**University of Minnesota Policies and Procedures**

**2023-2024**

**Student Conduct Code**

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. To support this environment, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University, you are expected to adhere to the Board of Regents Policy: [*Student Conduct Code (pdf)*](https://regents.umn.edu/sites/regents.umn.edu/files/2022-07/policy_student_conduct_code.pdf). Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student’s ability to learn.” The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

**Use of Personal Electronic Devices in the Classroom**

Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the University establishes the right of each instructor to determine if and how personal electronic devices are allowed to be used in the classroom. For complete information, please review the Administrative Policy: [*Teaching and Learning: Student Responsibilities*](https://policy.umn.edu/education/studentresp).

**Scholastic Dishonesty**

As students in a university community, you are expected to do your academic work, and to cite sources of knowledge that you draw on in completing your assignments and other academic work. Failing to do so is scholastic dishonesty, which includes: plagiarism; cheating on assignments or examinations, including the unauthorized use of online learning support and testing platforms; engaging in unauthorized collaboration on academic work, including the posting of student-generated coursework on online learning support and testing platforms not approved for the specific course in question; taking, acquiring, or using course materials without faculty permission, including the posting of faculty-provided course materials on online learning support and testing platforms; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. When it is determined that a student has cheated, the student may be given an "F" or an "N" for the course and may face additional sanctions from the University. For additional information, please see [*Teaching and Learning: Instructor and Unit Responsibilities*](https://policy.umn.edu/education/instructorresp).

Additional resources about academic integrity can be found through the [*Office for Community Standards*](https://communitystandards.umn.edu/avoid-violations/avoiding-scholastic-dishonesty) and the [*Center for Educational Innovation*](https://docs.google.com/document/d/1oDijgUkSX1zTD55nx3j6XxIelNV3d-rImEPjo3lc2bI/edit?usp=sharing).

Beware of websites that advertise themselves as being “tutoring websites.” It is not permissible to upload any instructor materials to these sites without their permission or copy material for your homework assignments from these various sites. If you have additional questions and concerns, please speak with, or email your instructor to clarify the practices expected for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class, for example, when and whether collaboration on assignments is permitted, when citing sources is required and what citation method to use, or when and which electronic aids are permitted or prohibited during an exam.

**Makeup Work for Legitimate Absences**

Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please see Administrative Policy: [*Makeup Work for Legitimate Absences*](https://policy.umn.edu/education/makeupwork).

**Appropriate Student Use of Class Notes and Course Materials**

Taking notes is a means of recording information and more importantly of personally recording, integrating, and connecting information as part of your educational experience. However, broadly disseminating class notes beyond the current classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see Administrative Policy: *Teaching and Learning: Student Responsibilities*.

**University Grading Scales**

The University has two distinct grading scales: A-F and S-N. For additional information, please refer to: Administrative Policy: [*Grading and Transcripts*](https://policy.umn.edu/education/gradingtranscripts).

**Sexual Harassment, Sexual Assault, Stalking and Relationship Violence**

The University prohibits sexual misconduct and encourages anyone experiencing sexual misconduct to access resources for personal support and reporting. If you want to speak confidentially with someone about an experience of sexual misconduct, please contact a confidential resource on your campus. If you want to report sexual misconduct or have questions about the University’s policies and procedures related to sexual misconduct, please contact your campus [*Title IX office or relevant policy contacts*](https://eoaa.umn.edu/report-misconduct).

Instructors are required to share information they learn about possible sexual misconduct with the campus Title IX office that addresses these concerns. This allows a Title IX staff member to reach out to those who have experienced sexual misconduct to provide information about personal support resources and options for investigation. You may talk to instructors about concerns related to sexual misconduct, and they will provide support and keep the information you share private to the extent possible given their University role. For more information, please see Administrative Policy: [*Sexual Harassment, Sexual Assault, Stalking and Relationship Violence*](https://policy.umn.edu/hr/sexharassassault)***.***

**Equity, Diversity, Equal Opportunity, and Affirmative Action**

The University provides equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, familial status, disability, public assistance status, membership, or activity in a local commission created to deal with discrimination, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult the Board of Regents Policy: [*Equity, Diversity, Equal Opportunity and Affirmative Action (pdf)*](https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_equity_diversity_equal_opportunity_and_affirmative_action.pdf).

**Disability Accommodations**

The University of Minnesota values disability as an aspect of diversity and is committed to access and inclusion in our courses. Your syllabus is an important place to convey information about accessibility and inclusive teaching practices, as well as information about seeking and using disability accommodations. The following three syllabus statements are available for you to select from to incorporate and customize in your syllabus, depending on what best fits you. If you are interested in further enhancing accessibility and inclusion in your course, this resource on [*Teaching with Access & Inclusion*](https://docs.google.com/document/d/1n1QMG91J4sk-dl6Vd8c-NgQX_s4I8Czk1xU6RvRTbVo/edit) may be a valuable starting place.

The University of Minnesota is committed to creating learning environments that are inclusive and accessible to all students. If you are experiencing disability-related barriers to learning in your courses, the Disability Resource Center (DRC) is the office that collaborates with students to explore reasonable accommodations, tools, and resources.

* If you are registered with the DRC and have a current accommodation letter, please share your letter with me as soon as possible so that we can discuss how your accommodation will be implemented in this course. The sooner I know about your disability access needs, the more equipped I can be to facilitate accommodations. You may reach out to me or your (access consultant/disability specialist) if you have any questions or concerns about your accommodation.
* If you are not registered with the DRC and are experiencing or think you may be experiencing disability related to a mental health, attention, learning, chronic health, sensory, or physical condition, and would like to discuss accommodations and/or resources, please contact the DRC on our campus (e.g., Twin Cities campus - 612.626.1333).
* If you have a short-term medical condition, such as a broken arm, I may be able to assist in minimizing classroom barriers. In situations where additional assistance is needed, you should contact the DRC as noted above**.**

Reference [*Disability Resources (pdf)*](https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_disability_services.pdf) for additional information.

**Discrimination**

All University members are prohibited from engaging in, or assisting or abetting another’s engagement in, discrimination and related retaliation (collectively “prohibited conduct”).  The terms “discrimination” and “retaliation” are defined in the *Definitions* section below.  The University of Minnesota (the “University”) will take prompt and effective steps intended to end prohibited conduct; prevent its recurrence; and, as appropriate, remedy its effects.

**Reporting of Prohibited Conduct**

In order to foster an environment free from prohibited conduct, all University members are encouraged to take reasonable prudent actions to prevent, stop, and report all acts of prohibited conduct.  In addition, supervisors and human resources professionals have the following reporting obligations related to possible prohibited conduct that they learn about in the course of performing their respective supervisory or human resources employment duties.  University supervisors and human resources professionals are exempted from these reporting requirements when such reporting is prohibited by HIPAA or other laws, or by a professional license requiring confidentiality.

1. Supervisors and human resources professionals must promptly contact the campus Equal Opportunity office when, in the course of performing their respective supervisory or human resources employment duties, they learn about any form of prohibited conduct directed at University students, employees or third parties that may have:
   * occurred on University property;
   * occurred during a University employment or education program or activity; or
   * been committed by a current University member at the time they were a University member.
2. Supervisors and human resources professionals must report the following information to the campus Equal Opportunity office:
   * the names of the complainant(s), respondent(s), and possible witnesses;
   * the date, time, and location of the possible prohibited conduct; and
   * other relevant details about the possible prohibited conduct.

**Application of Policy**

This policy applies to University members, who include:

* University students, whether enrolled full time or part time, for credit or non-credit courses;
* University employees as defined in this policy; and
* third parties who are engaged in any University activity or program, or who are otherwise interacting with the University, including, but not limited to, volunteers, contractors, vendors, visitors, and guests.

This policy applies to acts of discrimination and related retaliation committed by or against students, employees, and third parties when:

* the conduct occurs on University property;
* the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored academic, athletic, extracurricular, study abroad, research, on-line or internship programs or activities;
* the conduct occurs off University property and outside the context of a University employment or education program or activity, but 1) has a continuing adverse effect on a University education program or activity; or 2) creates a hostile environment for students, employees, or third parties while on University property or in any University employment or education program or activity; or
* the conduct indicates that the respondent may present a danger or threat to the health or safety of University members.

To the extent any provision of this policy conflicts with the Board of Regents Policy: *Equity, Diversity, Equal Opportunity and Affirmative Action*, the Board policy controls.  Nothing in this policy should be interpreted to abridge academic freedom or principles of free speech.

**Mental Health and Stress Management**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the [*Student Mental Health Website*](https://safe-campus.umn.edu/personal-wellbeing). As an instructor/University community member, we care about the wellbeing of students. If health, safety, or mental health concerns are conveyed, we may consult with campus support offices to provide support and resources to a student.

**Academic Freedom and Responsibility**

Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.\*

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college, or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost. [*Academic Freedom and Responsibility (pdf)*](https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_academic_freedom_and_responsibility.pdf).

*\* Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students.’’*

**Additional Department of Economics Policies and Procedures**

**Course Prerequisites**

Students are expected to have completed all prerequisites before taking an Economics course.

**Additional Student Resources**

Resources for students: <https://osa.umn.edu/resources-for-students>

**Study abroad in Economics**

The Department encourages you to undertake Study Abroad. There are many courses in foreign countries that can satisfy some economics major, minor, or Liberal Education requirements. For more information, please contact our Undergraduate Advisers, Ms. Annie Bigley and Ms. Tiffany Kroeze Murphy, or the University’s Learning Abroad Center at <http://www.umabroad.umn.edu/>.

**Undergraduate advisors**

Contact the Undergraduate Advisers if you wish to sign up for an Economics major or minor or to get information about institutions of higher study. Your APAS form will list your progress toward an Economics degree.

Adviser: Ms. Tiffany Kroeze Murphy and Ms. Annie Bigley *(econadv@umn.edu)*; Sign up for appointments at [econ.appointments.umn.edu](https://cla.umn.edu/economics/undergraduate/advising)

**Economics undergraduate program information**

Available on theInternet at: [**https://cla.umn.edu/economics/undergraduate**](https://cla.umn.edu/economics/undergraduate)**.** Registration policies are listed in the University Course Schedules and College Bulletins.

**Complaints or concerns about courses**

All course grades are subject to department review.

Please contact your instructor or TA if you have any complaints/concerns about the course. If your concerns are not resolved after talking with your instructor, you can contact Dr. Ayca Ozdogan, Director of Undergraduate Studies. Her e-mail is: [*ozdog002@umn.edu*](mailto:ozdog002@umn.edu)

**Class Assignments**

Written answers to homework assignments must be typed; Graphs and numerical work need not be typed but should be legible.

**Incomplete Grade**

Low-class standing is not a valid reason for an Incomplete grade. An I is given only in exceptional circumstances like family emergencies or hospitalization; arrangements must be worked out between the student and instructor before the final exam. We require written proof of emergencies. Details about I grade and how to make it up are to be decided by the instructor and student; you need to fill out the form.

**Make-up Exams**

Make-up exams are possible for the final exam only if the student has another exam scheduled at the same time or has three exams within 16 hours. This should be pre-arranged with the instructor at least three weeks before the final exam. Make-up final exams may also be possible for documented medical emergencies.

**Grade Disputes**

Any dispute regarding a grade must be submitted in writing (such as via the Canvas Inbox or by

email) within 72 hours of when the grade is posted. You must provide a clear rationale for why you believe that your grade is incorrect.

**Instructional Time and Student Effort**

Each credit should equal three hours of total work per week (one hour of instructional time and two hours of independent student work). Because of this, students should be expected to spend four hours of effort on the course outside of class.

**Dropping a class**

Termination of attendance alone is not sufficient to drop a class. You must notify the Registrar’s office. Please contact your academic (college) adviser for details on this process and pay attention to the University deadlines for add/drop.

**Statement on FERPA (Family Education Rights and Privacy Act)**

In this class, our use of technology will sometimes make students' names and U of M Internet IDs visible within the course website, but only to other students in the same class. Since we are using a secure, password-protected course website, this will not increase the risk of identity theft or spamming for anyone in the class. If you have concerns about the visibility of your Internet ID, please contact me for further information.

**Department of Economics policy on AI**

Artificial intelligence (AI) language models, such as ChatGPT, and online assignment help tools, such as Chegg®, are examples of online learning support platforms: they cannot be used for course assignments or exams. The following actions are prohibited in economics course:

* Submitting all or any part of an assignment/paper/exam statement from an online learning support platform.
* Incorporating any part of an AI-generated response in an assignment.
* Using AI to brainstorm, formulate arguments, or template ideas for assignments.
* Using AI to summarize or contextualize source materials.
* Submitting your own work for this class to an online learning support platform for iteration or improvement.

If you are in doubt as to whether you are using an online learning support platform appropriately in this course, please discuss your situation with the instructor.

Any assignment content composed by any resource other than you, regardless of whether that resource is human or digital, must be attributed to the source through proper citation. (Examples of citing content composed by digital tools are presented in: [libguides.umn.edu/ChatGPT](https://libguides.umn.edu/chatgpt) or provide an alternative reference appropriate for your class].)

Unattributed use of online learning support platforms and unauthorized sharing of instructional property are forms of scholastic dishonesty and will be treated as such. Students may receive a score of zero if unauthorized AI tools are used in any assignment or exam that is graded.