

College in the High School

Instructor Handbook



UNIVERSITY OF MINNESOTA
CROOKSTON
Small Campus. Big Degree.



Phone: 1-218-281-8677

E-mail: umccih@crk.umn.edu
Web: crk.umn.edu/units/college-high-school

210 Selvig Hall • 2900 University Avenue
Crookston, MN 56716



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College in the High School:

A University of Minnesota Crookston (UMN Crookston) concurrent enrollment program that delivers University courses, in collaboration with area school districts, to advanced high school students.

Administered by the Humanities, Social Sciences and Education Department (HSSE), the program offers regular, introductory University courses at participating high schools; all courses are approved for degree credit. In compliance with the Higher Learning Commission (HLC), College in the High School (CIHS) instructors have a Masters degree in the discipline in which they teach, or a Masters degree and 18 graduate credits in the discipline in which they teach.

The University of Minnesota Crookston is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP); <http://www.nacep.org/>



NACEP Concurrent Enrollment Partnership Standards

Overview

<p>About NACEP</p>	<p>The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. To advance the field and support our national network of members, we actively share the latest knowledge about best practices, research, and advocacy. Our annual conference is the premier destination for college officials, high school leaders, policymakers, and researchers interested in creating an effective academic bridge between high school and college.</p>
<p>Definition</p>	<p>NACEP defines concurrent enrollment as college-credit bearing courses taught to high school students by college-approved high school teachers. It is a low-cost, scalable model for bringing accelerated courses to students in urban, suburban, and rural high schools. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning transcribed college credit at the time they successfully pass the course.</p> <p>Concurrent enrollment also facilitates close collaboration between high school teachers and college faculty that fosters alignment of secondary and postsecondary curriculum.</p> <p>Sometimes called “dual credit,” “dual enrollment,” or “college in the high school,” concurrent enrollment partnerships differ from other models of dual enrollment because high school instructors teach the college courses.</p> <p>Although concurrent enrollment courses share some elements or characteristics of the programs below, concurrent enrollment differs in significant ways from the following:</p> <ul style="list-style-type: none"> ▪ Programs in which the high school student travels to the college campus or college faculty travel to the high school ▪ Programs where the student takes a course from a college instructor via distance education ▪ Articulation agreements where a college retroactively assigns credit for high school coursework upon matriculation ▪ Advanced Placement and International Baccalaureate high school courses where standardized tests are used to assess students’ knowledge at the end of a course
<p>Standards Purpose</p>	<p>NACEP’s <i>Standards</i> are measurable criteria that address quality in concurrent enrollment programs in the areas of curriculum, faculty, student, assessment, and program evaluation. The standards promote the implementation of policies and practices to ensure that:</p> <ul style="list-style-type: none"> ▪ College courses offered in the high school are of the same quality and rigor as the courses offered on-campus at the sponsoring college or university; ▪ Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses; ▪ Instructors teaching college courses through the concurrent enrollment program meet the academic requirements for faculty and instructors teaching in the sponsoring postsecondary institution and are provided discipline-specific professional development; and ▪ Concurrent enrollment programs display greater accountability through required impact studies, student surveys, and course and program evaluations. <p>The standards are the basis for accreditation, but all concurrent enrollment programs can benefit by using the standards as a framework for program development.</p>



2017 NATIONAL CONCURRENT ENROLLMENT PARTNERSHIP STANDARDS

Adopted May 2017

Partnership Standards

Partnership 1 (P1)	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
Partnership 2 (P2)	The concurrent enrollment program has ongoing collaboration with secondary school partners.

Faculty Standards

Faculty 1 (F1)	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
Faculty 2 (F2)	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
Faculty 3 (F3)	Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
Faculty 4 (F4)	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

Assessment Standard

Assessment 1 (A1)	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.
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Curriculum Standards

Curriculum 1 (C1)	Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
Curriculum 2 (C2)	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
Curriculum 3 (C3)	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

Student Standards

Student 1 (S1)	Registration and transcribing policies and practices for concurrent enrollment students are consistent with those on campus.
Student 2 (S2)	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
Student 3 (S3)	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
Student 4 (S4)	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

Program Evaluation Standards

Evaluation 1 (E1)	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
Evaluation 2 (E2)	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.



UNIVERSITY OF MINNESOTA CROOKSTON

<i>Mission Statements for the University of Minnesota Crookston (UMN Crookston)</i>		
UMN CROOKSTON INSTITUTION		UMN CROOKSTON CIHS PROGRAM
MISSION STATEMENT	The University of Minnesota Crookston delivers educational programs that build upon a broad academic foundation and combine theory, practice, and experimentation in a technologically rich environment. We prepare students for career success, advanced study, and engaged citizenship in a diverse world. We integrate teaching and learning, research and scholarly work, and outreach and engagement to serve the public good.	Partner with rural Minnesota school districts to deliver a broad academic foundation of University courses to qualified students. Integrate teaching and learning with outreach and engagement to serve the public good.
VISION	Envision a University of Minnesota Crookston that fulfills its modern land grant mission by ensuring we are passionate about learning and discovery to serve the public good. We will achieve this vision by: Creating and being leaders who are ethical and innovative, culturally and globally competent, and committed to engagement in their communities. Connecting all students – on campus and online – to each other, the campus, faculty, staff, alumni, and community. Conducting research and scholarly work that enhance learning and benefit the region and beyond. Cultivating a spirit of UMC and Golden Eagle pride.	To streamline the path of concurrent enrollment for rural Minnesota schools.
VALUES	<p>Student Success: Realizing individual potential through personal attention, mentorship, high-impact teaching and learning, and encouraging self-discovery</p> <p>Diversity: Embracing the richness and value of individual differences, ideas, cultures, and communities</p> <p>Leadership: Making a difference while serving others with integrity, honesty, fairness, and respect</p> <p>Community: Building relationships with each other and our neighbors for the benefit of all</p> <p>Innovation: Promoting discovery and problem solving through creative and critical thinking, research, and scholarly work</p> <p>Sustainability: Making choices that meet the environmental, economic, and societal needs of the present while safeguarding a vibrant future</p> <p>Continuous Improvement: Using evidence, data, and best practices to improve academic programs, student support and services, and business and operational processes</p>	The core values of the UMN Crookston's CIHS program are Integrity, Community, and Timeliness.



Program Overview

CIHS Organization and Partner Roles

College in the High School is a University of Minnesota Crookston program that delivers University courses, in collaboration with area high schools, to advanced high school students.

Administered by the Liberal Arts and Education Department, the program offers regular, introductory University courses at participating high schools; all courses are approved for degree credit. Specially credentialed high school faculty members teach all College in the High School classes.

School Districts

School districts pay student registration, student tuition, and a CIHS course fee. UMC reimburses school districts the student tuition. Districts fund classroom instruction, instructional space, textbook purchases, release time for high school teachers attending CIHS workshops and transportation to campus visits.

High School Instructors, Administrators and Guidance Counselors

Instructors provide classroom instruction and assist, as needed, administrators and guidance counselors in student registration and advising.

University Academic Department Heads

Academic Department Heads review teacher credentials to ensure that they have met the minimum qualifications required of adjunct instructors at the University of Minnesota Crookston (a Masters degree in the discipline, or a Masters not in the discipline and a minimum of 18 graduate credits in the discipline) and determine what courses credentialed instructors are qualified to teach.

Faculty Mentors

Each CIHS instructor is assigned a University of Minnesota Crookston faculty member to serve as a coordinator that plays a critical role in ensuring that the University courses taught through CIHS offer the same content, assessment and pedagogy as used on campus.

Ensuring Quality: NACEP Standards

UMN Crookston's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). To earn accreditation, the CIHS program demonstrates that it meets NACEP standards related to instructors, curriculum, students, student assessment and program evaluation. For more information about NACEP visit www.NACEP.org

Note: The 2005 legislature passed a law requiring Minnesota State Colleges and Universities to accept academic credit earned by students studying in NACEP accredited programs. The law also strongly urges the University of Minnesota and private Minnesota colleges to accept concurrent enrollment credit from NACEP accredited programs.

MN Statute 24D.09 POSTSECONDARY ENROLLMENT OPTIONS ACT and CIHS

The Minnesota Postsecondary Enrollment Options Act allows advanced high school students to enroll in University courses for dual college and high school credit. The law allows schools districts to contract with postsecondary institutions to provide postsecondary courses on site at high schools, as is the case with our College in the High School program.

Course Offerings and Student Eligibility

Courses Offered by College in the High School

Any 1000 or 2000 level course normally taught at UMN Crookston and listed in the course catalog can be offered as a CIHS class if an instructor has been qualified for the particular discipline. Currently the CIHS program offers 40 courses from the different academic areas – Business and Liberal Arts and Education; Agriculture and Natural Resources and Math, Science and Technology. All courses are approved for University degree credit. For a list of classes currently being offered through CIHS:

<https://www.crk.umn.edu/units/college-high-school/courses-offered>

University of Minnesota CIHS Student Eligibility Criteria

- have achieved junior status in their high school, in some courses sophomore status
- have a minimum cumulative high school GPA of 3.0 to be admitted and registered in a CIHS course
- be a Minnesota resident
- a minimum UMN Crookston GPA of 2.0 each term to continue enrollment at UMN Crookston.

CIHS instructors, administrators and guidance counselors at the high school are responsible for ensuring that students registered for CIHS classes have met the minimum participation qualifications.

School and District Responsibilities

CIHS Tuition

School districts cover the instructional and facility costs of CIHS courses, with UMC reimbursing the college credit cost back to the school districts, so CIHS tuition is greatly reduced from University of Minnesota Crookston tuition. The 2019-2020 cost of CIHS is the credit cost; which is reimbursed back to the district by UMC, a \$300.00 per course charge and a \$75.00 per student/course registration charge.

In 2019-2020, regular tuition at UMC is \$401.50 per credit. In CIHS this is reimbursed back to the school districts. School districts are billed directly for college courses. Minnesota law currently prohibits public schools from charging students tuition for CIHS courses. However, the law does not prohibit asking for voluntary contributions, which some CIHS partner schools have done.

Discount and Savings Example: A 3 or 4 credit CIHS course with 10 students will pay \$300.00 for the course and \$750.00 for student registrations ($\$75.00 \times 10 + \300), or \$1050.

College in the High School Late Withdrawal/Drop Fee

Any UMN Crookston CIHS student wishing to drop/withdraw from a University of Minnesota Crookston CIHS class after the term drop deadline must submit a [CIHS Petition Form](#) to the University of Minnesota Crookston Office of the Registrar. A **\$50.00 processing fee** will be charged per student/petition, placed to the district during the billing cycle. This petition does not guarantee admission or registration.

Campus Visit

The Liberal Arts and Education Department along with the University of Minnesota Crookston would like to encourage CIHS classes to make a campus visit. By utilizing UMN Crookston faculty and students, teaching materials and technology resources, high school students will gain collegiate experience as they learn. Previous experience indicates that the impact of these “learning-by-doing” experiences continue long after the activities themselves have concluded. If you would like to arrange a CIHS campus visit please contact us at umccihhs@crk.umn.edu or 218-281-8677.

Textbooks and Course Materials

CIHS courses are recommended to use the same textbooks used in University campus courses; however, Academic department heads and faculty mentors may approve alternative textbook selections. Districts are required to provide these textbooks and materials for students.

Observing CIHS Student Eligibility Criteria and Processes

UMN Crookston courses offered through the CIHS program have prerequisites related to high school GPA and junior/senior standing. This is intended to identify those students most likely to succeed in meeting the challenge of college courses. To be eligible students must have achieved junior status (sophomore in some cases) in their high school and have a minimum cumulative high school GPA of 3.0 in order to register and earn UMN Crookston course credit in our CIHS Program.

Replacing a CIHS Teacher

Many districts have found that transitioning from one CIHS teacher to the next is made much easier through a year of planned mentoring. New teachers are encouraged to review the CIHS dates and deadlines to ensure instructor approval prior to a course request deadline.

CIHS Teachers: Benefits and Responsibilities

University Privileges: (E-mail, Internet Access, U Card, Library)

Teachers participating in CIHS have found the opportunities to discuss their academic discipline and pedagogy with colleagues and University faculty to be highly stimulating and valuable. CIHS instructors also enjoy several benefits by virtue of teaching for the University. These benefits include:

- **A free e-mail account:** CIHS teachers are required to activate and monitor their U of M e-mail accounts.
- **Eligibility for a U Card and Library Access:** Allows instructors use of all University libraries and facilities. To obtain a U Card, teachers must submit a picture ID to the U Card office. Please visit <https://ucard.umn.edu/umc/home> for information. (Teachers who are currently teaching a CIHS course (or who expect to in the future) may request to have their U of M e-mail accounts and library access maintained for one calendar year.
- **Inactive CIHS teachers** (i.e. those who are not teaching a CIHS course at any point during the academic year, but who expect to in the future) may request to have their MyU account active for one year.

Preparing to Teach a UMC Course Through CIHS

- **Instructor Approval:** To teach with the CIHS program, a UMN Crookston department head will confirm that the high school teacher has met the minimum qualifications required of adjunct instructors at UMN Crookston - a Masters degree in the discipline area in which they wish to teach or a Masters degree and 18 graduate credits, and three years teaching experience.
 - 1a.** The New Instructor Form can be found online at:
<https://www.crk.umn.edu/units/college-high-school/applications-prospective-instructors-and-schools>
 - 1b.** High school instructors email the CIHS Coordinator (umccihs@crk.umn.edu) their:
 - resume / CV
 - college transcripts
 - 2a.** New instructor applicants receive notification of approval or non-approval by email from the coordinator. An approval letter and HRIF is sent to approved instructors.
 - 2b.** Instructors complete the HRIF and return it to the CIHS coordinator. Human Resources creates an Emplid number which is emailed to the new instructor by the coordinator.
 - 3.** The instructor calls 1-Help (612-301-4357) to activate their account for MyU, using their Emplid number.

4. A **Course Request Form** is completed by the instructor, using their UMN Crookston internet ID and password.

- course request; course name, course number, session dates, credits
- course syllabus (supplied and/or approved by department head)

5. **Orientation with a Faculty Mentor:** All new instructors, before teaching a course, will work with the faculty mentor of the discipline to prepare the content, pedagogy, assessment and syllabus of the University course they will be teaching.

6. **Creating a U of M Syllabus:** The University requires certain information be included on all UMC syllabi. A syllabus template is available from the following website:

<http://csms.UMCrookston.edu/>

Initiating Required University MyU Account

All CIHS teachers are required to activate their University MyU accounts; activating this account is essential as University security protocol requires CIHS instructors to submit end-of-course grades electronically.

1. Fill out the University human resources information form (HRIF) and e-mail it to: umccihhs@crk.umn.edu
The HRIF is available from the coordinator. Once this form is processed you will get an Employee ID (Emplid) number e-mailed to you. You will be entered into the University PeopleSoft system.
2. Using the Emplid number, call 612-301-4357 to activate your account & to get an internet ID & username

Check Your Student List - check, check, check!

At the start, during mid-term and at the end of your UMN Crookston course, you must check your student list in MyU PeopleSoft for accuracy.

To See Your Student List

If this is your first time using MyU, please follow these steps:

Use your Emplid number and call 1-HELP (612-301-4357) to get your ID and username set up. If you have forgotten your password you may reset it here: call 1-HELP (612-301-4357).

With your internet ID and user name, you can access the MyU on the UMN Crookston website.

Step 1: Login to MyU:

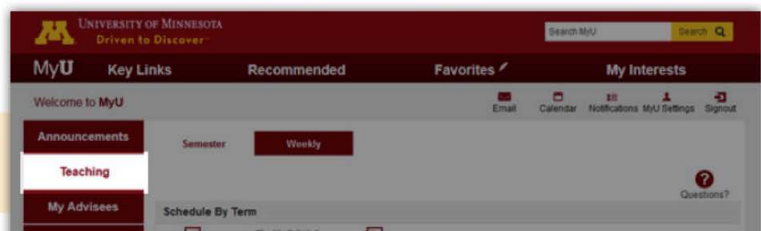
<https://www.crk.umn.edu/>

Step 2: Click on "Teaching":

Accessing PeopleSoft Faculty Center

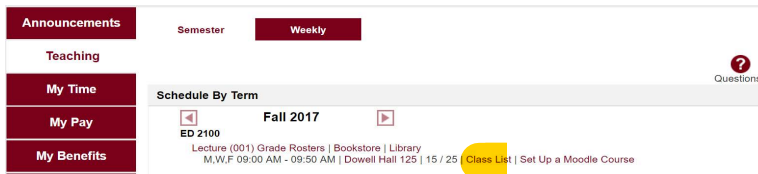
Log in to [MyU.umn.edu](https://www.crk.umn.edu/) with your Internet ID and password.

Click on the **Teaching** tab. From here, you will see your classes listed.



Step 3: Locate "Schedule by Term":

Select "Spring 2020" or whichever term you are looking for (you will see your class(es) listed)



Step 4: Locate "Class List" - Check Your Student Roster

Each class will have a link to your student roster – click "Class List"

PLEASE CHECK YOUR MyU STUDENT CLASS LIST

Check your class list for accuracy. Your UMN Crookston official student roster is what generates the college transcript. If you have students that were registered but are not attending your course, they are still considered registered by UMN Crookston; their official transcript will reflect this with an "F" if they are not officially removed.

If you have students attending your class that are not on your MyU UMN Crookston class list, they are not considered registered for your course by UMN Crookston and their transcript will not list the course/credit or grade.

It is the CIHS instructor's responsibility to have an accurate UMN Crookston student roster.

Submitting Grades

There are five permanent grades given for a single course for which credit shall be awarded, which a student's official transcript; A-B-C-D-F grades including pluses and minuses. Follow this link for more information about UMN Crookston's grading policy:

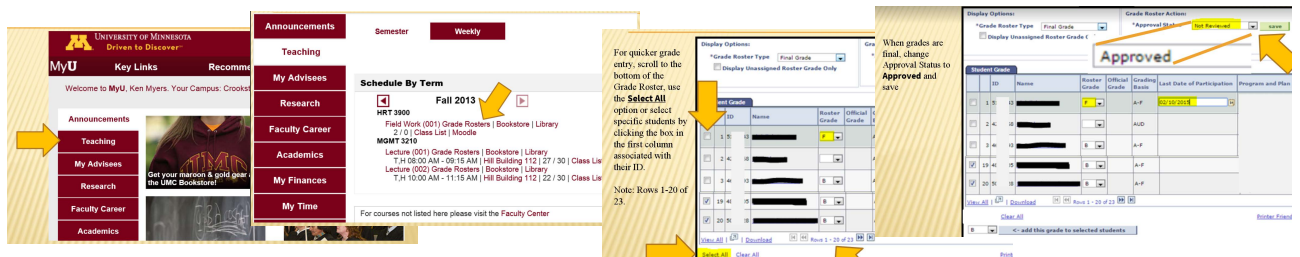
<https://policy.umn.edu/education/gradingtranscripts>

Submitting grades via the web is simple. First, log on to www.myu.umn.edu

You will need your Internet ID and password. If you have forgotten your Internet ID or password you may look up your Internet ID or reset your password here:

<http://myaccount.umn.edu/lookup> or <https://myaccount.umn.edu/dirtools>

Click on "Teaching", choose "Grade Roster", select students that get the same grade, and enter that grade at the bottom. Click "add this grade to selected students". Continue selecting students/grades. If a student receives an "F" grade, you need to put in the "Last Date of Participation".



When grades are final, change *Approval Status* from "Not Received" to "Approved" and Save.

HS teachers regularly monitor email accounts and notify the CIHS program of any email changes.

TEACHER WORKSHOPS

Workshop Attendance

CIHS instructors, administrators and guidance counselors are all encouraged to attend the annual CIHS June workshop as well as various department workshops that are held throughout the year. Workshop attendance is critical because they function as faculty meetings for CIHS courses. The workshops provide opportunities for instructors to keep updated on the University course they are teaching as well as participating in the intellectual and collegiate community of the University and CIHS. Instructors who do not attend the workshop will be out of compliance with our accreditation, and will need to work with the CIHS Coordinator so compliance is being met.

NACEP standards require all participating CIHS instructors to attend at **least** one workshop per year.

Observing UMC and CIHS Administrative Time-lines

Dates and deadlines should be followed closely by instructors, administrators and guidance counselors. Dates and Deadlines are kept up to date and can be found here: <https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines>

CIHS uses an in-house "Shadow" system and the University PeopleSoft system for establishing CIHS teachers as affiliated University faculty, creating CIHS course sections, registering CIHS students at the University and submitting student grades. **Your cooperation in meeting deadlines is critical to accomplishing this work with minimal difficulty.** CIHS does not control PeopleSoft and cannot alter requirements of the PeopleSoft system.

Student Advising

CIHS instructors and secondary partner guidance counselors provide invaluable advising to CIHS students. As non-degree students, CIHS students have minimal advising services on campus. For many students, CIHS will be their first encounter with the rigor and responsibilities of a college course. Advising can be critical in ensuring student success. Students may contact Admissions, check out our website, or come to campus for advising about our college courses and pathways.

When Students are Considering Enrolling

Help students make informed decisions as they consider enrolling in a CIHS course. Encourage them to consider questions such as these:

- Will the CIHS course workload fit with my other classes?
- What commitments do I have during this term – work, sports, music, drama, debate, time with friends and family, etc? Can I meet the attendance requirements of the CIHS course?
- What is the impact of enrolling in more than one advanced course when considering my other commitments?

Review the CIHS Student Handbook with your Class

Every student who enrolls in a CIHS course will be responsible for knowing its contents. During the first week of class, please review the handbook with students to make sure they are aware of college expectations. Note: Many teachers report that this saves them time later as students have questions about grades, transcripts, and credit transfer. The full CIHS Student Handbook is available online at

<https://www.crk.umn.edu/units/college-high-school/handbooks>

When Students are Doing Poorly in the CIHS Class

U of M grades are recorded on permanent academic transcripts; no matter what grade they receive. CIHS teachers should let students know if they are in jeopardy of failing a CIHS course. Students who are in danger of failing a course should consider withdrawing from the course before the deadline to drop deadline. See dates and deadlines for more information: <https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines>

Teacher and Student Participation in CIHS Surveys

College in the High School conducts ongoing research related to the impact of CIHS participation on teachers, students and schools. In particular, CIHS surveys all students one year and five years after CIHS participation to learn about their success in gaining credit recognition for their U of M credits earned through CIHS. CIHS asks that teachers encourage students (perhaps by making mention of this on the syllabus) to anticipate and return these surveys. Students also complete an online end-of-course survey, towards the end of each course, which gives feedback and helps instructors improve their course.

UMC and CIHS Policies

Course Refunds

When a student officially registers for a CIHS course the district will be assessed a \$75.00 registration fee. If the student drops the course before the deadline, the registration fee will not be applied.

College in the High School Late Withdraw/Drop Fee

Any UMC College in the High School student wishing to drop/withdraw from a University of Minnesota Crookston CIHS class after the term drop deadline must submit a CIHS petition form to the University of Minnesota Crookston. This petition letter is sent to the Office of the Registrar for appropriate processing. A \$50.00 processing fee will be charged per student to the district, during the billing cycle. This petition does not guarantee admission or registration.

Student Eligibility

CIHS courses are the same courses offered at UMC and are intended only for students who have demonstrated the readiness for college rigor and responsibility. For this reason CIHS, in consultation with CIHS teachers and University faculty, has developed a set of eligibility criteria; teachers and principals must use these criteria when placing students into a CIHS class.

Student Qualifications

In order for a high school student to register for UMN Crookston course credit the student must:

- be a Minnesota resident
- have achieved junior status in high school (some courses sophomore status)
- have a high school grade point average of 3.0 or higher
- keep a minimum University of Minnesota Crookston grade point average of 2.0 while in the program

UMC Syllabus Requirements

The University requires certain information to appear on every U of M syllabus. CIHS faculty coordinators and academic department heads review and approve all CIHS syllabi.

The UMN Crookston web site has syllabi templates for instructors to follow: <http://csms.UMCrookston.edu/> In addition to a syllabi template, instructors can view other UMN Crookston syllabi being used by other faculty members.

Class Attendance Policy

Attendance is one of the most important factors for student success in college classes. In many cases, the learning and practice that occurs during regular class meetings simply cannot be “made up.” CIHS adheres to the attendance policy set by the University of Minnesota. View the complete attendance policy by visiting www.UMCrookston.edu/info/policies/attendance.htm.

Instructors, guided by the policies of their departments, set their own attendance regulations and rules for late work and may include attendance as a grading criterion. Students are held responsible for meeting all course requirements and for observing deadlines, examination times and other procedures.

The University permits absences from class for participation in religious observances. Students who plan to miss class must 1) inform instructors of anticipated absences at the beginning of the term; 2) meet with instructors to reschedule any missed examinations; and 3) obtain class notes from other students.

UMC Grading

University grade definitions establish the qualities of expected performance. CIHS instructors define grade standards for their courses in conformity with their U of M departmental policies. Grade definitions assume that instructors, knowing their course or courses' basic requirements, can determine when students meet or exceed them.

Grades describe levels of achievement. University legislation prescribes the following grades and symbols that will be reported on the student's transcript:

- A** Achievement **outstanding** relative to the level necessary to meet course requirements (no grade of A+ should be submitted; A, 4 grade points; A-, 3.67 grade points).
- B** Achievement **significantly above** the level necessary to meet course requirements (B+, 3.33 grade points; B, 3 grade points; B-, 2.67 grade points).
- C** Achievement **meeting the basic course requirements** in every respect (C+, 2.33 grade points; C, 2 grade points; C-, 1.67 grade points).
- D** Achievement **worthy of credit** even though it does not fully meet the basic course requirements in every respect (D+, 1.33 grade points; D, 1 grade point; no grade of D- should be submitted).
- F** Performance **failing to meet the basic course requirements** (0 grade points).

Pluses and minuses are used: A, A-, B+, B, B-, C+, C, C-, D+, D and F. **Note that A+ and D- are not allowed by the University.**

Incompletes

An I may be awarded when course work is **incomplete** and the instructor 1) has a “reasonable expectation” that the student can successfully complete the unfinished work on his/her own no later than one year from the last day of classes and 2) believes that legitimate reasons exist to justify extending the deadline for course completion. If a student does not complete the requirements for the course and does not request an incomplete, a grade reflecting the student’s performance in the course should be assigned; however, under these circumstances, a grade of I should not be assigned. Assigning a grade of I when a student has not requested it might delay necessary intervention with a student having academic difficulty. **Each instructor’s policies for awarding an I must be announced in class and included in the course syllabus the first week of the term.** The student and instructor must fill out a written agreement stating the terms for completion whenever an incomplete is requested and approved. CIHS recommends using the “Agreement for the Completion of Incomplete work” form which can be downloaded www.class.umn.edu/crimson/dependancies/multimedia/completion_of_incomplete_work1.pdf

Upon successful completion of the course work, the I is changed to a permanent grade. http://onestop.umn.edu/onestop/faculty/Grades/Supplemental_Grade_Reporting.html for instructions on using the supplemental grades system. An I that is not completed within one calendar year automatically becomes an F.

Withdrawals

A W indicates that a student has officially withdrawn from a course after the second week of a CIHS course. Cancellations through the first two weeks of class are not recorded. <https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines> for instructions and deadlines.

Quantity of Work per Credit

The University Senate prescribes the quantity of work needed to earn a credit as three hours per credit per week or approximately 45 hours per credit per semester. The manner in which the course is taught determines how much of the work will be in the classroom, laboratory, library or independent study and research. A student should expect to spend about 9 hours a week, including class time, on a 3-credit course.

Scholastic Dishonesty: Policy, Process and Resources

Policy: The full University Student Conduct Code of scholastic dishonesty can be found here: <http://onestop.UMCrookston.edu/registration/grades/credits/scholasticdishonesty.htm>

The Vice Chancellor for Academic Affairs serves as the Academic Integrity Officer at the University of Minnesota, Crookston. A report of Scholastic Dishonesty is to be filed with the Academic Integrity Officer if an incident has occurred for which faculty have taken specific action. The specific form can be obtained from the Academic Affairs Office.

Scholastic dishonesty includes, but is not limited to: cheating on a test, plagiarism and collusion. Cases of dishonesty may be handled as a scholastic matter or as a student conduct code matter at the discretion of the instructor. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the incident of dishonesty will affect the student’s grade in the course. If the instructor has treated the case as a scholastic matter involving the grade in a course and the student has a grievance related to this action, that grievance would be processed as outlined in Article IV, Section 3 of the Campus Assembly Constitution. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC’s Student Conduct Code Coordinator for resolution under the University’s Student Conduct Code.

1. Cheating on a test includes, but is not restricted to:
 - A. Copying from another student's test.
 - B. Possessing or using material during a test not authorized by the person giving the test.
 - C. Collaborating with or seeking aid from another student during a test without permission from the instructor.
 - D. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part the contents of an unadministered test.
 - E. Substituting for another student or permitting another student to substitute for oneself to take a test.
 - F. Bribing another person to obtain an unadministered test or information about an unadministered test.
2. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work.
3. Collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.

CIHS staff and faculty will decide, in consultation with the CIHS teacher, whether to report the incident to the UMC's Student Conduct Code Coordinator. The following steps are taken when it is decided to report scholastic dishonesty:

1. The instructor must report the incident in writing to the CIHS director and faculty coordinator.
2. CIHS will forward the letter to UMC's Student Conduct Code Coordinator.
3. UMC's Student Conduct Code Coordinator will mail a letter to the student, giving him or her the opportunity to appeal (all involved parties will be copied).

Resources

Two U of M Web sites contain valuable resources related to academic dishonesty:

- Office for Student Conduct and Academic Integrity: www1.umn.edu/oscai/
- Campus Policy on Scholastic Dishonesty: www.UMCrookston.edu/info/policies/dishonest.htm

UMC Course Cancel/Withdrawal Deadlines

The University of Minnesota follows a strict timeline with regard to course cancellation and withdrawal. Deadlines for CIHS courses are relative to the high school term. Teachers and students alike should be aware of deadlines as they can impact a student's permanent academic record.

<https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines>

Course Management: A “How-To” Guide for CIHS Instructors

CIHS conducts its course management business largely by University email. You will be notified when it is time to do something (e.g. submit grades); however, due to the variety of terms’ starting and ending dates at all the CIHS schools, reminders about student registration, for example, may not come at the optimum time for everyone. Please be alert to messages that you may need to save and consult a few weeks later.

Course Management Checklist

Below is a complete list of the administrative steps teachers/ districts take when conducting a CIHS class; detailed explanations follow.

- Complete course application form via the web
- Upload course syllabus at the same time
- Submit student admission/registrations via the web
- Focus on student handbook via the web, syllabus, & FERBA on the first class meeting
- Check class list on MyU; submit any corrections
- Administer course evaluations toward the end of the course
- Enter grades online before deadline

Course Requests

The dates to follow for courses requests can be found here

<https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines>

This information allows the CIHS office to begin the electronic set up of your courses. Course requests are available online: <https://cf-prod1.crk.umn.edu/cihs/index.cfm?> and must be submitted along with a course syllabus.

Adding or Eliminating Sections

If your CIHS teaching assignments change after a course is originally submitted to UMC, remember to inform the CIHS Office:

UMCCIHS@umn.edu or 218-281-8677.

Student Registration

Student registration is web based: https://asp-prod1.crk.umn.edu/cihs-registration_v2/app/default.aspx

Dates and Deadlines: <https://www.crk.umn.edu/units/college-high-school/dates-and-deadlines>. Schools are also responsible for ensuring that students meet the minimum requirements for participation.

1. Choose a person; instructor, counselor, administrator or administrative assistant (students may self-register but need an on-site employee to assist) to register each participating College in the High School registrant.
2. Go to https://asp-prod1.crk.umn.edu/cihs-registration_v2/app/default.aspx
3. Each student must submit information for admission and registration into each course. Students must have a high school cumulative GPA of 3.0 or higher and be either a junior or senior (some cases sophomore) in status to be an eligible CIHS participant.

Schools are not required to submit a student's official transcripts but they are required to be the governing body, a confirmation if you will, to ensure that each CIHS participant meets the necessary eligibility qualifications. UMC reserves the right to request a high school's CIHS participant's transcripts for auditing purposes.

4. The "register" link is in the upper left hand menu. Type in student's individual personal information. Once the personal data has been entered click the add button. Scroll down to the box that says "My Courses" and click on Add a Course. Select from the drop down menu the class you would like to register for and click Add. When a class appears under "My Courses" the student is registered for the classes listed.
Once a student is a registered CIHS student they will be able to login as a *registered* user to add classes in the future.
5. If a class isn't listed in this drop down menu the class hasn't been set up for registration. For more information on how to access class lists please visit the following website:
<https://www.crk.umn.edu/units/college-high-school/class-lists>

Registration Cancellations: Deadlines and Procedures

Canceling within the first two weeks: If a student registration is officially canceled within the first two weeks of the high school term, the course will not appear on a student's transcript. To officially cancel a registration, fill out the Registration Form and email to: umccihhs@crk.umn.edu
Registration Form:

https://www.crk.umn.edu/sites/crk.umn.edu/files/cihs_drop_registration_form_.pdf

Withdrawing between the third week and the midterm: An officially canceled registration will appear as a W (withdrawal) on the student's permanent transcript. To officially cancel a registration, fill out the Registration Form and email to: umccihhs@crk.umn.edu
Registration Form:

https://www.crk.umn.edu/sites/crk.umn.edu/files/cihs_drop_registration_form_.pdf

Withdrawing after the midterm: Course withdrawals after the high school midterm must be requested by petition and approved by the Office of the Registrar. The CIHS petition form can be found online:
https://www.crk.umn.edu/sites/crk.umn.edu/files/cihs_petition_exception_form_2017-2018_1_-_copy.pdf.

Late withdrawal fee: Any UMC College in the High School student wishing to drop/withdraw from a University of Minnesota Crookston, College in the High School class after the term drop deadline must submit a petition to the University of Minnesota. A \$50.00 processing fee will be charged per student, placed to the district during the billing cycle. This petition does not guarantee admission or registration.

One-time discretionary course cancellation: U of M students have one opportunity to withdraw from a course between the midterm and the final day of class without approval by the registrar's office. The discretionary cancellation is a valuable option when the student is not making satisfactory progress in the class. These petitions result in a W (withdrawal) on the student's transcript. If a student cancels after midterm, is not doing passing work, and does not select the one-time option, a permanent grade of F will appear on the student's U of M transcript.

Required Syllabus Information and Faculty Review

The CIHS program, following NACEP accreditation standards, requires that syllabus for each CIHS class be approved by faculty coordinators and be on file in the CIHS office. Click here: <http://csms.UMC Crookston.edu/> for a list of UMC syllabus requirements and resources.

Faculty review process: Submit a copy of your syllabus at the same time that you submit your course request form. The syllabus will then be forwarded by the CIHS office to your faculty coordinator for review and approval.

Student U Cards

All CIHS students are eligible to receive a U Card once their course registration has been processed. U Card can be obtained by mail only if the CIHS instructor collects and submits individual photos and identification information from the entire class, and mails them to the University.

Student Course Evaluations

The University requires that its courses be evaluated each time they are taught. Shortly before the end of your term, the CIHS office will send out e-mail reminders to have instructors encourage students to submit evaluations via the web. Step by step directions for submitting course evaluations can be found here: https://www.crk.umn.edu/sites/crk.umn.edu/files/resume_tom_mulvaney.pdf

Note on administering course evaluations: Evaluations must be administered during a regular class period before exam week and completed online. Instructors will get an email when the window is open. Go to the following URL to enter the online evaluation site: <http://cmvu.umcrookston.edu/seot/login.cfm> Data from student evaluations is provided to the CIHS teacher only after final grades are submitted.

Submitting University Grades

The University of Minnesota requires all grades to be submitted online.

Grades are due within ten business days of your last class session: Click here: www.UMCrookston.edu/info/policies/grading.htm for grading policies and criteria at UMC.

Before you enter grades: Because the online grading system does not permit submission of partial grade rosters, you must take care of any registration changes (late registrations, cancellations or withdrawals) before beginning final grading.

To submit final grades: Go to www.myu.umn.edu then MyU. Login with your ID & Username. Click "Teaching" on the left hand bar, then choose "Grade Roster" along the top. Place grades, then change *Approval Status* at the top from "Not Received" to "Approved" and hit **Save**.

Early grades, late grades and grade changes: Select "enter supplemental grades" <http://onestop.umn.edu/onestop/faculty/Grades.html>. Note that grades entered or changed via the supplemental grading system are subject to U of M audit policies.

Incompletes: A grade of I may be submitted for a student who has made arrangements with you to meet criteria and deadlines for completing coursework after the end of the term. When the work has been completed, you change the grade from I to a final grade using the supplemental grades system. A grade of I is automatically converted to an F after a period of one year.

Questions: If you have any questions or problems using the online grading system, call the College in the High School office at 218-281-8677.

UNIVERSITY OF MINNESOTA, CROOKSTON CAMPUS

STUDENT INFORMATION RELEASE AUTHORIZATION

(See online Parent/Guest Access authorization form at <http://onestop.umcrookston.edu/registration/grades/guestaccess.htm>)

NOTE: To authorize another person (e.g., parent) to view and/or pay the charges on your billing statement, select the link, "UM Pay", online at <http://onestop.umcrookston.edu/tuition%5Fbilling/>. Login with your University student ID and password. Do not use this form for that purpose.

DIRECTIONS

In compliance with the Federal Family Education Rights and Privacy Act of 1974 and the Regents' Policy on Access to and Release of Student Education Records (<http://www.umcrookston.edu/info/policies/>), the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party. Submit your completed form to the One Stop Student Services Center, University of Minnesota, at the address given below for your campus. Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the same address. This form allows third parties to access student record information from any University of Minnesota campus. **NOTE:** For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. **However, it is University policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via e-mail.**

Print the completed form to add your signature in ink in Section C.

SECTION A. Student information		
Name (last, first, middle initial)	Social Security number last four digits only:	Student ID number
Current mailing address (street or P. O. box number, apartment number, city, state, and ZIP Code)		Daytime phone number
SECTION B. Third party designee		
Name (last, first, middle initial)	Social Security number last four digits only:	
Address (street or P. O. box number, apartment number, city, state, and ZIP Code)		Daytime phone number
Relation to student		E-mail address
Please check one or more of the boxes below to grant authorization to different types of information and student account records:		
<input type="checkbox"/> Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information <input type="checkbox"/> Billing statements, charges, credits, payments, past due amounts, and/or collection activity <input type="checkbox"/> Access to student records maintained by the Office of the Registrar and the Office of Student Finance, including all of the above examples <input type="checkbox"/> Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity <input type="checkbox"/> Access to student records maintained by the Office of the Registrar and the Office of Student Finance, including all of the above examples		
SECTION C. Certification		
I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.		
Student's signature		Date

To request copies of this form in an alternative format, please call the Disabilities Services liaison at 218-281-8587. The University of Minnesota is an equal opportunity employer and educator.

College in the High School REGISTRATION FORM

Student Name <small>(last, first, middle)</small>	UMC Student ID #
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High School Name	High School Phone Number
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High School Coordinator	Coordinator's Email
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Term of Enrollment Fall 20____	Spring 20____	Yearlong Academic Year 20____ – 20____
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Add Class	Cancel Class	Subject	Course Number	Section	Class Number	Credits
X	.	EXAMPLE: COMP	1011	40	54321	3

Directions:
Save a copy of the completed form and attach it to an email. Send the completed form to the UMC CIHS Coordinator at UMCCIHS@umn.edu.

Date: _____

**COLLEGE IN THE HIGH SCHOOL
PETITION FOR AN EXCEPTION TO AN ADMINISTRATIVE POLICY**

Office of the Registrar
University of Minnesota Crookston

This petition is used by the student and the CIHS Facilitator to request an exception to University of Minnesota Crookston campus policies. Contact the UMC Liberal Arts & Education Department before submitting this petition to discuss the ramifications of this request and to explore other options such as requesting an Incomplete grade. Petitions are usually acted upon within one week, but processing delays may occur due to the availability of faculty and staff. DO NOT ASSUME APPROVAL OF YOUR REQUEST UNTIL YOU ARE NOTIFIED BY E-MAIL.

**Please complete all information requested fully and completely. A decision on this matter may alter the student's official UMC academic record. Review can't take place if the request is unclear, information is incomplete, or appropriate documentation is not included.
PLEASE INCLUDE A CURRENT HIGH SCHOOL TRANSCRIPT.**

Student Name (last, first, middle)	UMC Student ID # or Last 4-digits of SSN	
Student Mailing Address (street, city, state, zip code)	Student E-mail Address	Student phone #
Name & Title of CIHS Facilitator and High School Name	Facilitator E-mail Address	Facilitator phone #

The high school "facilitator" will be notified of the decision by e-mail. The facilitator will notify the high school student.

I. Reason for Request.. <input type="checkbox"/> CANCEL under terms of UMC's <u>"one-time" drop policy</u> <input type="checkbox"/> CANCEL-Didn't meet CIHS eligibility of 3.00 high school GPA <input type="checkbox"/> CANCEL-Didn't meet CIHS eligibility of Junior standing <input type="checkbox"/> CANCEL-Didn't meet CIHS eligibility of 2.00 UMC GPA <input type="checkbox"/> High school registration error <input type="checkbox"/> UMC registration error <input type="checkbox"/> Student registration error	<input type="checkbox"/> Student canceled HS course but not UMC course <input type="checkbox"/> Credit overload due to year-long courses <input type="checkbox"/> <i>OTHER</i> . State clearly your specific request. Attach a separate sheet if more space is needed:
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II. Explain the circumstances that led to this appeal and why the University should approve your request. Attach a separate sheet if more space is needed.

III. Course Add/Cancel. Complete this section ONLY if your request involves adding or canceling a class

Year:	Term:
-------	-------

Action Requested	Subject	Course Number	Section	Class No.	Credits	Grade Option
<input checked="" type="checkbox"/> Add <input type="checkbox"/> Cancel	Example. Comp	1011	2	53055	3	A-F
<input type="checkbox"/> Add <input type="checkbox"/> Cancel						
<input type="checkbox"/> Add <input type="checkbox"/> Cancel						
<input type="checkbox"/> Add <input type="checkbox"/> Cancel						

YES NO *I certify that the information provided is true. I understand that misrepresentation of facts in connection with this form, whenever discovered, may be sufficient cause, in and of itself, for rescission of any related decision and the initiation of a disciplinary complaint.*

STUDENT SIGNATURE	Date
CIHS FACILITATOR SIGNATURE	Date

SUBMIT TO:

*Office of the Registrar, University of Minnesota, Crookston, 9 Hill Hall, 2900 University Ave., Crookston, MN 56716-5001
Fax: 218-281-8549 Email: umcreg@umn.edu (4/28/17)*

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UMC OTR ACTION:

University of Minnesota Crookston Contacts

Elizabeth Gregory
CIHS Coordinator
Humanities, Social Science and
Education Department
210 Selvig Hall
2900 University Ave. Crookston,
MN 56716
218-281-8677
umccihhs@crk.umn.edu

Humanities, Social Sciences and
Education Department
208 Selvig Hall
2900 University Ave. Crookston,
MN 56716
218-281-8256
umlr005@crk.umn.edu

Math, Science and Technologies
Department
109 Dowell Hall
2900 University Ave. Crookston,
MN 56716
218-281-8380
rame0029@crk.umn.edu

Business Department
Dowell Hall and Annex 120
2900 University Ave. Crookston,
MN 56716
218-281-8176
ujll002@crk.umn.edu

Agriculture and Natural
Resources Department
100-B University Teaching &
Outreach Center
2900 University Ave.
Crookston, MN 56716
218-281-8101
stroot@crk.umn.edu

Office of the Registrar
9 Hill Hall
2900 University Ave.
Crookston, MN 56716
218-281-8548
umcreg@umn.edu

Mark Huglen
Humanities, Social Science,
and Education Department
208 Selvig Hall
2900 University Ave.
Crookston, MN 56716
218-281-8256
mhuglen@crk.umn.edu

John Hoffman
Vice Chancellor for Academic
& Student Affairs
307 Selvig Hall
2900 University Ave.
Crookston, MN 56716
218-281-8341
jlhoff@crk.umn.edu

Participating High Schools

Ada High School
604 Thorpe Avenue West
Ada, MN 56510
218-784-5300

Albany High School
30 Forest Avenue
Albany, MN 56307
320-845-2171

Bagley High School
202 Bagley Avenue NW
Bagley, MN 56621
218-694-3120

Battle Lake High School
402 Summit Street West
Battle Lake, MN 56515
218-864-5215

Lake of the Woods
PO Box 310 HWY 11 W
Baudette, MN 56623

Crookston High School
402 Fisher Ave.
Crookston, MN 56716
218-281-2144

East Grand Forks High School
1420 4th Ave. NW
East Grand Forks, MN 56721
218-773-2405

Kennedy High School
601 Randolph Avenue
Fergus Falls, MN 56537
218-998-0544

Fertile-Beltrami High School
Box 648
Fertile, MN 56540
218-945-6933

Greenbush-M-R High School
Box 70 401 Park Avenue
Greenbush, MN 56726
218-782-2231

Kittson Central High School
444 N. Ash
Hallock, MN 56728
218-843-3682

Hancock High School
371 Hancock Avenue
Hancock, MN 5624
320-392-5621

Henning High School
500 School Avenue
Henning, MN 56551
218-583-2927

Tri-County High School
Box 178
Karlstad, MN 56732
218-436-2374

Mahnomen High School
Box 319
Mahnomen, MN 56557
218-935-2211

Menahga High School Box
160
Menahga, MN 56464
218-564-4141

Nevis High School
210 Pleasant Street
Nevis, MN 56467
218-652-3500

Oklee High School
Box 100
Oklee, MN 56742
218-796-5136

Osakis High School
500 1st Ave. East
Osakis, MN 56360
320-859-2192

Pelican Rapids High School
310 S Broadway
Pelican Rapids, MN 56572
218-863-5910

Lafayette High School
404 Champagne Avenue
PO Box 399
Red Lake Falls, MN 56750
218-253-2163

Roseau High School
509 3rd Street NE
Roseau, MN 56751
218-463-2770

Stephen-Argyle High School
Box 68
Stephen, MN 56757
218-478-3314

Warren-Alvarado-Oslo High School
224 East Bridge
Warren, MN 56762
218-745-4646

Warroad High School
510 Cedar Avenue
Warroad, MN 56763
218-386-1820

Win-E-Mac High School
23130 345th Street SE
Erskine, MN 56535
218-563-2900

UMN Crookston Title IX Statement

As required by Title IX, the University does not discriminate on the basis of sex in any of its education programs or activities, including in admissions and employment. Inquiries about the application of Title IX can be directed to the University's Title IX Coordinators or to the U.S. Department of Education, Office of Civil Rights. The Title IX Coordinators on the University's campuses may be contacted at:

<u>Campus</u>	<u>Name and Contact information</u>
Crookston	For students:

Kamille Meyer
Assistant Athletic Director/SWA/Wellness Center Director
2900 University Ave.
Crookston, MN 56716
218-281-8423
kmwahlin@crk.umn.edu

For employees:

Jonathon Fuller
UMC Human Resources
304 Selvig Hall
2900 University Avenue
Crookston, MN 56716
218-281-8345
fulle423@crk.umn.edu

Please see the University's policy for information about: (1) how to report or file a formal complaint of sexual harassment, gender-based harassment, sexual assault, stalking or relationship violence; and (2) the University's procedures for responding to reports and formal complaints.



The University of Minnesota is an equal opportunity educator and employer.

Contents in this document are subject to change.