is not affiliated with the University of Minnesota.

Escort service

The University's Security Monitor Program offers a walking/biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is free to students, staff, faculty, and visitors to the University of Minnesota-Twin Cities campus. To request an escort from a trained student security monitor, call 612-624-9255 shortly before your desired departure time. Consult the Web for more information:
<http://www1.umn.edu/police/escort.html>.

Parking and Transportation Services

Tips for getting around the University and commuting options are available at Parking and Transportation Services. You'll find campus maps, safety tips, and information about parking, busing, carpooling, biking, and walking on the Web:
<http://www1.umn.edu/pts/>. The University's Motorist Assistance Program offers free help for vehicles parked at any University parking facility, including changing flat tires and jumpstarting vehicles at 612-626-PARK (7275), or on the Web:
<http://www1.umn.edu/pts/parking.htm>.

Academic support

Academic & Distributed Computing Services (ADCS)

190 Shepherd Labs (East Bank campus)
93 Blegen Hall (West Bank campus)
50 Coffey Hall (St. Paul campus)
Computer help line: 612-301-HELP (4357)
Web: <http://www1.umn.edu/adcs>

All faculty, staff, and qualified students receive an e-mail and Internet account. E-mail and Internet orientations are offered weekly.

Multicultural Center for Academic Excellence (MCAE)

185 Klæber Court
320-16th Avenue S.E.
Minneapolis, MN 55455
Phone: 612-624-6386
E-mail: mcae@umn.edu
Web: <http://www.mcae.umn.edu>

The Multicultural Center for Academic Excellence offers educational support programs, community engagement, cultural activities, and campus-wide collaborations to the university's multicultural populations. In 2004, MCAE consolidated sepa-

rate African American, American Indian, Asian/Pacific American, and Chicano/Latino learning resource centers.

Circle of Indigenous Nations

125 Fraser Hall
106 Pleasant Street S.E.
Phone: 612-624-2555
Web: <http://www.mcae.umn.edu/circle/>
Provides guidance and academic support for American Indian students in planning and completing their degree programs. This center was formerly known as the American Indian Learning Resource Center.

Test Prep Resource Center

302 Eddy Hall
192 Pillsbury Drive S.E.
Phone: 612-626-0444
<http://www.uccs.umn.edu/education/testing/tprc.htm>

Provides preparation tests and study guide materials for the PPST (PreProfessional Skills Test), GRE, and other standardized tests, as well as resource books, electronic study aids, and instructive handouts. One-on-one test preparation is available for students enrolled in undergraduate, graduate, and professional programs.

Test Preparation and Academic Skills

Compleat Scholar Program
20 Classroom Office Building
1994 Buford Avenue (St. Paul campus)
612-624-4000
E-Mail: cceinfo@umn.edu
Web: <http://cce.umn.edu/testprep>
Learn how to prepare for graduate admission tests (GMAT, GRE, LSAT), and submit a successful graduate school application.

International Student and Scholar Services (ISSS)

190 Hubert H. Humphrey Center
301-19th Avenue South
Phone: 612-626-7100
E-mail: iss@umn.edu
Web: <http://iss.umn.edu>
Provides academic counseling, and assists international students with developing the skills necessary to succeed in the U.S. educational system. Provides visa and immigration related services.

Learning and Academic Skills Center

Minneapolis campus
109 Eddy Hall
192 Pillsbury Drive S.E.
Phone: 612-624-3323
St. Paul campus
199 Coffey Hall
1420 Eckles Avenue
Phone: 612-624-3323
Web: <http://www.uccs.umn.edu/>
Offers individual and group help for academic and study skills.

Counseling services

University Counseling & Consulting Services

Minneapolis campus
109 Eddy Hall
192 Pillsbury Drive S.E.
Phone: 612-624-3323

St. Paul campus

199 Coffey Hall
1420 Eckles Avenue
Phone: 612-624-3323

Web: <http://www.uccs.umn.edu>

Offers individual and group counseling for academic, career, personal, or relationship concerns.

Disability services

Disability Services

McNamara Alumni Center, Suite 180
200 Oak Street S.E.
Phone: 612-626-1333
E-mail: ds@umn.edu
Web: <http://ds.umn.edu>

Works to ensure access to University employment, courses, programs, facilities, services, and activities for faculty, students, and staff with disabilities.

English language programs for native and/or non-native speakers of English

Center for Teaching and Learning

315 Science Classroom Building
222 Pleasant Street S.E.
612-625-3041
Phone: 612-625-3041

E-mail: teachlrn@umn.edu

Web: <http://www1.umn.edu/ohr/teachlearn>

Supports individual, department, and college initiatives to increase the teaching effectiveness of faculty, teaching assistants (T.A.s) and peer tutors. Offers credit and noncredit courses, workshops, classroom observation, and individual consultation on teaching skills and practices. Provides communication skills coursework for international faculty and T.A.s.

Minnesota English Language Program

101 Wesbrook Hall
77 Pleasant Street S.E.
Phone: 612-624-1503
E-mail: esl@umn.edu

Web: <http://www.cce.umn.edu/esl>

This program provides English-language training to non-native speakers with a high-school diploma or equivalent, and have studied English in high school or college for at least two years. Students must apply to be accepted into the program.

Multicultural programs

Gay, Lesbian, Bisexual, Transgender, Ally Programs Office

138 Klaeber Court
320-16th Avenue S.E.
Phone: 612-625-0537

E-mail: glbta@umn.edu

Web: <http://glbta.umn.edu>

Deals with issues of concern to gay, lesbian, bisexual, and transgender faculty, staff, and students. Information, referral, education, and consultant services available.

Minnesota International Center

711 East River Road [Minneapolis campus]
Phone: 612-625-4421
E-mail: mic@umn.edu
Web: <http://micglobe.org>

Invites international students and scholars to participate in activities that promote global exchange and understanding in Minnesota, including individual student dinner visits in member house and public presentations about timely global topics.

Student Cultural Centers

The following student cultural centers are located in Coffman Memorial Union, 300 Washington Avenue S.E.:

Black Student Union

Room 209
Phone: 612-624-8938
E-mail: bsu@umn.edu
Web: <http://www.tc.umn.edu/~bsu>

American Indian Student Cultural Center

Room 204
Phone: 612-624-0243
E-mail: aiscc@umn.edu
<http://www.sua.umn.edu/groups/directory/show.php?id=274>

Asian American Student Union

Room 219
Phone: 612-624-9824
E-mail: asu@umn.edu
Web: <http://www.tc.umn.edu/~asu>

La Raza Student Cultural Center

Room 211
Phone: 612-625-2995
E-mail: laraza@umn.edu
Web: <http://www.la-raza.info/home.php>

Public safety, legal, grievance, and harassment

Campus Escort Service (University of Minnesota Police Department)

B-2 Coffman Memorial Union
300 Washington Avenue S.E.
Phone: 612-624-WALK (9255)
<http://www1.umn.edu/police/escort.html>

Provides a free, 24 hour-a-day walking service for students, staff, faculty, and visitors. Escorts are provided throughout the East Bank, West Bank and St. Paul campuses, and surrounding areas.

Office for Conflict Resolution

662 Heller Hall
271-19th Avenue South
Phone: 612-624-1030
E-mail: conflict.resolution@umn.edu
Web: <http://www1.umn.edu/ocr>

Reviews and seeks to resolve complaints on student employment and employment-related issues.

Office of Equal Opportunity and Affirmative Action

419 Morrill Hall
100 Church Street S.E.
Phone: 612-624-9547
Email: eoaa@umn.edu
Web: <http://www.eoaffact.umn.edu>

Students and employees may contact EOAA for information about University equal opportunity policies and to discuss concerns about possible discrimination. Investigates and attempts to resolve complaints, and provides programs designed to educate and prevent discrimination.

The Aurora Center for Advocacy and Education

407 Boynton
410 Church Street S.E.
Phone: 612-626-2929
Crisis line (24 hours): 612-626-9111
E-mail: aurora.center@umn.edu
Web: <http://www1.umn.edu/aurora/>

Offers free and confidential crisis intervention to victims of sexual assault, relationship violence, stalking and harassment. Services include advocacy, referrals, a 24-hour crisis line, prevention initiatives, and a speaker's bureau.

Student Conflict Resolution Center (SCRC)

211 Eddy Hall
192 Pillsbury Drive S.E.
Phone: 612-624-7272
E-mail: sos@umn.edu
Web: <http://www.sos.umn.edu>

Provides a full range services to students with campus-based complaints or concerns. Helps students achieve equitable settlements and resolve problems through coaching, intervention, and mediation.

University Student Legal Service

160 West Bank Skyway
219-19th Avenue S.
Minneapolis, MN 55455
Phone: 612-624-1001
Email: usls@umn.edu
Web: <http://www1.umn.edu/usls/>

Provides advice, advocacy, representation, and a notary service for students who pay the student services fee.

Health services

Boynton Health Service

Minneapolis campus
410 Church Street S.E.
Phone: 612-625-8400

St. Paul campus

109 Coffey Hall
1420 Eckles Avenue, St. Paul
Phone: 612-624-7700
Email: questions@bhs.umn.edu
Web: <http://www.bhs.umn.edu>

Provides public health services, health education, and outpatient primary health care for University students, staff, faculty, alumni, and retirees, as well as their spouses and dependents.

University of Minnesota School of Dentistry Dental Clinics

Patient registration
7th floor, Moos Health Sciences Tower
515 Delaware Street S.E.
Minneapolis, MN 55455
Phone: 612-625-2495
Web: <http://www.dentistry.umn.edu>

General and specialty dental care, including orthodontics and oral surgery. Services provided by student dentists, residents, graduate students, and faculty.

Student-parent support (child care)

Minnesota Child Care Resource and Referral Network

380 Lafayette Road, Suite 103,
St. Paul, MN 55107
651-665-0150
1-888-807-6021 (outside metro area)
Web: <http://www.mnchildcare.org>

Available to University students, staff, and faculty to help locate child care services throughout the seven-county metropolitan area.

Community Child Care Center

Commonwealth Terrace Cooperative
Student Family Housing
1250 Fifield Avenue
St. Paul, MN 55108

Phone: 651-645-8958

Web: <http://www.tc.umn.edu/~cccc/>

Non-profit child care center, located in the University's Commonwealth Terrace Cooperative student family housing, and offered to students, faculty, and staff for children ages 16 months to five years.

Como Community Child Care

1024-27th Avenue S.E.
Minneapolis, MN 55414
612-331-8340
<http://www.tc.umn.edu/~comoccc>

Full-time and part-time, daytime child care, for children ages 16 months to 6 years. The non-profit center is located in the Como Student Community Cooperative, student family housing.

University of Minnesota Child Care Center (operated by College of Education and Human Development)

1600 Rollins Avenue S.E.
Minneapolis, MN 55455
612-627-4014
Web: <http://cehd.umn.edu/ChildCareCenter>

Provides childcare to University students, staff, and faculty for children ages three months to pre-kindergarten. There is a waiting list for enrollment.

8. IMPORTANT UNIVERSITY OF MINNESOTA PHONE NUMBERS AND STUDENT RESOURCES

All phone numbers in the following list are preceded by area code 612 unless otherwise noted.

University of Minnesota Information 625-5000

CEHD Departmental Contact Information for M.Ed. Student Inquiries

Institute of Child Development (ICD)
180 Child Development Building, 624-0526
Web: <http://cehd.umn.edu/ICD>

Curriculum and Instruction (C&I)
150 Peik Hall, 625-4006
Web: <http://cehd.umn.edu/CI>

Educational Policy and Administration (EdPA)
330 Wulling Hall, 624-1006
Web: <http://cehd.umn.edu/EdPA>

Educational Psychology (EdPsych)
250 Education Sciences Building, 624-6083
Web: <http://cehd.umn.edu/EdPsych>

Family Social Science (FSoS)
290 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108
612-625-1900

School of Kinesiology
220 Cooke Hall, 625-5300
Web: <http://cehd.umn.edu/Kin>

School of Social Work (SSW)
105 Peters Hall
1404 Gortner Avenue
St. Paul, MN 55108
612-625-1220

Work and Human Resource Education (WHRE)
210 Vocational and Technical Education Building,
St. Paul, 624-1221
Web: <http://cehd.umn.edu/WHRE>

CEHD Student Services

CEHD Student Services Web site
<http://cehd.umn.edu/students>

General information number, 110 Wulling Hall
625-6501

Enrollment/registration/degree clearance
626-9717

Registration information
625-5815

Additional licensure information
625-8042

Exploratory, Transition, and Career Services (ETC Services)
127 Appleby Hall
128 Pleasant Street S.E.
Minneapolis, MN 55455
612-624-4346
<http://cehd.umn.edu/ETCS>

Bookstores Serving Students On or Near Campus

University of Minnesota Bookstores
Web site: <http://www.bookstore.umn.edu>

St. Paul Store, St. Paul Student Center, 2017 Buford Avenue.
624-9200

East Bank Store, G55 Coffman Memorial Union, 300 Washing-
ton Avenue S.E. 625-6000

Student Book Store, 1501 University Avenue S.E., Minneapolis.
378-0457. Web site: <http://sbsuofm.com>

Note: This bookstore is not affiliated with the University of Min-
nesota.

Campus Libraries

Fourteen libraries locations are available on three Twin Cities
campus. For more information, visit <http://www.lib.umn.edu>.

Magrath Library (St. Paul campus), 1984 Buford Avenue, St.
Paul
624-2233

Wilson Library, 309-19th Avenue South, West Bank
624-3321

Library Hours Recording (for each term)
624-4552

Student Financial Services

Office of Student Finance Web site
<http://onestop.umn.edu/onestop/financialaid.html>

General Information
624-1111, e-mail: helpingu@umn.edu

9. U OF M POLICY STATEMENTS

University e-mail policy

The University-assigned student e-mail account is the University's official means of communication with all students. Students are responsible for all information sent to them via the University assigned e-mail account. If a student chooses to forward the University e-mail account, he or she is still responsible for all the information, including attachments, sent to the University e-mail account.

For information about setting up your e-mail account, contact Academic Distributed Computing Services (ADCS) at 612-301-HELP (4357), or on the Web: <http://www1.umn.edu/adcs>.

Equal opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455, 612-624-9547; e-mail: eoaa@umn.edu; or on the Web: <http://www.eoaffact.umn.edu/>

Disability access

The College of Education and Human Development provides reasonable accommodations for students with disabilities (physical, learning, health, etc.), which includes physical accessibility as well as necessary instructional modifications. Documentation of a student's disability is required and should be on file at the University's office of Disability Services (see contact information below). To the extent required by federal and state law, and with great sensitivity for confidentiality, the dean and/or appropriate college staff may have access to the information in order to determine the accommodations necessary to meet the needs of the student. For more information, contact Disability Services, 180 McNamara Alumni Center, 200 Oak Street S.E.; 612-626-1333, e-mail: ds@umn.edu; or on the Web: <http://www.ds.umn.edu/>.

Grievance issues

Students with grievance issues should direct questions to the University's Student Conflict Resolution Center (SCRC), 211 Eddy Hall, 192 Pillsbury Drive S.E.; 612-624-7272; e-mail: sos@umn.edu; or visit the SCRC Web site: <http://www.sos.umn.edu>.

SCRC can help students deal with University regulations and policies, misunderstandings between students and instructors or administrators, unfair treatment, and student conduct code violation accusations. SCRC provides a full range of services to students with campus-based complaints or concerns. An ombudsman helps students resolve problems informally. However, if your situation is not resolved, you may wish to file a formal grievance. An advocate is also available to assist students in formal grievance or disciplinary hearings.

Student conduct

Student Conduct Code booklet is available from the University's Office for Student Conduct and Academic Integrity (OSCAI), and on the Web: <http://www1.umn.edu/oscai/>. The full document presents the comprehensive institutional conduct code, including statements on scholastic dishonesty and falsification of records, as well as policy statements on sexual harassment and institutional commentary on consensual relationships. For more information, contact OSCAI, 211 Appleby Hall, 128 Pleasant Street S.E., Minneapolis, MN 55455; 612-624-6073.

Access to educational records

In accordance with University of Minnesota Board of Regents' policies on access to student records, information about a student generally 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, electronic (e-mail) address, 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. To do so, they must notify the records office on their campus. Students have the right to review their educational records and to challenge the contents of those records. The University of Minnesota Board of Regents' policy is available for review on the Web: <http://www1.umn.edu/regents/polindex.html>; at 200 Fraser Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the University's Office of the Registrar, 200 Fraser Hall, 612-624-1111.

Sexual harassment policy

Sexual harassment undermines the University's mission and threatens the careers of students, faculty, and staff. Sexual harassment is viewed as a violation of Title VII of the 1964 Civil Rights Act and is not tolerated at the University. Sexual harassment is defined as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision or academic decisions affecting such individual, (3) 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."

Sexual harassment, as defined above, is a specific form of discrimination in which power inherent in a faculty member's or supervisor's relationship with his or her students or subordinates is unfairly exploited. While sexual harassment most often takes place in a situation of power differential between persons involved, this policy recognizes that sexual harassment may occur between persons of the same University status, i.e.: student-student, faculty-faculty, staff-staff. Consenting romantic and sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are considered very unwise.

For more information, contact Julie Sweitzer, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455; 612-624-9547; e-mail: eoaa@umn.edu; or on the Web: <http://www.eoaffact.umn.edu/>.

Smoke-free campus policy

Smoking is prohibited in all facilities and within 25 feet from building entrances at the University of Minnesota.

Immunization

Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record form.

The form, which is sent along with the official University admission letter, must be filled out and returned to Boynton Health Service within 45 days of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form. More information is on the Web: <http://www.bhs.umn.edu/services/immunizationservices.htm>.

Veterans certification

If you need certification in order to receive educational assistance from programs through the federal Department of Veterans Affairs, contact the University's Veterans Certification Office, 200 Fraser Hall or call 612-625-8076. More information is available on the Web: http://onestop.umn.edu/onestop/Registration/Veterans_Certification.html.

This office also reports grades to the VA and monitors course load for determining benefit levels. However, the certification office does not determine eligibility for assistance nor does it administer the transfer of money. You must contact the VA directly in order to discuss benefit options. For more information about veterans benefits and services, visit the VA Web site: <http://www.gibill.va.gov>.

CE+HD

COLLEGE OF EDUCATION
+ HUMAN DEVELOPMENT

UNIVERSITY OF MINNESOTA

CEHD Student Services
110 Wullung Hall, 86 Pleasant Street S.E.
Minneapolis, MN 55455
612-625-6501, fax: 612-626-1580
cehdgrad@umn.edu
<http://cehd.umn.edu>

The University of Minnesota is an equal opportunity educator and employer. The College of Education and Human Development is committed to recruiting, enrolling, and educating a diverse population of students who represent the overall composition of our society.

For alternative formats of this publication, please contact CEHD Student Services, 612-625-6501.

The College of Education and Human Development (CEHD) at the University of Minnesota complies fully with Title II reporting requirements of the federal Higher Education Act. Copies of the Title II report are available at cehd.umn.edu/teaching/why.html or from CEHD Student Services, 110 Wullung Hall; 612-625-6501; e-mail: cehdgrad@umn.edu.