

# ACADEMIC CONTRACT QUESTIONS & ANSWERS UNIVERSITY OF MINNESOTA, CROOKSTON

***What am I required to do while on academic contract?***

1. Attend the mandatory meeting for all contract students the first week of the semester
2. Register in the course GnEd 1900 (1/2 credit) – *Chancellor’s Academic Success Seminar*
3. Achieve a grade of “C” or better in GnEd 1900 – *Chancellor’s Academic Success Seminar*
4. Attend 100% of all classes
5. Properly complete the “*Academic Action Plan*” and obtain the required signatures by the deadline
6. Meet weekly with my academic adviser
7. Meet weekly with your assigned academic counselor/Student Support Services staff person
8. Properly complete the *Academic Contract Weekly Report* Form and turn it in weekly by the deadline
9. Earn a grade point of “C” average (2.00) or better during the term of academic contract

***What happens if I do not successfully complete the contract?***

You will be suspended and not allowed to continue your enrollment at UMC. Your continuation at the University of Minnesota, Crookston during the term of academic contract is dependent upon your willingness to comply with all of the terms and conditions without exception. Violating any of the provisions of the contract will result in your immediate suspension for one calendar year.

***I have a learning disability but have not registered with the Office of Student Disabilities. Does that matter?***

You should make an appointment with the UMC Office for Students with Disabilities (OSD) to discuss your specific circumstances. Students with documented disabilities who are readmitted under the terms of the academic contract are subject to all conditions of the academic contract as specified. Any legitimate exceptions to the contract must be defined in the disability accommodation plan developed at the **beginning of the term** in conjunction with the UMC Office for Students with Disabilities (OSD). Students with disabilities who do not to develop an accommodation plan with OSD at the beginning of the term may not retroactively seek protection for non-compliance with the terms of the academic contract. Exemptions from the terms of the academic contract will not be considered valid without prior provision of a disability diagnosis and an approved accommodation plan.

***If I successfully complete the academic contract, will I be in good academic standing again?***

That will depend on your cumulative grade point average. You must earn a minimum term and cumulative GPA consistent with the credit hour/GPA table below. Students whose term GPA does not meet the requirements will be SUSPENDED. Students who meet the term GPA requirement will be removed from probation, or continued on probation, according to the table.

Cumulative Credits Attempted With Permanent Grades	Minimum Cumulative GPA
1-15	1.70
16-23	1.80
24-31	1.90
32 and beyond	2.00

Meets Minimum Requirements?		
Term GPA	Cumulative GPA	Action
No		Suspended
Yes	Yes	Removed from probation
Yes	No	Continued on probation

**Can I be on contract again next semester if I do not successfully complete all parts of the academic contract this term?**

No. Students may NOT continue on academic contract for two consecutive semesters.

**Will my financial aid be affected while on academic contract?**

Yes. Suspended students, readmitted under the terms of the academic contract . . . are NOT eligible to receive state or federal financial aid . . . . You may appeal your financial aid suspension if unusual circumstances interfered with your ability to meet SAP standards. For more information see [Satisfactory Academic Progress \(SAP\) for Financial Aid Eligibility](http://www2.crk.umn.edu/info/policies/FinAidSap.htm) <http://www2.crk.umn.edu/info/policies/FinAidSap.htm> or contact the Office of Student Financial Aid

**If I decide to sit out and not attend UMC the required semester(s) will I be re-admitted?**

Suspended students are readmitted after the required period of non-enrollment and are placed on academic probation. Continued enrollment depends on satisfactorily completing probation requirements.

**I do not think I can comply with the academic contract requirements. Is there any other way I can re-enroll at UMC?**

You may discontinue your UMC enrollment for the terms required in your suspension letter. If you do so, you will be eligible for re-admittance on academic probation when you return to UMC. NOTE. During your period of suspension, you may NOT earn credits at any other institution to transfer to UMC unless the Academic Standards and Policy Committee has approved your request in advance. You must submit a [Student Petition for an Exception to Administrative Policy](http://onestop.umcrookston.edu/registration/Forms/StudentPetitionForm.pdf) <http://onestop.umcrookston.edu/registration/Forms/StudentPetitionForm.pdf> requesting permission to do so prior to your enrollment at another institution.

**I am a UMC club officer. Does it matter that I am on academic contract?**

Yes. Students on academic contract are not eligible to represent the University. Representation shall include, but not be limited to such things as athletic events, music or theater performances, club events occurring in a public venue or of a competitive nature, and serving as an officer in clubs, organizations or the student association.

**I received a letter telling me I was suspended. What does that mean?**

A student on academic probation who fails to meet the terms of probation is suspended and is required to withdraw from UMC for the specified academic term(s). However, the first time a student is suspended he/she may appeal the suspension and will automatically be readmitted for the next term if he/she: (1) agrees to comply with the terms and conditions of the academic contract, (2) meets all associated deadlines, (3) properly completes the required forms, and (4) attends all required meetings.

**I received notification that I was suspended because I violated the academic contract. Can I appeal that decision and be re-instated?**

Students suspended for violating the Academic Contract may submit a petition requesting re-enrollment to the Senior Vice Chancellor for Academic & Student Affairs. Procedures and deadlines for submission are stated in the students' suspension letters.

**I just finished spring semester and was informed that I have been suspended for next fall. I have already registered for classes for the summer term. Can I complete them?**

If you are registered at UMC for Summer Session courses, you will be allowed to complete them. If you decide you do not want to continue your summer course(s), you must notify the Office of the Registrar so that your registration may be canceled. Timely notification is important in order to determine your eligibility for tuition and fee refunds and to ensure that you do not receive F grades for the courses in which you are registered.

**The academic contract forms require the signatures' of my academic adviser and a counselor but spring semester is over, I'm at home this summer, and can't get them to sign before school starts Can I submit the forms without their signatures?**

You do not need your adviser's or counselor's signature during the summer. You may submit the required forms by the stated deadline and the Academic Standards and Policy Committee will inform you of the Committee's decision on your readmission request.

***The instructor of GnEd 1900 – Chancellor's Academic Success Seminar has informed the class that we cannot miss any classes. Is this correct?***

Full participation and 100% attendance in classes, laboratory periods, and examinations is required of all students on academic contract. Attendance for the Academic Success Seminar is mandatory. Students should review the dates for class sessions, before signing the academic contract, to be sure that they can attend all sessions. If you have a work conflict, you must alter your schedule so that you are free for every class session and for the whole class session (6:00-7:15 p.m.).

***One of my classes has scheduled an off-campus field trip that is a course requirement. I have other classes that day that I would have to miss. How can I attend the field trip and still comply with the 100% attendance requirement for my other classes?***

Students claiming an excused absence must apply in writing and furnish documentary support for your assertion. The *Absence from Class* form and all supporting documentation must be submitted to your assigned Counselor/SSS Staff person when the weekly report form is completed. You are responsible for providing satisfactory evidence to substantiate the reason for absence. In cases where advance notification is not feasible (e.g. accident, or emergency) you must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be provided prior to the absence from class.

***I have already received approval from my academic counselor to attend a field trip as an excused absence. However, one of my other instructors has a "mandatory" lab that day and says I will receive a zero if I miss it. Can he/she do that?***

An excused absence does not relieve you from responsibilities for missed class sessions, assignments, and examinations and only applies to the mandatory attendance requirement of the academic contract. You are responsible to contact each of your instructors regarding the **possibility** of making-up any missed work. The choice to excuse or not excuse the absence is left to the discretion of each faculty member.

***I completed the "Absence from Class Form" documenting a family trip that has been planned for over a year but my academic counselor will not approve it as an excused absence. Why?***

A family trip is not an absence that meets the policy requirements of an "excused" absence (see next question). Submission of the form does not guarantee that an absence will be considered excused. Each form is considered independently based on its own merits, compliance with the policy, and the submission of appropriate documentation.

***What kinds of absences are considered "excused"?***

1. University sanctioned event. The student is away from campus participating in an event typically accompanied by a University faculty or staff member. Examples include academic conferences, class field trips, and class-required attendance at special events (in no case should students miss class to attend athletic practice). The sponsoring faculty instructor needs to sign the Absence from Class Form.
2. Required court attendance as certified by the Clerk of Court and/or participation in legal proceedings or administrative procedures that require a student's presence.
3. Religious observances where the nature of the observance prevents the student from being present during the class period as verified by Campus Ministry. The Coordinator of Campus Ministry (StuC 145H) needs to sign the Absence from Class Form.
4. Absence due to required military duty in the National Guard or active reserve as certified by the student's commanding officer. A copy of the military orders need to be attached to the Absence from Class Form.

***I woke-up with a sore throat and fever and did not feel well enough to go to school. Why isn't that an excused absence?***

An absence for a non-acute medical reason does not constitute an excused absence. An injury or illness that is too severe or contagious for you to attend class will need to be documented. You are required to obtain medical confirmation from your medical provider and can use the *Absence from Class* form to do so.

The UMC Student Health Services or an off-campus medical professional can provide medical confirmation only if medical professionals are involved in your medical care. The medical confirmation must contain the date and time of the illness and the medical professional's confirmation of needed absence. The mere utilization of medical services does not guarantee that an absence will be considered excused.

***My next-door neighbor is seriously ill and is not expected to live. Will I be able to attend his funeral?***

You need to discuss this with your academic counselor. Usually, only death or serious illnesses in the immediate family can be considered excused. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by the student's assigned Counselor/SSS Staff person. In cases of family emergency, students are expected to present evidence or documentation to verify the reason. A completed *Absence from Class* form and funeral notice, newspaper obituary, or similar documentation will be required.

***I drive an old "clunker" of a car and commute from Grand Forks. What happens if my car will not start and I miss class?***

You have agreed to attend 100% of your classes and are responsible for making appropriate arrangements to do so. To avoid this problem you should make plans for an alternative ride with someone else **before** your car does not start.

***Will I automatically be removed from the academic contract requirements if I finish an incomplete from the previous semester and my GPA increases so that I would not have been suspended?***

Not necessarily. You may, however, submit a [Student Petition for an Exception to Administrative Policy](http://onestop.umcrookston.edu/registration/Forms/StudentPetitionForm.pdf) <http://onestop.umcrookston.edu/registration/Forms/StudentPetitionForm.pdf> requesting to be released from the requirements. The Academic Standards & Policy Committee will review the petition and inform you of its decision. Each petition is considered independently based on its own merits, compliance with the policy, and the submission of appropriate documentation.

***The instructor for one of my classes (or academic adviser or academic counselor) is out of town and I am not able to obtain his/her signature on the Weekly Academic Contract Report form. Whom can I have sign instead?***

No one else may sign the form. Speak with Val Uttermark, Office of the Registrar, 9 Hill Hall **BEFORE** the deadline and explain the situation.

***One of my classes did not meet this week. Do I still need the instructor's signature?***

Yes. The instructor's signature is ALWAYS required whether or not the class actually met.

***My computer is broke so it is not possible for me to complete my class assignments. What can I do?***

If your computer fails because of a defect or damage, simply bring it to the Computer Help Desk, 131 Kiehle Hall, where it will be checked out. Repairs required due to machine failure will normally be covered under manufacturer's warranty. Loaner computers are available while yours is being fixed. In addition, desktop computers are available for use in the Library. The computers are loaded with various software including Microsoft Word, Excel, and PowerPoint. Printing from a laser printer is available to students, faculty, and staff in the library at no charge.

***I do not read my University e-mail because of all the "junk mail" I receive.***

Students are responsible for all information sent to them via the University assigned e-mail account. University assigned student e-mail accounts are the University's official means of communication with all students. UMC also maintains an *UNOFFICIAL* list that you are allowed to unsubscribe from if desired. Doing so will greatly reduce the number of non-essential academic notices, elective opportunities and events, club notices, entertainment opportunities, and other messages of general appeal that you receive.

***My flight home for Thanksgiving vacation is Tuesday night and I'll miss class Wednesday. Will that be OK?***

No. You have agreed to attend 100% of your classes. If you do not attend class on Wednesday, it will be considered an "unexcused" absence and you will be suspended for violating the academic contract.

***I need to leave class 15-minutes early to get to work but my instructor says I cannot. Doesn't this qualify as an "excused" absence?***

No. You have agreed to attend 100% of your classes. If you leave class early, your instructor can consider that an "unexcused" absence and you will be suspended for violating the academic contract.

***One of my instructors is an adjunct faculty member who is rarely on campus. How can I have them sign the Weekly Report Form?***

Speak with your instructor and ask if there is a specific time that he/she will be able to sign the form each week (e.g., immediately after class). If this is not possible, you may attach to the weekly report form a printed copy of an e-mail from your instructor each week that specifically addresses (1) your attendance, (2) your approximate grade, and (3) any corrective action required.