Teaching and Learning: Student Responsibilities (Twin Cities, Crookston, Morris, Rochester)

Attending class: Students are expected to participate in all course requirements. Please note that your course requirements may be modified to accommodate alternative delivery formats for courses. Please contact your instructors with any course specific questions.

Responsible University Officer(s):
● Executive Vice President and Provost

Policy Owner(s):
● Vice Provost and Dean of Undergraduate Education
● Vice Provost and Dean of Graduate Education
● Vice President of Student Affairs

Policy contact(s):
● Jessica Kuecker Grotjohn, Toni Abts, Heather McGinnis

Date Revised: Sep 16, 2014
Effective Date: Apr 15, 2009

Policy Statement

The University's mission centers on learning, and students have the following responsibilities to optimize the learning environment and their ability to succeed. Both instructors and students have a fundamental obligation to respect the instructional setting as a place for civil, courteous discourse.

1. **Satisfying prerequisites.** Students should not register for courses in which they lack the prerequisites unless they have permission from the instructor.

2. **Responsibility for class work.** Students are responsible for knowing all information contained in the syllabus. Students are responsible for meeting all course requirements, observing all deadlines, examination times, and other course procedures.
3. **Attending class.**
   a. Students are expected to attend all meetings of their courses. They may not be penalized for absence from class, however, to participate in religious observances, for approved University activities, and for other reasons in accordance with the policy on *Makeup Work for Legitimate Absences*. Students should notify instructors as soon as possible about such absences. (See Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*).
   b. Students must attend the first class meeting of every course in which they are registered, in accordance with the policy on *Mandatory Attendance at First Class Session and Consequences for Absence*, unless (1) they obtain approval from the instructor before the first meeting or (2) they provide notice to the instructor they must miss class due to reasons outlined in the Makeup Work for Legitimate Absences policy. Failure to do so may result in loss of a place in the class to other students, because of a recognized religious holiday (see the policy on Mandatory Attendance at First Class Session and Consequences for Absence). Otherwise, they may lose their places in class to other students. (See Administrative Policy: Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester).
   c. Students are responsible for being on time and prepared for all class sessions.

4. **Maintaining academic integrity.** Students are expected to maintain academic integrity, including doing their own assigned work for courses. When it is determined that a student has engaged in scholastic dishonesty, the instructor may impose an academic consequence (e.g., giving the student a grade of "F" or an "N" for the course), and the student may face additional sanctions from the University. (See Board of Regents Policy: *Student Conduct Code*, Section VI, Subd 1, Scholastic Dishonesty, and Administrative Policy: *Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester*).

5. **Seeking help and accommodation.**
   a. Students are responsible for seeking academic help in a timely fashion.
   b. Students who need special accommodations are responsible for working first with the relevant University offices (e.g. Disability
6. **Respecting intellectual property.** Students may not distribute instructor-provided notes or other course materials, except to other members of the same class, during the same term, or with the express (written) consent of the instructor. Instructors have the right to impose additional restrictions on course materials in accordance with copyright and intellectual property law and policy. Students may not engage in the widespread distribution or sale of transcript-like notes or notes that are close to verbatim records of a lecture or presentation.

7. **Keeping the classroom in good order.** Students may be responsible for helping straighten up a classroom at the end of a class period, if requested to do so by the instructor. Keeping a classroom in good order includes taking away or disposing of everything one came in with, such as pop cans/bottles, food containers/wrappers, newspapers, etc. Students must also not deface or damage classrooms or classroom furniture or equipment.

8. **Use of personal electronic devices in the classroom.** Instructors determine if personal electronic devices (such as cell phones and laptops) are allowed in the classroom. Students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. Students are not permitted to record any part of a class/lab/other session unless explicitly granted permission by the instructor. If the student does not comply, the student may be asked to leave the classroom.

9. Guests may not be brought to class without permission from the instructor.

**Exclusions**

This policy is not applicable to the Duluth campus.

**Reason for Policy**

This policy clarifies and outlines student responsibilities and expectations for enrollment and participation in a course. Faculty and students need a common understanding of their responsibilities for the learning process. This
policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

1. Is it permissible for a student to bring the student's child to class?

No guests, including family members, can attend class with the student without permission from the instructor. All guests, including a student's family members, may not attend class with the student without permission from the instructor.

2. How should students navigate the need for accommodations if they are unable to receive a timely accommodation letter?

Students should work with the Disability Resource Center on their campus regarding timelines and access to services. In many cases there are drop-in or online consultation options.

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Primary Contact(s) | Jessica Kuecker  
| Grotjohn  
| Toni Abts  
| Heather McGinnis | 612-624-132  
| 8  
| 612-625-281  
| 5  
| 612-626-124  
| 2 | jkuecker@umn.edu  
gspolicy@umn.edu  
@umn.edu |
| Crookston Campus Procedures | Jason Tangquist | 218-281-842  
| 4 | jtangqui@crk.umn.edu |
| Morris Campus Procedures | Janet Ericksen | 320-589-601  
| 5 | ericksja@morris.umn.edu |
| Rochester Campus Procedures | Lori Carrell | 507-258-800  
| 6 | lcarrell@r.umn.edu |

### Definitions

**Prerequisite**
A course required prior to enrolling in that is a necessary requirement before subsequent advanced courses.

**Scholastic Dishonesty**
Defined in the Board of Regents Student Conduct Code, Subdivision 1, as plagiarism; cheating on assignments or examinations, including the unauthorized use of online learning support and testing platforms; engaging in unauthorized collaboration on academic work, including the posting of student-generated coursework on online learning support and testing platforms not approved for the specific course in question; taking, acquiring, or using course materials without faculty permission, including the posting of faculty-provided course materials on online learning support and testing platforms; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.
assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Responsibilities

Responsibilities are specified in the Policy Statement.

Related Information

- Board of Regents Policy: Student Conduct Code
- Administrative Policy: Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester
- Administrative Policy: Teaching and Learning: Instructor and Department Responsibilities (Twin Cities, Crookston, Morris, Rochester)
- Administrative Policy: Makeup Work for Legitimate Absences
- Higher Learning Commission, Criteria and Requirements for Accreditation
- Administrative Policy: Expected Student Academic Work per Credit

History

Amended:
September 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

Amended:
May 2013 - Major Revision, Comprehensive Review.
1. Incorporates language from two related policies (Appropriate Use of Class Notes and Course Materials, and Use of Personal Electronic Devices in the Classroom). These policies are proposed for elimination.
2. Expands the language around academic integrity. The reference now is on scholastic dishonesty, which would include cheating, plagiarism, etc.

Amended:
December 2009 - Policy now applies to Crookston.

Amended:
April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:
April 2009

Supersedes:
Classroom Expectations Guidelines