



ACADEMIC DATES & DEADLINES

Spring 2015 • Effective January 2015 • Twin Cities campus

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ONLINE

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>.

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PUBLICATION INFORMATION

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Academic calendars

Academic Year 2015–2016

Spring semester 2015

PLEASE NOTE: As of the date of publication, some dates are not available for spring 2015 or beyond. The University of Minnesota is engaging in a system upgrade that will impact some of the dates and deadlines listed for spring 2015. Please visit z.umn.edu/up-grade or the Academic Calendar on the One Stop website for the most accurate dates and deadline information.

January 2015

1-2	Thurs-Fri	University closed
3	Saturday	Payment due for new fall charges and/or past due balances (total balance due)
5	Monday	January graduation application deadline for graduate & professional students (monthly clearances only)
19	Monday	University closed
20	Tuesday	\$50 late fee charged for registration during the first 14 days of spring term Spring full semester and first 7-week session begin
26	Monday	Last day to add spring full semester and first 7-week session classes without instructor approval 100% refund deadline for canceling spring full semester and first 7-week session classes
31	Saturday	First spring payment due

February 2015

2	Monday	Last day to report private health plan coverage at onestop.umn.edu February graduation application deadline for graduate & professional students (monthly clearances only) Last day to: <ul style="list-style-type: none"> • receive a 75% tuition refund for canceling spring full semester classes • receive a 50% tuition refund for canceling spring first 7-week session classes • add spring full semester and first 7-week session classes without college approval • cancel spring full semester and first 7-week session classes and not receive a “W” • change grade basis (AF or S/N) in spring full semester & first 7-week session classes
3	Tuesday	Last day to apply for spring undergraduate graduation \$100 late fee charged for initial registration after the first 14 days of fall semester
9	Monday	Last day to receive a 50% refund for canceling spring full semester classes
12	Thursday	Last day to submit a 13-Credit Exemption Request for spring semester
16	Monday	Last day to: <ul style="list-style-type: none"> • receive a 25% refund for canceling spring full semester classes • cancel spring first 7-week session classes without college approval
28	Saturday	Second spring payment due

March 2015

9	Monday	Last day of class for spring first 7-week session
16-20	Mon.-Fri.	Spring break
21	Saturday	Third and final spring payment due in full (total balance due)
23	Monday	Spring second 7-week session begins
26	Thursday	Last day to apply for undergraduate May session graduation
29	Sunday	Last day to: <ul style="list-style-type: none"> • receive a 100% refund for canceling spring second 7-week session classes • add spring second 7-week session classes without instructor approval

April 2015

1	Wednesday	April graduation application deadline for graduate & professional students (monthly clearances only)
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Spring 2015 Dates & Deadlines, University of Minnesota, Twin Cities

5	Sunday	Last day to: <ul style="list-style-type: none"> • receive a 50% refund for canceling spring second 7-week session classes • add spring second 7-week session classes without college approval • cancel spring second 7-week session classes and not receive a "W" • change grade basis (AF or S/N) in spring second 7-week session classes
6	Monday	Last day to cancel spring full semester classes without college approval
7	Tuesday	May and summer term registration begins for students admitted to degree or certificate programs
9	Thursday	Fall registration begins for students admitted to degree or certificate programs
14	Tuesday	May and summer term registration begins for non-degree & visiting students
15	Wednesday	Financial aid priority deadline for continuing students
19	Sunday	Last day to cancel spring second 7-week session classes without college approval
21	Tuesday	Payment due for new spring charges and/or past due balances (total balance due)

May 2015

1	Friday	May graduation application deadline for graduate & professional students (monthly clearances only) Fall registration opens for non-degree and visiting students
8	Friday	Last day of instruction for spring full semester and second 7-week session classes
9-10	Sat.-Sun.	Study days
11-15	Mon.-Fri.	Final examinations
16	Saturday	Last day of final examinations and spring semester
21	Thursday	Payment due for new spring charges and/or past due balances (total balance due)
25	Monday	University closed
26	Tuesday	May session and summer 14-week classes begin

June 2015

1	Monday	June graduation application deadline for graduate & professional students (monthly clearances only)
9	Tuesday	Last day to apply for undergraduate summer term graduation
12	Friday	Last day of instruction for May session
15	Monday	Summer 10-week, 8-week, 6-week, and first 4-week sessions begin
22	Monday	May/summer payment due in full (total balance due)

July 2015

1	Wednesday	July graduation application deadline for graduate & professional students (monthly clearances only)
3	Friday	University closed
10	Friday	Last day of instruction for summer first 4-week session classes
13	Monday	Summer second 4-week session begins
22	Wednesday	Summer payment due in full (total balance due)

August 2015

3	Monday	August graduation application deadline for graduate & professional students (monthly clearances only)
7	Friday	Last day of instruction for summer 8-week and second 4-week session classes
21	Friday	Last day of instruction for summer 14-week and 10-week classes
22	Saturday	Summer payment due in full (total balance due)

Academic Year 2015-16

Fall semester 2015

September 2015

1	Tuesday	September graduation application deadline for graduate & professional students (monthly clearances only)
7	Monday	University closed

Spring 2015 Dates & Deadlines, University of Minnesota, Twin Cities

8	Tuesday	Fall full semester and first 7-week session classes begin \$50 late fee charged for registration during the first 14 days of fall term
13	Sunday	First fall payment due
14	Monday	Last day to: <ul style="list-style-type: none"> • receive a 100% tuition refund for canceling fall full semester and first 7-week session classes • add fall full semester & first 7-week session classes without instructor approval
21	Monday	Last day to: <ul style="list-style-type: none"> • receive a 75% tuition refund for canceling fall full semester • receive a 50% tuition refund for canceling fall first 7-week session classes • add fall full semester & first 7-week session classes without college approval • cancel fall full semester & first 7-week session classes and not receive a "W" • change grade basis (A-F or S/N) in fall full semester & first 7-week session classes • report private health plan coverage at onestop.umn.edu
22	Tuesday	Last day to apply for fall undergraduate graduation \$100 late fee charged for initial registration after the first 14 days of fall semester
28	Monday	Last day to receive a 50% tuition refund for canceling fall full semester classes

October 2015

1	Thursday	October graduation application deadline for graduate & professional students (monthly clearances only)
5	Monday	Last day to: <ul style="list-style-type: none"> • receive a 25% tuition refund for canceling fall full semester classes • submit a 13-Credit Exemption Request for fall semester
12	Monday	Last day to cancel fall first 7-week session classes without college approval
14	Wednesday	Second fall payment due
26	Monday	Last day of instruction for fall first 7-week session
27	Tuesday	Fall second 7-week session begins

November 2015

2	Monday	November graduation application deadline for graduate & professional students (monthly clearances only) Last day to: <ul style="list-style-type: none"> • receive a 100% tuition refund for canceling fall second 7-week session classes • add fall second 7-week session classes without instructor approval
9	Monday	Last day to: <ul style="list-style-type: none"> • receive a 50% tuition refund for canceling fall second 7-week session classes • add fall second 7-week session classes without college approval • cancel fall second 7-week session classes and not receive a "W" • change grade basis (A-F or S/N) in fall second 7-week session classes • cancel fall full semester classes without college approval
10	Tuesday	Spring semester registration begins for students admitted to degree or certificate programs
13	Friday	Third & final fall payment due in full (total balance due)
26-27	Thurs-Fri	University closed
30	Monday	Last day to cancel fall second 7-week session classes without college approval

December 2015

1	Tuesday	December graduation application deadline for graduate & professional students (monthly clearances only)
14	Monday	Payment due for new fall charges and/or past due balances (total balance due)
16	Wednesday	Last day of instruction for full semester & second 7-week session classes
17-19	Thurs-Sat	Final examinations
20	Sunday	Study day
21-23	Mon-Wed	Final examinations
23	Wednesday	Last day of fall semester
24-25	Thurs-Fri	University closed

Cancel/add change & refund deadlines, spring 2015

Full semester

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded through Jan. 26	None (class/credits deleted from transcript)	None	Allowed
75% refunded Jan. 27-Feb. 2	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
50% refunded Feb. 3-9	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
25% refunded Feb. 10-16	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded Feb. 17-April 6	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded April 7-May 8	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

1ST 7-week session

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded through Jan. 26	None (class/credits deleted from transcript)	None	Allowed
50% refunded Jan. 27-Feb. 2	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded Feb. 3-16	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
Feb. 17-Mar. 9	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

2ND 7-week session

REFUNDS & DEADLINES	Academic approvals required TO CANCEL CLASSES	Academic approvals required TO ADD CLASSES	Grade basis or variable credits CHANGE
100% refunded Mar. 23-29	None (class/credits deleted from transcript)	None	Allowed
50% refunded Mar. 30-April 5	None (class/credits deleted from transcript)	Approval required from instructor only	Allowed
0% refunded April 6-19	None (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed
0% refunded April 20-May 8	Approval required from college scholastic committee (class & "W" recorded on transcript)	Approvals required from both instructor & college scholastic committee	Not allowed

Billing & payment due dates

Spring 2015

Graduate Teaching Assistants—If you begin your employment at the start of the semester, but receive your first paycheck after the first billing due date, you will not be assessed a late fee on your first bill.

Degree-seeking students— To avoid installment and late fees, pay your bill in full by the first due date. 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—If you are eligible, 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.

Consequences of non-payment—Non-payment can have serious consequences on your academic plans and financial records. For more information, please see <http://onestop.umn.edu/finances/pay/consequences.html>.

Non-degree students—You are required to pay your tuition and other charges in full by the first due date.

	Billing date	Due date
1st statement	January 17	January 31
2nd statement	February 7	February 28
3rd statement	March 7	March 21
Billing dates for new charges and/or past due balances		
4th statement	April 7	April 21
5th statement	May 7	May 21

Please go online to <http://onestop.umn.edu/finances/pay/index.html> for complete information on billing and payment.

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/.

Talk to your [academic adviser](#).

Fill out the Application for Undergraduate Change of College, available online as a self service Quick Link at onestop.umn.edu/degree_planning/changing_college_or_major/. 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.

Make sure you meet the [college deadlines](#).

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 2015
Biological Sciences	Priority: March 2, 2015 Final: June 1, 2015
Clinical Laboratory Sciences	Priority: February 2, 2015 Final: June 15, 2015
Continuing Education	Priority: March 2, 2015 Final: August 1, 2015
Dental Hygiene	January 10, 2015
Design	Priority: March 2, 2015 Final: August 1, 2015
Education and Human Development	Priority: March 2, 2015 Final: July 1, 2015
Food, Agricultural, & Natural Resource Sciences	Priority: March 2, 2015 Final: June 1, 2015
Liberal Arts	
Undergraduates	Priority: March 2, 2015 Final: June 1, 2015
Management, Carlson School of	
Undergraduates	March 2, 2015
Mortuary Science	Priority: February 2, 2015 Final: August 15, 2015
Nursing	February 2, 2015
Science & Engineering	
Undergraduates	Priority: March 2, 2015 Final: June 1, 2015

Graduation 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/degree_application.html.

If you are in a professional program you must submit an Application for Degree form (available for download 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, please contact your college office for an exception. See also “Students with financial obligations,” following the deadlines.

UNDERGRADUATE DEADLINES

Semester	Deadline
Spring 2015	February 3, 2015
May session 2015	March 26, 2015
Summer term 2015	June 9, 2015
Fall 2015	September 22, 2015

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 on or before the first workday of the month. For more information, see the graduate student graduation checklist at http://onestop.umn.edu/degree_planning/graduation/graduate_checklist.html.
- Complete all other requirements by the last work day of the month.
- Graduating before the end of the term may affect your eligibility for financial aid (work-study, student loans), housing, and other benefits conferred by your student status. Check with the appropriate office, if you have questions on eligibility.
- The Application for Degree form and detailed graduation instructions are available from 160 Williamson Hall. (map online at <http://www1.umn.edu/twincities/maps/WmsonH/>)

PROFESSIONAL SCHOOL DEADLINES

- If you are a professional school student, you may obtain an Application for Degree form and detailed graduation instructions from your program office or website.

STUDENTS WITH FINANCIAL OBLIGATIONS

The following is taken from the academic and administrative policy, *Withholding Diplomas and Official Transcripts from Students*:

“The University of Minnesota will not issue diplomas or official transcripts to students with financial obligations equal to, or in excess of, \$100 or to students who have not satisfied any student conduct or academic integrity sanctions.

Once a student satisfies his or her financial obligation or satisfies the outstanding sanction, the diploma will be issued and the hold barring issuance of the official transcript will be removed.”

To view and pay any outstanding balance, view your student account at <http://onestop.umn.edu>.

Examination & grade schedules

* FINAL EXAMINATION SCHEDULE

To find when the final exam for each of your classes 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 class rather than the lab or discussion times.
 - Each range of beginning times (e.g., 8:00–8:59 a.m., 9:00–9:59 a.m.) 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, classes that meet MWThF or TWTh or TF would all follow the MWF exam time.
 - If your class meets at different times on different days, use the day earliest in the week. A class meeting 9:05–11:00 a.m. T, 8:00–8:50 a.m. Th, for example, would follow the 9:00–9:59 a.m. TTh exam time.
- Read across to find the time and day for your final examination using the beginning time for the class.
- Check the list of common exams to see if any of your classes 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 classes 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 how to respond to conflicts in your exam schedule.

NOTE: Finals week is defined as the week starting on the first day of finals through to the last day of finals. Courses that start between **4:00 p.m.–5:59 p.m.** will have the final exam beginning at the usual class starting time during finals week. The exam will extend for 2 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 p.m. or later** will have the final exam from **6:30 p.m.–8:30 p.m.** 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 Online and Distance Learning classes or classes 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 class rooms.

Always confirm exam times with your professor.

SPRING 2015 FINAL EXAM SCHEDULE	
Class time	Exam time
8:00–8:59 a.m. MWF	10:30 a.m.-12:30 p.m. Tuesday, May 12
8:00–8:59 a.m. TTh	8:00 a.m.-10:00 a.m. Tuesday, May 12
9:00–9:59 a.m. MWF	10:30 a.m.-12:30 p.m. Thursday, May 14
9:00–9:59 a.m. TTh	10:30 a.m.-12:30 p.m. Friday, May 15
10:00–10:59 a.m. MWF	1:30 p.m.-3:30 p.m. Friday, May 15
10:00–10:59 a.m. TTh	8:00 a.m.-10:00 a.m. Saturday, May 16
11:00–11:59 a.m. MWF	1:30 p.m.-3:30 p.m. Saturday, May 16
11:00–11:59 a.m. TTh	4:00 p.m.-6:00 p.m. Tuesday, May 12
12:00–12:59 p.m. MWF	1:30 p.m.-3:30 p.m. Tuesday, May 12
12:00–12:59 p.m. TTh	1:30 p.m.-3:30 p.m. Thursday, May 14
1:00–1:59 p.m. MWF	8:00 a.m.-10:00 a.m. Friday, May 15
1:00–1:59 p.m. TTh	1:30 p.m.-3:30 p.m. Wednesday, May 13
2:00–2:59 p.m. MWF	10:30 a.m.-12:30 p.m. Wednesday, May 13
2:00–2:59 p.m. TTh	8:00 a.m.-10:00 a.m. Wednesday, May 13
3:00–3:59 p.m. MWF	8:00 a.m.-10:00 a.m. Thursday, May 14
3:00–3:59 p.m. TTh	10:30 a.m.-12:30 p.m. Saturday, May 16

* SPRING 2015 COMMON EXAMINATIONS

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

Monday, May 11

Acct	2050	10:30 a.m.–12:30 p.m.
Biol	1001, 1001H, 1003, 2003 (sec 001), 2003H (sec 001)	8:00–10:00 a.m.
Biol	1009, 1009H, 2003 (sec 003), 2003H (sec 003)	10:30 a.m.–12:30 p.m.
Biol	2003 (sec 005), 2003H (sec 005)	1:30–3:30 p.m.
BLaw	3058	8:00–10:00 a.m.
IDSc	3001	8:00–10:00 a.m.
Lat	1002	10:30 a.m.–12:30 p.m.
Math	1001, 1031, 1051, 1142, 1151, 1271, 1272, 1372, 1572H, 2243, 2263, 2373, 2374, 2574H, 3593H	1:30–4:30 p.m.
PSTL	0722, 0732, 1004, 1006	10:30 a.m.–12:30 p.m.
PubH	3001, 3003, 3004	6:30–9:30 p.m.
SCO	2550	8:00–10:00 a.m.
Stat	3011	10:30 a.m.–12:30 p.m.

Tuesday, May 12

Econ	1101	6:30–8:30 p.m.
Fren	1001, 1002, 1003, 1022, 3015, 3016	6:30–8:30 p.m.
Ger	1001, 1002, 1003, 1022	6:30–8:30 p.m.

Wednesday, May 13

Econ	1102	6:30–8:30 p.m.
Span	1001, 1002, 1003, 1022	6:30–8:30 p.m.

Thursday, May 14

Phys	1202W, 1301W, 1302W, 3071W	6:30–9:30 p.m.
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* SPRING 2015 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 (or more) final exams within one calendar day, 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. An I, F, or N—depending on your standing at the time—is recorded if you miss a final exam. 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.

2. All department requests for adjustment of final examination hours should be made online with the Exception to Official Examination form (ASR 163) by **March 6** 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 <http://asr.umn.edu/forms/>.
3. 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 (or more) examinations scheduled in one calendar day.
4. Arranged examinations and authorized variations in published hours shall conform with the hour-periods shown in the examination schedules.
5. Each college shall assume responsibility for making arrangements to spread out examinations for students with three (or more) examinations scheduled in one calendar day.
6. The following courses have been approved for a three-hour final examination:

AEM 2011, 2012, 2021, 3031
Math 1001, 1031, 1051, 1142, 1151, 1155, 1271, 1272, 1371, 1372, 1571H, 2243, 2263, 2373, 2573H, 2374, 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 8:30–11:30 a.m. or from 1:30–4:30 p.m.. 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 <http://asr.umn.edu/forms/>.

All ASR 123 forms must be submitted online on or before **March 6**. Notification of room assignments for all ASR 123 forms received by **March 6** will be sent to departments on or before **April 15**.

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.