



FALL 2009 DATES & DEADLINES

Twin Cities campus • Effective August 2009

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This document is a printable version of information that can also be found on the One Stop Web site at <http://onestop.umn.edu>. Please also review related policies and procedures in the UMTC Enrollment Policies & Procedures document, available at <http://onestop.umn.edu/registration/index.html>.

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Academic calendars

Academic Year 2009–2010

Fall semester 2009

September 2009

1	Tues	Last day for Graduate School students to apply for September graduation
2–7	Wed–Mon	Welcome Week
4	Fri	Transfer student orientation ends
7	Mon	University closed for Labor Day holiday
8	Tues	Fall semester 2009 classes begin
15	Tues	Last day for students enrolled in fall semester and first 7-week session to <ul style="list-style-type: none"> • add a course without instructor approval • receive 100% refund
21	Mon	Last day for students enrolled in fall semester and first 7-week fall session to <ul style="list-style-type: none"> • add a class without college scholastic committee approval • cancel a class and not receive a ‘W’ on transcript • change grade base • enter private coverage information at the One Stop Hospitalization Insurance Quick Link • Last day to receive a 75% refund for students who cancel fall semester classes • Last day to receive a 50% refund on canceled classes for students enrolled in the first 7-week session
28	Mon	Last day to receive a 50% refund for students who cancel fall semester classes

October 2009

1	Thurs	Last day for Graduate School students to apply for October graduation
5	Mon	Last day for students enrolled in the first 7-week session to cancel a course without college scholastic approval Last day to receive 25% refund for students who cancel fall semester classes Last day in fall semester 2009 to submit a <i>Request for a Reduced Credit Load</i> form
7	Wed	First fall 2009 bill payment due (33% of tuition and fees)
26	Mon	Last day of first 7-week session
27	Tues	First day of second 7-week session

November 2009

2	Mon	Last day for Graduate School students to apply for November graduation Last day to cancel fall semester classes without college scholastic committee approval
3	Tues	Last day for students enrolled in the second 7-week session <ul style="list-style-type: none"> • to add a class without instructor approval • receive 100% refund
4	Wed	Second fall 2009 bill payment due (50% of tuition and fees)
9	Mon	Last day for students enrolled in the second 7-week fall session to <ul style="list-style-type: none"> • add a class with college scholastic approval • change grade base • drop a course without receiving a ‘W’ • receive 50% refund
10	Tues	Spring 2010 registration starts for admitted students
23	Mon	Last day to cancel a class without college scholastic approval for students in the second 7-week session
26	Thurs	University closed for Thanksgiving holiday
27	Fri	University closed for hoiliday

December 2009

1	Tues	Last day for Graduate School students to apply for December graduation
2	Wed	Third fall 2009 bill payment due (100%)
4	Fri	Open registration begins for non-admitted students
16	Wed	Last day of classes for fall 2009 semester and second 7-week session
17–19	Thurs–Sat	Final examinations
20	Sun	Study day
21–23	Mon–Wed	Final examinations
23	Wed	Fourth fall 2009 payment due (100% total balance) Last day of fall 2009 semester
24–25	Thurs–Fri	University closed for holidays

Spring semester 2010

January 2010

1	Fri	University closed for New Years Day holiday
4	Mon	Last day for Graduate School students to apply for January graduation
13	Wed	Fifth fall 2009 payment due (100% total balance)
18	Mon	University closed for Martin Luther King Holiday
19	Tues	Classes begin for regular spring session and first 7-week session
26	Tues	Last day for students enrolled in full semester or first 7-week session classes to <ul style="list-style-type: none"> • add a course without instructor approval • receive 100% refund

February 2010

1	Mon	Last day for Graduate School students to apply for February graduation
1	Mon	Last day for students enrolled in full semester or first 7-week session classes to <ul style="list-style-type: none"> • add a course without college scholastic • committee approval cancel a course without receiving a 'W' on transcript • change grading basis • enter your private Hospitalization Insurance information at the One Stop Quick Link Last day for students who withdraw from full semester classes to receive a 75% refund Last day for students who withdraw from 7-week session classes to receive a 50% refund
2	Tues	Last day for undergraduates to apply for spring 2010 graduation
8	Mon	Last day to receive 50% refund for full semester classes
15	Mon	Last day for students who withdraw from full semester classes to receive a 25% refund Last day to cancel without college scholastic committee approval for students enrolled in a first 7-week session classes Last day to submit Request for a Reduced Credit Load form to appeal the 13-credit policy exemption
17	Wed	First spring 2010 bill payment due (33% of tuition and fees)

March 2010

1	Mon	Last day for Graduate School students to apply for March graduation
3	Sat	Last day of class for first 7-week session
15	Mon	Last day to cancel a course without college scholastic committee approval, full-term classes
15–20	Mon - Sat	Spring break
17	Wed	Second spring 2010 bill payment due (50% of tuition and fees))
19	Fri	University closed for the holiday
22	Mon	First day of second 7-week session

24	Wed	Last day for undergraduates to apply for May 2010 graduation
30	Tue	Last day to for student enrolled in second 7-week session to <ul style="list-style-type: none"> • add a course without instructor approval • receive 100% refund for a canceled class

April 2010

1	Thu	Last day for Graduate School students to apply for April graduation
5	Mon	Last day for students enrolled in the second 7-week session to <ul style="list-style-type: none"> • add a class with college scholastic committee approval • change grade base • drop a course without receiving a 'W' • receive 50% refund
6	Tue	May/summer session 2010 registration begins for admitted degree-seeking students
13	Tue	First day of May/summer term 2010 open enrollment for non-admitted non-degree and visiting students
14	Wed	Third spring 2010 bill payment due (100%)

May 2010

3	Mon	Last day for Graduate School students to apply for May graduation
7	Fri	Last day of second 7-week session Last day of instruction for full semester classes
8–9	Sat–Sun	Study days
10–16	Mon–Sun	Final examinations
12	Wed	Fourth spring 2010 bill payment due (100%)
15	Sat	Last day of spring 2010 semester
24	Mon	First day of May session classes
31	Mon	University closed for Memorial Day Holiday

Cancel/add change & refund deadlines

Fall 2009

Uniform change of registration requirements

Calendar days of term	Refund %	Changes to grade base or variable credits	Required to cancel	Required to add
Through September 15	100%	Allowed	No approval	No approval
September 16–21	75%	Allowed	No approval	Instructor approval
September 22–28	50%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
September 29–October 5	25%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
October 6–November 2	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
November 3–December 16	0%	Not allowed	Approval of college scholastic committee (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

1ST 7-week session fall semester 2009

Through September 15	100%	Allowed	No approval required	No approval required
September 16–21	50%	Allowed	No approval required	Instructor approval
September 22–October 5	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
October 6–26	0%	Not allowed	Approval of college scholastic committee (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

2ND 7-week session fall semester 2009

Through November 3	100%	Allowed	No approval required	No approval required
November 4–9	50%	Allowed	No approval required	Instructor approval
November 10–23	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
November 24–December 16	0%	Not allowed	Approval of college scholastic committee (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

Billing & payment due dates

Fall 2009

All students

To avoid all installment and late fees, pay your bill in full by the first due date.

Non-degree students

You are required to pay your tuition and other charges in full by the first due date. Otherwise, your registration will be canceled.

Degree-seeking students

You are eligible for the installment plan. For a \$35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart below.

Late payment fees

Payments must be received by the due date to be considered on time. Any time you pay less than the

minimum amount due as stated on your billing statement by the due date, you will be charged a \$30 late payment fee and a hold will be placed on your record. This fee is in addition to the \$35 per semester installment/re-billing fee

Installment fees

For a \$35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart above.

Consequences of non-payment

Non-payment can have serious consequences on your academic plans and financial records. Please go online to http://onestop.umn.edu/finances/pay/where_when_how/dates/spring_2009_due_dates.html for complete information on billing and payment.

	Billing date	Minimum due	Due date
1st statement	September 12	33%	October 7
2nd statement	October 10	50%	November 4
3rd statement	November 7	100%	December 2
Past-due or special circumstance billing dates			
4th statement	December 5	Total balance	December 23
5th statement	December 26	Total balance	January 13

Change of college or campus deadlines

To transfer from one college or campus to another within the University of Minnesota you must meet the admissions requirements of the college you plan to attend. Each college may have specific requirements and additional application materials for particular majors. Links to each college's requirements can be found online at: http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html

Talk to your [academic adviser](#).

Fill out the Application Form, which can also be found online at: http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html

If you want to transfer from one college of the University to another, you must submit a completed Application for Undergraduate Change of College to a [One Stop Student Services Center](#). Do *not* use this form to change a major or add a second major in another college—contact your college office for more information.

The deadline dates given in this chart are for undergraduate majors, and are not applicable to programs in the Graduate School. If the college in which you are interested is not listed below, contact that college office for specific information.

COLLEGE	Fall 2009	Spring 2010
Biological Sciences	March 2, 2009	October 1, 2009
Clinical Laboratory Sciences	<i>Priority deadline:</i> March 1, 2009 Applications accepted on a space-available basis until June 1, 2009	---
Continuing Education	September 8, 2009	January 19, 2010
Dental Hygiene	January 12, 2009	
Design, College of		
Architecture	May 15, 2009	---
Environmental Design, Graphic Design, Housing Studies Majors	March 2, 2009	October 1, 2009
Clothing Design, Interior Design, Housing Studies majors	March 2, 2009	---
Education and Human Development, College of	<i>Priority deadline:</i> February 1, 2009 Applications accepted on a space-available basis until June 1, 2009	<i>Priority deadline:</i> October 1, 2009 Applications accepted on a space-available basis until December 1, 2009
Food, Agricultural, & Natural Resource Sciences	March 8, 2009	October 8, 2009
Institute of Technology		
Undergraduate students	June 1, 2009	October 15, 2009
Non-degree students	September 8, 2009	January 19, 2010
Liberal Arts, College of		
Undergraduate students	June 1, 2009	October 15, 2009
Non-degree students	September 8, 2009	January 19, 2010
Management, Carlson School of		
Undergraduate students	March 2, 2009	---
Mortuary Science	<i>Priority deadline:</i> March 15, 2009 Applications accepted on a space-available basis until August 15, 2009	---
NURSING	February 1, 2009	---

Degree application deadlines

If you are a candidate for an undergraduate degree or certificate, you must submit an online Application for Undergraduate Degree at http://onestop.umn.edu/degree_planning/graduation.

If you are in a professional program you must submit an Application for Degree forms (PDF available at onestop.umn.edu/forms) to a One Stop Student Services Center. Applications for degrees do not require payment of a graduation fee.

If you fail to apply by the dates listed below, you may not be able to graduate until the following term. See also “Students with financial obligations,” following the deadlines.

Undergraduate deadlines

Semester	Deadline
Fall 2009	September 22, 2009
Spring 2010	February 2, 2010

Graduate School deadlines

Graduate School degrees are awarded monthly. To graduate at the end of any given month you must:

- Submit your Graduate School Application for Degree form to a One Stop Student Services Center on or before the first workday of the month.
- Complete all other requirements by the last work day of the month.
- Graduating before the end of the term may affect your eligibility for student loans, housing, for example. Check with the appropriate office if you have questions on eligibility.
- Graduate School students obtain the Application for Degree form and detailed graduation instructions from 316 Johnston Hall.

STUDENTS WITH FINANCIAL OBLIGATIONS

The following is taken from the academic and administrative policy, “Withholding Degrees from Students with Financial Obligations:”

“The University of Minnesota does not post degrees for students, on any campus, with financial obligations equal to, or in excess of, \$100. This includes all retroactively conferred degrees. Once a student satisfies his or her financial obligation, the degree will be posted using the original date the degree would have been conferred.”

To view and pay any outstanding balance, view your student account (follow the Student Account Quick Link at <http://onestop.umn.edu>).

Examination & grade schedules

✱ FINAL EXAMINATION SCHEDULE

To find when the final exam for each of your courses is scheduled, do the following:

- Determine the beginning time for each of your courses using the following guidelines:
 - Use the lecture, seminar, or colloquium beginning time for your course rather than the lab or discussion times.
 - Each range of beginning times (e.g., 8:00am-8:59am , 9:00am-9:59am) is subdivided into MWF and TTh exam times. Use MWF if your course meets for more than three days per week or if it meets on unusual days. For example, courses that meet MWThF or TWTh or TF would all follow the MWF exam time.
 - If your course meets at different times on different days, use the day earliest in the week. A course meeting 9:05am–11:00am T, 8:00am–8:50am Th, for example, would follow the 9:00am–9:59am TTh exam time.
- Read across to find the time and day for your final examination using the beginning time for the course.
- Check the list of common exams to see if any of your courses are listed there. Common examination times *always* take precedence over the final exam schedule.
- Ask your instructor to **confirm your exam time and length**. Some courses may have a three-hour exam. Instructors may,

with college approval in a very limited number of circumstances, request a change in exam time. See the Final Exam Regulations for information on conflicts in your exam schedule.

NOTE: Courses that start between **4:00 pm–5:59 pm** will have the final exam beginning at the usual class starting time during finals week. The exam will extend for two hours from the starting time. If a course meets multiple days during the term, the exam will be on the earliest day of the week during finals week.

Courses beginning at **6:00 pm or later** will have the final exam from **6:30 pm–8:30 pm** on the day of the week the course normally meets. If the course meets multiple days of the week during the term, the exam will be scheduled on the earliest class meeting day during finals week.

Courses meeting on **Saturday or Sunday** will have the final exam beginning at the usual starting time during finals week on the day it normally meets. The exam will extend for 2 hours from the starting time.

These final examination schedules **do not apply** to Independent and Distance Learning courses. They also do not apply to courses offered primarily to students registered in the colleges of Dentistry, Pharmacy, and Veterinary Medicine, Law School, and Medical School , or to 8000- or 9000-level courses that have no regularly scheduled classrooms.

Always confirm exam times with your professor.

FALL 2009 FINAL EXAM SCHEDULE	
Class begins	Exam time
8:00am–8:59am MWF	1:30pm-3:30pm Tuesday, Dec. 22
8:00am–8:59am TTh	10:30am-12:30pm Monday, Dec. 21
9:00am–9:59am MWF	10:30am-12:30pm Friday, Dec. 18
9:00am–9:59am TTh	1:30pm-3:30pm Saturday, Dec. 19
10:00am–10:59am MWF	8:00am-10:00am Tuesday, Dec. 22
10:00am–10:59am TTh	10:30am-12:30pm Wednesday, Dec. 23
11:00am–11:59am MWF	10:30am-12:30pm Saturday, Dec. 19
11:00am–11:59am TTh	4:00pm-6:00pm Saturday, Dec. 19
12:00pm–12:59pm MWF	8:00am-10:00am Wednesday, Dec. 23
12:00pm–12:59pm TTh	8:00am-10:00am Monday, Dec. 21
1:00pm–1:59pm MWF	1:30pm-3:30pm Friday, Dec. 18
1:00pm–1:59pm TTh	8:00am-10:00am Saturday, Dec. 19
2:00pm–2:59pm MWF	1:30pm-3:30pm Wednesday, Dec. 23
2:00pm–2:59pm TTh	10:30am-12:30pm Tuesday, Dec. 22
3:00pm–3:59pm MWF	8:00am-10:00am Friday, Dec. 18
3:00pm–3:59pm TTh	1:30pm-3:30pm Monday, Dec. 21
4:00pm–5:59pm MWF	Use class starting time for 2 hours on earliest class meeting day.
4:00pm–5:59pm TTh	Use class starting time for 2 hours on earliest class meeting day.
8:00am–8:59am S	Use class starting time for 2 hours on normal day class meets.
10:00am–10:59am S	Use class starting time for 2 hours on normal day class meets

☀ FALL 2009 COMMON EXAMINATIONS

All sections of the following courses are examined together at the time indicated.

Thursday, December 17

Acct 2050—10:30am-12:30pm

Biol 1001 (sec 001), Biol 1001H (sec 001), Biol 1003 (sec 001)—8:00am-10:00am

Biol 1009 (sec 001, 050)—10:30am-12:30pm

BLaw 3058—8:00am-10:00am

IDSc 3001—8:00am-10:00am

Lat 1001—10:30am-12:30pm

Math 3113, 3118—1:30pm-3:30pm

Math 1001, 1031, 1051, 1142, 1151, 1155, 1271, 1272, 1371, 1372, 1571H, 2243, 2263, 2373, 2374, 2573H, 3592H—1:30pm-4:30pm

OMS 2550—8:00am-10:00am

PSTL 0712, 0721, 0722, 0731, 0732, 1004—10:30am-12:30pm

Psy 1001—7:00pm-9:00pm

PubH 3001, 3003, 3004—6:30pm-9:30pm

Friday, December 18

Econ 1101 (sec 001, 017)—6:30pm-8:30pm

Fren 1001, 1002, 1003, 1004, 1022—6:30pm-8:30pm

Ger 1001, 1002, 1003, 1022—6:30pm-8:30pm

Monday, December 21

Span 1001, 1002, 1003, 1022—6:30pm-8:30pm

Tuesday, December 22

Econ 1102 (sec 001)—6:30pm-8:30pm

Phys 1101W, 1201W, 1301W, 3071W—6:30pm-9:30pm

☀ FALL 2009 EXAM REGULATIONS

Rooms—Examinations except common examinations are given in the regularly scheduled classroom unless your instructor arranges for and announces a different room. Note to instructors: See Regulations Regarding Examinations, below.

Examination scheduling conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three exams within a 16-hour period, you may request adjustment with your college office and with your instructor. Such a request must be presented at least two weeks before the examination period begins.

If you miss a final, an I, an F, or an N is recorded, depending upon your standing at the time. To make up the exam, you must obtain the instructor's permission.

1. There shall be no variations from the University final examination schedule except by concurrence of the dean of the college and the director of scheduling. This prohibition also precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class, except laboratory final examinations which cannot be held in accordance with the regular final examination schedule.

All department requests for adjustment of final examination hours should be made online with form ASR 163 by October 23 to permit publication of the change and orderly consideration of hardships. Additional common examinations may be requested on the same online form, which also includes room request information. The ASR 163 form is available at asr.umn.edu/forms/.

2. Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.
3. Arranged examinations and authorized variations in published hours shall conform with the hour-periods shown in the examination schedules.
4. No variations from the University final examination schedule will be considered official until published in the Official Daily Bulletin in the Minnesota Daily.
5. Each college shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.
6. The following courses have been approved for a three-hour final examination:

EE 3115 (sec 001);

Math 1001, 1031, 1051, 1131, 1142, 1151, 1155, 1271, 1272, 1281, 1282, 1371, 1372, 1571H, 1572H, 2243, 2263, 2373, 2374, 2573H, 2574H, 3592H, 3593H

Physics: all courses;

PubH 3001, 3003, 3004

For this semester, three hour examinations will be scheduled on the half day that the corresponding two-hour exams would have been given. Exams are scheduled from 0830-1130 AM or from 0130-0430PM. Instructors need to submit an ASR 163 form online for approval to schedule a 3-hour exam if the course is not listed above.

Departments are also encouraged to request alternate seating only when it is necessary for proper administration of the exam. Requests for rooms for alternate seating must be submitted by the department office via the online ASR 123 form, available at asr.umn.edu/forms/.

All ASR 123 forms must be submitted online on or before October 23. Notification of room assignments for all ASR 123 forms received by October 23 will be sent to departments on or before November 20.

7. University Senate policy decrees that no extracurricular events which *require* the participation of students may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty members that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.