

# Undergraduate Academic Policies and Procedures

## Introduction and Background

This section of the catalog summarizes many of the academic policies and procedures which will apply to the student during his or her undergraduate years at UND. Since institutional policies may change between catalog publication dates, students are encouraged to consult with their academic advisor whenever appropriate. Students with questions also should request information from their academic department, the dean's office of their college, and the various administrative offices on campus.

Before utilizing the information found in this catalog, it may be useful to review the following basic patterns of undergraduate education at the University of North Dakota.

## The student's place in the University organization

New students are admitted, according to the major they wish to pursue, to one of UND's undergraduate degree granting colleges, e.g., Arts and Sciences. Each college is made up of a group of academic departments and/or program areas (e.g., history). Courses in the student's major will normally be taken in a specific department, although UND offers many interdisciplinary majors as well. It should be noted that course work in one's major field normally makes up only a fraction of the total credits required for graduation (typically about one-fourth). Thus, throughout their undergraduate days, students have the opportunity to take courses in many departments outside their home college. Indeed, this diversity is one of the advantages of attending a multipurpose university such as UND.

As an institution of higher education, the university is committed to ongoing assessment of student learning at all levels and in all programs. Assessment of student learning is essential in order for the university to improve educational programs and the experiences of students. Students are urged to respond positively when asked to participate in assessment activities. Students are also encouraged to collaborate in the planning and development of assessment activities and to make suggestions for improvements.

## University, college and departmental requirements

Undergraduate students must meet three sets of requirements to graduate from the University of North Dakota:

1. University graduation requirements,
2. requirements of the UND college or school granting the student's degree, and
3. the requirements of the student's major department or program area.

## Which catalog to use

The graduation requirements of the University and its colleges, schools, and departments, as published in the catalog in effect at the beginning of the first semester the student is enrolled at the University, are those which must be met for completion of an undergraduate degree program. Subsequent changes in policies and requirements, as published in the catalog or amended by the University Senate and the Board of Higher Education, may be substituted. The faculty reserves the right to make changes in curricula at any time when in its judgment such changes are for the best interests of the students. Courses listed in this catalog are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the responsible departments or programs and are approved by the appropriate dean and college or school curriculum committee, the University Curriculum

Committee, the University Senate, the Vice President for Academic Affairs, and the Board of Higher Education.

## Academic Advisement

The University encourages continuing communication between faculty and students to enhance the advisement process. **The student has final responsibility to meet the stated requirements for the degree sought, as listed in the appropriate catalog or bulletin.** Every student is held accountable for complying with the information contained in this catalog and the Schedule of Courses for each term. Registration for courses each semester is the student's personal responsibility. The University provides curriculum, four-year plans, and the customizable Degree Map tool for each student. Degree Map serves as a guide to degree progression and for discussions with the academic advisor.

Academic advising is an integral component of undergraduate education at the University of North Dakota. The focus of all academic advising is to assist students in taking responsibility for developing meaningful educational plans which are compatible with their career and life goals. Academic advisors are here to help provide information to students and to help students make the best decisions for themselves. Academic advisors support student needs in multiple areas and work in collaboration with all services across campus. Students can find their assigned academic advisor and contact information by logging into their Starfish account and viewing My Success Network.