University of Minnesota
Rehabilitation Science Graduate Program
Student Handbook
2025-2026

(updated 08/11/25)

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The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice.

PROGRAM CONTACT INFORMATION

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Campus maps are available at: https://pts.umn.edu/PTS-Campus-Maps/Maps-Navigate-Campus.

IMPORTANT WEBSITES

Grad School Gear1 "Getting Started"	https://grad.umn.edu/gear-1-resource-hub
MyU	www.myu.umn.edu
Onestop	www.onestop.umn.edu
University of Minnesota Homepage	www.umn.edu
University of Minnesota Graduate School	www.grad.umn.edu
Rehabilitation Science Graduate Program	www.rehabscience.umn.edu
Office of Graduate and Postdoctoral Studies	www.med.umn.edu/gps
Aurora Center	https://aurora.umn.edu
Boynton Health Services	www.bhs.umn.edu
Center for Writing	https://cla.umn.edu/center-for-writing
Disability Services	https://disability.umn.edu/
Diversity in Graduate Education	https://grad.umn.edu/diversity
Health Emergency Response Office	https://healthemergencyresponse.umn.edu/
Graduate Assistant Employment	hr.umn.edu
International Scholar and Student Services (ISSS)	www.isss.umn.edu
Libraries	https://www.lib.umn.edu/
Mental Health	https://boynton.umn.edu/services/mental-health
Office of Conflict Resolution	http://ocr.umn.edu/
Parking and Transportation	https://www.pts.umn.edu/
Public Safety	https://publicsafety.umn.edu/
Student Computing Services	https://it.umn.edu/

GUIDING PRINCIPLES

University of Minnesota Mission and Guiding Principles: The University of Minnesota is founded in the belief that all people are enriched by understanding; is dedicated to the advancement of learning and the search for truth; to sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's mission, carried out on multiple campuses and throughout the state, is threefold:

- *Research and Discovery* - To generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.
- *Teaching and Learning* - To share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.
- *Outreach and Public Service* - To extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

The University strives in its activities to sustain an open exchange of ideas in an environment that:

- Embodies the values of academic freedom, responsibility, integrity, and cooperation;
- Provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance;
- Assists individuals, institutions, and communities in responding to a continuously changing world;
- Is conscious of and responsive to the needs of the many communities it is committed to serving;
- Creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals;
- Inspires, sets high expectations for, and empowers the individuals within its community.

Rehabilitation Science Graduate Program Mission Statement: The mission of the Rehabilitation Science Graduate Program is to discover and disseminate rehabilitation knowledge and improve the quality of life, participation, health, performance and well-being of people in Minnesota and throughout the world. Our mission further encompasses the cultivation of premier leaders and researchers in academia, industry and clinical environments to transform the science and practice of rehabilitation. From its inception in 1998, the Rehabilitation Science Graduate Program has provided students with:

- A strong foundation in research methodology.
- A concentrated educational experience tailored toward a student's specific research questions.
- A working knowledge of the importance of a collaborative, interdisciplinary approach to the scientific process.

Rehabilitation Science Graduate Program Diversity, Equity & Inclusion Statement: The Rehabilitation Science Graduate Program embrace the University's position that promoting and supporting diversity among the student body is central to the academic mission of the University. Students employed in graduate assistant positions are also covered by Articles 8-10 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A). A diverse student body enriches graduate education by providing a multiplicity of views and perspectives that enhance research, teaching, and development of new knowledge. Higher education trains the next generation of leaders of academia and society in general, and such opportunities for leadership should be accessible to all members of society. The Rehabilitation Science Graduate Program is therefore committed to providing equal access to educational opportunities through recruitment, admission, and the support of programs that promote diversity; foster successful academic experiences; and cultivate the leaders of the next generation. All persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, or gender identity. And the Rehabilitation Science Graduate Program is committed to improving access to education by determining and implementing reasonable academic, workplace, and guest accommodations. For additional resources, please visit:

Office of Diversity, Equity, & Inclusion | Medical School (umn.edu)
https://eoaa.umn.edu/policies

Rehabilitation Science Graduate Program Commitment to Safe Work & Educational Environment: The Rehabilitation Science Graduate Program are committed to creating a welcoming and respectful work and educational environment that is free from all forms of harassment, and the University provides comprehensive support, education, and reporting mechanisms to all members of the University community. All members of the University community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, University employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options. Students employed in graduate assistant positions are also covered by Articles 11 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A). We also encourage you to review Appendix B of this handbook. For additional information related to this policy, including reporting and additional support, please visit:

https://policy.umn.edu/hr/sexharassassault

GENERAL INFORMATION

Boynton Health Services: Boynton Health is the on-campus student health clinic. Boynton offers a full complement of services, including mental health; eye care; dental care and an in-house pharmacy, to name a few. For detailed information, visit: https://boynton.umn.edu/

Canvas: The majority of graduate courses use Canvas. Canvas is the University's electronic blackboard system for the posting of course materials. Students gain access to Canvas course sites upon registration. Students can find numerous resources on how to use Canvas at:

- Canvas: How to Access and Use Your Course Sites | IT@UMN | The people behind the technology
- Video: https://community.canvaslms.com/videos/1124-canvas-overview-students
- Canvas Guides: https://community.canvaslms.com/docs/DOC-10701

Children's Rehabilitation Center: Children's Rehab Center is home to many Rehab Science faculty and staff offices, as well as student office space. The building is locked at all times. Students access the building using their University UCard. There are entrances to Children's Rehab off of both Church Street and East River Road. Each entrance has a UCard key reader.

Copier Use: Program copier is located in Children's Rehab room 220A (door code is 7424*). The copier is designated for faculty/staff use only. Students may use the copier for work related to the student's research assistant position and/or teaching assistant position, not for the student's school work or non-University work. Pay copiers can be found in Coffman Memorial Union and/or University libraries.

Cost of Education: Tuition, Fees: The University assesses fees each semester. Fees are separate from tuition and health insurance. Students are responsible for paying fees. List of fees and how they are applied can be found at: https://onestop.umn.edu/finances/costs/cost-attendance. Other expenses (books, transportation, housing, technology) are also the responsibility of the student. Tuition and health insurance are paid for those students with full-time (50%) Graduate Assistant positions, minus a small premium the student pays for health insurance. If a student holds a partial (<50%) Graduate Assistant position, tuition and health insurance is proportionally covered. Students who do not hold a Graduate Assistant position are responsible for the cost of tuition.

Course Attendance / Completing Course Work: Students are required to attend all class sessions. Virtual attendance may be allowed under certain circumstances. Faculty recognize students may need to be absent from class for medical or other important personal reason. Individual faculty can decide to grant or not grant an excused absence. If known in advance, the student is expected to inform the course instructors ahead of time. If not known in advance, the student should email course instructor on the morning of the absence. It is the student's responsibility to obtain the missing content, materials and assignments. Repeated tardiness or absence from class may result in a decrease in the course grade at the discretion of the course instructor, per course syllabus. Students are expected to take exams and submit assignments at the scheduled time. Examinations can only be taken at a later date for University approved legitimate absences. Refer to the University policy on "Makeup Work for Legitimate Absences" for additional details regarding absence notification, verification of absences, and make-up work. Students are responsible for planning their schedules to avoid excessive conflicts with course requirements. Course delivery, such as remote option of course delivery is up to the discretion of the course instructor.

Email: It is the policy of the University that all electronic communication occurs via your official University of Minnesota student email address. This account should be accessed daily for current Program and University communications. For questions regarding your University email account, please visit the University's Policy at: http://policy.umn.edu/education/email.

Employment / Funding, Benefits, Financial Aid: Graduate students employed within the Rehabilitation Science Graduate Program are governed by the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027)(Appendix A). Employment is in the form of Research Assistant (RA), Teaching Assistant (TA) or a combination of both. Employment/funding is not guaranteed. Rehabilitation Science prioritizes employment of full-time PhD students who are fully engaged in the educational experience. Employment is subject to satisfactory academic progress toward the degree; satisfactory performance of assistantship duties; and available positions/funds. Teaching assistantships are competitive and arranged through either the University's Occupational Therapy Program or Physical Therapy Program. Research assistantships are arranged through the student's faculty advisor. Prior to each semester, employed students will receive an employment letter outlining the position(s). A student with full-time graduate assistant employment receives an annual stipend, full tuition benefit and full health insurance, minus a small premium paid by the student. Students may be employed less than full time with stipend, tuition benefit and health insurance benefit prorated to the funding level. University assessed fees are not covered by the student's employment. Students pay for books, housing and any transportation related needs, including University assessed fees. Students should contact the Program Coordinator, and/or the student's faculty advisor, for further information related to employment/funding. To review the governing GLU-UE agreement and additional information regarding University-wide graduate assistant and financial aid information, visit:

- GLU-UE Agreement
- About Graduate Assistant Employment | University of Minnesota Office of Human Resources (umn.edu)
- https://shb.umn.edu/health-plans/gahp-home
- Financial aid | Twin Cities One Stop Student Services

Gifts to Faculty Members: In accordance with University policy, faculty and staff are unable to accept gifts from students. If students do wish to express their appreciation to faculty for a particular course etc., it is suggested that they speak with the faculty member to identify a particular need that the course or Program might have, and a group donation can be made toward that cause.

Graduate Education and Advising: See Appendix B for "Mutual Responsibilities in Graduate Education." The document outlines principles illustrating what students should expect from their Graduate Programs and what Programs should expect from their students. Each faculty member also has a publicly accessible Advising Statement on their personal webpage.

Health Insurance: The University of Minnesota requires all registered students to maintain health insurance coverage. You must provide proof of coverage upon enrolling for courses. Students not providing proof of coverage will be automatically enrolled in the University's Health Benefit Plan (SHBP) and charged for the coverage. Students who are employed in a Graduate Assistant position (Research Assistant or Teaching Assistant) have the option to enroll in the Graduate Assistant Health Plan (GAHP). Additional student health insurance information can be found at https://shb.umn.edu/.

Language Requirement for Earning Degree: There is no language requirement for earning a Rehabilitation Science degree. There is a language requirement for international students to hold a teaching assistant position.

Language Requirement for International Teaching Assistants: All non-native English speaking teaching assistants (TAs) will demonstrate proficiency in spoken English appropriate to the demands of the student's position. Proficiency is assessed in one of the following ways: (1) English Language Proficiency (ELP) rating earned through coursework with the University's Center for Educational Innovation (CEI); (2) speaking section of TOEFL iBT (internet-based Test of English as a Foreign Language); and (3) SETTA (Spoken English Test for Teaching Assistants). For additional information, visit https://policy.umn.edu/hr/language-appa.

Leave Categories (Jury Duty, Parental, Sick etc.): Graduate students are entitled to official university paid sick leave, not to exceed 10 days (2 work weeks), of consecutive pay for absences caused by illness or injury to themselves or a dependent child. Graduate students are entitled to bereavement leave, jury duty leave, and military leave. In the case of repeated absences due to prolonged illness, complications from childbirth, or military service, the DGS may request a health care provider's certification verifying the student's inability to work and may request a consideration of whether an official Leave of Absence (LOA) would be appropriate relative to the University's official Leave of Absence policy (see below). The University provides parental leave for eligible employees related to the birth, adoption, or gestational surrogacy of children in accordance with Minnesota statutes. Students employed in graduate assistant positions are also covered by Article 23 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A).

Leave of Absence: Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with the Director of Graduate Studies, advisor and Program Coordinator to determine whether requesting a Leave of Absence (LOA) is the most appropriate course of action. Students who do not have an approved LOA and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues, including, but not limited to, termination of student status. Students employed in graduate assistant positions are also covered by Article 23 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A).

1. Students who experience circumstances preventing them from maintaining active status will ordinarily be granted college approval for a LOA upon request. Students must complete a LOA form that specifies term(s) and year(s) of the leave. See Program Coordinator for LOA form.
2. An approved LOA may not exceed two academic years.
3. Students who do not obtain an approved LOA prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program or held to new requirements if subsequently readmitted.
4. Students granted a LOA may not use University facilities or services available only to registered students.
5. Term(s) and year(s) of an approved leave of absence will not be counted toward time to degree.

6. Students who obtain an approved LOA are eligible for reinstatement provided they enroll no later than the term immediately following the expiration of the leave (excluding summer). The Program may specify reasonable conditions for reinstatement to active status, whether the student returns early or at the expiration of the leave. The Program may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled (see Board of Regents Policy: Student Conduct Code).
7. Students whose LOA has expired and who have not yet registered for the following term will be placed on inactive status and must apply for readmission. Readmission is not guaranteed.

Orientation: Once admitted, Rehab Science Program Coordinator will schedule a program orientation. During this orientation you will be provided information necessary for getting started as a graduate student. The University offers an optional new student orientation (https://grad.umn.edu/gear). All international students will complete international student orientation. See "New and Incoming Students" on this website: www.isss.umn.edu. GLU-UE union representative will be available for students employed within Rehabilitation Science in a Graduate Assistant job class.

Personal Days / Holidays: Graduate Assistants (teaching or research) receive paid leave for University holidays, but they are not exempt from work during University breaks, such as Spring and Winter break or Summer session. Paid Personal Days are outlined in Article 23 Sections 8 and 9 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A). Students may request up to three days of paid personal leave each semester, including summer if the student holds a paid summer position. Unused time may not roll forward semester-to-semester. Paid time off must be arranged in advance with the student's advisor and any individual who supervises the student's paid time, such as the instructor of a course where the student serves as Teaching Assistant. Students are expected to attend in-person classes and paid time off is not permitted when engaged in coursework. If the student does not arrange time in advance with requisite parties, the time a student is absent will be unexcused. Unexcused time is not paid. Any additional time beyond the maximum allowable time for the student's appointment will be considered on a case-by-case basis.

Personal Property: Do not leave personal belongings unattended. Thefts have occurred in all University buildings including Children's Rehabilitation Center. You are responsible for your personal possessions.

Recording Lectures: Some instructors choose to record lectures for students allowing reuse during studying. Not all Rehab Science lectures are recorded. Recording in-class lectures/labs/presentations while in-class is permitted only with permission from the faculty member/instructor/guest speaker presenting the course material.

Responsible Conduct in Research (RCR) Training: The University requires Responsible Conduct in Research (RCR) training, specifically CITI RCR Core Training. Your advisor may require additional training, such as IRB training, to meet research/lab requirements. To access CITI RCR Core Training, visit: https://research.umn.edu/units/rco/training-education/overview.

Social Media - Standards of Conduct: Content posted to social media should not include such materials as would share potentially confidential information or curriculum material that negatively impact performance and integrity not only of the student and their peers, but future classes. Social media can

be used as a forum for inquiry into in-person discussion for these topics, but not for the sharing of content. The Rehabilitation Science Graduate Program also follows the University of Minnesota Health Sciences' social media policy, entitled "Social Media Policy for Health Science Students, Residents and Fellows."

Teaching Assistant Positions and Earning Graduate Credit: It is accepted that a student can serve as a paid teaching assistant and receive credit for their teaching experience in the form of Teaching Practicum (RSC 8188), as long as the following provisions are met:

- ❑ Teaching Practicum has separate, identifiable responsibilities then those responsibilities the student has a Teaching Assistant.
- ❑ Teaching Practicum must be a faculty mentored experience.
- ❑ Teaching Practicum is arranged in consultation with the student's advisor.

Transfer of Credits: Graduate course credits earned at other accredited institutions may be transferred to MS or PhD degree plans subject to approval by the Director of Graduate Studies (DGS). Use of transfer credits is not guaranteed. Graduate credits earned at other recognized graduate institutions may be applied if the course work (1) was taken as an enrolled, graduate degree seeking student, (2) appears on official transcripts and (3) was successfully completed with a passing grade. Credits earned while pursuing a University of Minnesota master's degree (post-professional) may be used to meet doctoral degree course requirements if not used on the student's MS degree GPAS. University of Minnesota graduate credits earned as a non-degree seeking student and/or as a non-admitted student can be used toward both the Phd and MS degree. Credits earned through an entry-level master's degree program, or professional doctoral program, generally do not meet the requirements, but may be petitioned. Transfer of credits from other institutions is not allowed for courses completed through independent (correspondence) study, through extension, or taken before the awarding of a baccalaureate degree. In the case of a transfer from a non-United States institution, graduate course credits to be transferred must have been earned in a program judged by the Graduate School to be comparable to a graduate degree program of a regionally accredited institution in the United States. For the PhD degree, transferred credits can include a maximum of 12 UMN graduate course credits taken as non-degree seeking or non-admitted status. For both degrees, 2/3 of total course credits (not including thesis credits) must be completed after matriculation. Transfer of thesis credits is not allowed.

UCard: Students new to the University are required to obtain a UCard for identification. The UCard Office is open M-F between 8:30 AM – 4:00 PM. Students must bring a picture ID (driver's license; state ID card; passport). The UCard Office is located in Coffman Memorial Union.

Vaccine Requirements: The University of Minnesota requires all enrolled students to meet vaccination requirements. For information regarding this process, visit: Vaccine Requirements | Boynton.

UNIVERSITY RESOURCES

Aurora Center for Advocacy and Education: The Aurora Center for Advocacy and Education provides a free and confidential space for students, faculty, and staff affiliated with the University of Minnesota, who are victims/survivors/concerned people of sexual assault, relationship violence, stalking, and sexual harassment.

Center for Educational Innovation (CEI): CEI collaborates across the University to advance effective teaching and engaged learning related to teaching. The Preparing Future Faculty (PFF) Program assists graduate students and postdoctoral fellows in developing teaching skills and exploring the faculty role at the college or university level. Via PFF courses the student will discuss learning theory and strategies, develop teaching skills, create classroom and job search materials, and work with faculty from a range of institutional types.

Center for Writing: The Center for Writing offers student support in all writing phases. The Center encourages the development of writers and the use of writing as a tool for critical thinking, learning, and communicating. The Center engages in collaborative learning, teaching, and research; and develops and communicates current knowledge and research about writing and writing pedagogy.

Coffman Memorial Student Union: Coffman Memorial Student Unions & Activities is here to help University of Minnesota students find community and connect to campus. Student Unions & Activities offers diverse opportunities to get involved, engage in events, join student groups and more. In addition, Coffman houses the student bookstore; copying services; several food and entertainment options; places to study; and computer and banking services.

Council of Graduate Students (COGS): COGS is the recognized Student Governance Association (SGA) at the University of Minnesota. COGS represents, advocates for, informs, facilitates communications among, and supports graduate students. All COGS-fee paying graduate students are members of the COGS General Assembly (GA). Each graduate program can elect one voting GA member from all of their students to represent their program.

Computer Access: Computers are available for student use in faculty labs and the Rehabilitation Science Student office in Children's Rehab Center room 394. There are also computer labs in the basement of Coffman Memorial Union and via University libraries.

Disability Resource Center: The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their unique needs known.

One of the first places to seek assistance is Disability Resource Center (DRC). This office promotes access, which means ensuring the rights of students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assisting the University in meeting its obligations under federal and state statutes.

The DRC has Health Science Liaisons who provide direct assistance, such as: securing documentation of disability conditions; determining and implementing reasonable accommodations; referral to other appropriate resources; and consultation for enrolled and prospective students. All services are confidential and free to students paying the student services fee. Students must present a letter from DRC, outlining the accommodations that have been recommended for them by the DRC, to course instructors. If the student wants to receive special accommodations in a class contact the DRC Health Science Liaisons in the McNamara Alumni Center, Suite 180, 612-626-1333 (voice or TTY).

International Scholars and Student Services (ISSS): ISSS is dedicated to serving the University of Minnesota's international community. ISSS provides intercultural training for students, staff, and faculty; and offers events that build links between the U.S. and international communities on campus. ISSS advisors/counselors are professionally trained to provide information about non-immigrant visa issues for students and scholars holding F, J, H, and O visas. Our advisors/counselors are also trained to provide counseling to international students and scholars about academic, personal, and family matters, as well as issues of cross-cultural adjustment and professional integration upon returning home. For more information, visit isss.umn.edu.

Lab and Office Space: Laboratory and office space will be arranged and assigned based on availability and need. All Rehabilitation Science students will have dedicated space. Please contact your advisor and/or Program Coordinator regarding lab and office space.

Mental Health Resources: The Rehabilitation Science Graduate Program is committed to ensuring a positive graduate experience for all of its students. The University offers a number of services to assist students who are experiencing stressful events and/or have mental health challenges. Services include confidential one-on-one counseling and support groups. In addition, there are services to support you if you feel a classmate may be dealing with issues such as depression, stress, addiction and other issues. To access resources, please visit: https://boynton.umn.edu/services/mental-health. Appointment and walk-ins available at Boynton Health or via Student Counseling Services. After hours, call 612-301-4673 or text "UMN" to 61222 evenings and weekends.

Student Conflict Resolution Center (SCRC): As a first step, students are encouraged to seek conflict resolution via the Director of Graduate Studies and/or Program Coordinator. In the event the student wishes to explore resources and options outside of the Program, the student is encouraged to contact SCRC. SCRC works with students to resolve university-based problems and concerns. An ombudsman provides confidential, neutral and informal options, assisting students in formal grievance or disciplinary proceedings. Ombudsman standards include:

CONFIDENTIALITY
SCRC is a confidential resource. We do not contact anyone without your knowledge or permission. The only exception to this standard is if we thought someone was in danger based on information received.

IMPARTIALITY
The Ombudsman is not a representative of any party. Ombudsman help facilitate agreement by the parties.

INDEPENDENCE
SCRC maintains, by charter, its independence from the University. The Student Conflict Resolution Center is funded by student services fees.

INFORMAL
The Ombudsman does not participate in any formal proceeding in any way. The Ombudsman will not participate in grievance hearings, student discipline appeals, or litigation. It is important to note that the Student Conflict Resolution Center is not an office of notice within the University community.

For information, please visit: www.sos.umn.edu.

Professional Development Funds: Each active Rehabilitation Science student in good standing is eligible for up to $1000 annually during years 1-5 to cover expenses related to professional development. Funds are intended to support students who have been invited to represent the University by presenting at a scientifically related event, such as a conference etc. Consideration will be given to non-presenting students providing strong rationale. Examples of expenses include: conference registration, airfare etc. This policy follows the fiscal year, July 1-June 30. Money cannot be carried forward from year-to-year. The $1000 is for one fiscal year and re-sets to zero July 1 of each year. The student must inform Program Coordinator in advance of accruing the expense. The Program does not guarantee reimbursement if the student does not first inform the Program Coordinator. It is highly recommended expenses be placed on the Program's business credit card.

Libraries: Active students have access to all University library systems: https://www.lib.umn.edu/.

Recreation and Wellness Center: All registered students who have paid Student Services Fees has access to the University Recreation and Wellness Centers https://recwell.umn.edu/.

Transportation, Parking Services and Vehicle Assistance: It is the responsibility of each student to provide transportation to campus. The complete guide to transportation on campus can be accessed at http://www.pts.umn.edu/. This site includes guidelines for student parking lottery, busing, biking and parking. There is also information regarding the option of renting a secure parking locker for your bike. Parking Services (612-626-PARK) offers the following services for students parked in University of Minnesota facilities: unlocking vehicles, jump starts, changing flat tires, and transportation to a service station.

Tutoring and Academic Success Center: Students may benefit from study assistance and are eligible to access services through the Tutoring and Academic Success Center. Information on this resource can be accessed at https://tasc.umn.edu/.

Union Representation: Students employed in graduate assistant positions are also covered by Articles 23 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A).

PRIVACY

Federal Educational Rights and Privacy Act (FERPA): Federal and state law, and Regents' policy govern access to student records. FERPA and the State of Minnesota Data Privacy Act form the backdrop for the policy on access to student records.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers or recording or broadcasts which may include student projects.

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Prior written consent must include the following elements:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Students employed in graduate assistant positions are also covered by Articles 6 Section 2 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A).

Health Insurance Portability and Accountability Act (HIPAA): Every University of Minnesota student, faculty member, researcher, and staff person who may have access to protected health information will complete one or more online courses about privacy and data security.

All Health Sciences students are required to complete (HIP023) HIPAA Training and (ISA101) Information Security Awareness Training. Additional training will depend on your job duties and the settings in which you may have access to individual health information and may include online courses about privacy of individual health information in research and clinical settings.

Instructions for completing HIPAA training will be sent to the student's University email account and/or the student's MyU page. It is the student's responsibility for completing the appropriate training and should complete all training prior to the end of the student's first semester of study. Any student not completing the training in the first semester will be subject to having a hold placed on the student's record. For instruction on training, please visit:

https://healthprivacy.umn.edu/hipaa-training/information-about-hipaa-training

SAFETY

Campus Safety and Active Shooter: The University of Minnesota has an extensive Campus Safety program. All University faculty/staff/students automatically receive rapid notifications in emergency situations via their University emails. The Rehabilitation Science Graduate Program also encourages all faculty/staff/students to enroll in emergency notifications via phone and text message at https://safe-campus.umn.edu/safe-u-text-notifications. This will allow for more timely notification if individuals aren't on email when the notifications arise. All individuals are expected to follow instructions provided in the emergency notifications from the University.

Students should be aware of **Safe Walk**, a service providing free walking security escorts to and from campus locations and nearby adjacent neighborhoods are available for all students, staff, faculty, and visitors (612-624-WALK).

ACTIVE SHOOTER: In the event of an active shooter situation, the University of Minnesota instructs its students as follows:

- **RUN**
  - Have an escape route & plan in mind.
  - Leave your belongings behind.
  - Keep your hands visible.
  - Run to a place of refuge, well beyond the norm.
- **HIDE**
  - If running is not possible, hide.
  - Lock & barricade doors; shut off lights.
  - Remain silent, yet vigilant.
  - Avoid huddling together.
- **FIGHT**
  - Fighting is a last resort; use only when your life is in imminent danger.
  - Use improvised weapons (i.e. chair, fire extinguisher).
  - Attempt to incapacitate the active shooter.
  - There is strength in numbers; work together against the active shooter.

Following the recommendations of RUN – HIDE – FIGHT will help to maximize the safety of all University employees, students, and any visitors that may be in our classes/building.

Emergencies: For any campus emergency, call 911. When calling 911 for an emergency from a campus phone, do not dial 8 first for an outside line; dial 911 directly.

Research Lab and Classroom Safety: Research Advisors can restrict the use of laboratory space to include only those students and personnel who are directly working on projects they supervise. Non-advisee students should obtain permission from the faculty member responsible for a particular lab to use or occupy that laboratory space. To ensure the safety of all students, no students should use any equipment, for any purpose, until they have been properly instructed in the use of that equipment by course instructors or faculty. Each research laboratory has policies in place governing the use and storage of hazardous materials.

Sexual Harassment, Sexual Assault, Stalking and Relationship Violence: The University's policy on "Sexual Harassment, Sexual Assault, Stalking and Relationship Violence" is located at https://policy.umn.edu/hr/sexharassassault. Questions or concerns about these issues should be directed to the Office of Equal Opportunity and Affirmative Action (EOAA). Students who feel they are victims of sexual harassment should contact EOAA at 612-624-9547. Students may also contact the Aurora Center for Advocacy and Education. All University faculty and staff are mandated to report incidences of sexual misconduct. If students choose to disclose information to faculty or staff, that information will be shared with the Title IX Office. Representatives will then follow-up with the student(s) who disclosed the information for further investigation and to provide professional resources.

SCHOLASTIC CONDUCT

Code of Conduct: The Rehabilitation Science Graduate Program strongly upholds the University's policy on scholastic dishonesty, which includes cheating on a test or assignment; sharing examination information; plagiarizing; submitting the same work to meet the requirements of more than one course; or interfering with another student's work. When charges are upheld, the student may be placed on probation, receive a lower grade in course, be failed in a course, or be dismissed from the Program.In addition, Rehabilitation Science students are responsible for the material contained in the Board of Regents Student Code of Conduct and the Graduate School's Policies Governing Graduate Education.

Termination of Graduate Status: Termination of Graduate Status can be based on, but is not limited to, academic course performance and exam performance. Student behavior which does not comport with the University's Student Code of Conduct is also subject to Termination of Graduate Status. In cases related to academic course performance and exam performance, action to dismiss a student must be preceded by a review of the student's overall performance by Rehabilitation Science faculty sub-committee. A majority vote by Rehabilitation Science faculty must be registered in order to terminate graduate status of a student. Faculty may agree to outline a mechanism and time limit for the student to satisfactorily correct specific deficiencies and retain Graduate Status. Students are eligible to appeal termination. Students employed in graduate assistant positions are also covered by Articles 12-14 of the agreement between the University of Minnesota and the Graduate Labor Union-United Electrical, Radio and Machine Workers of America Local 1105 (GLU-UE)(effective January 21, 2025 through June 30, 2027) (Appendix A).

Academic Course Performance: Rehabilitation Science requires a minimum of 1 warning be issued to the student regarding unsatisfactory academic course performance before a student is terminated. The warning must include the specific deficiencies and must outline a mechanism and time limit for correcting them. Grounds for Termination of Graduate Status due to academic course deficiency include, but are not limited to:

- Cumulative GPA of less than 3.0.
- Failure to earn a grade of C- or higher or a Pass (N) on any individual course taken, or any retake of a course.

Exam Performance: Grounds for Termination of Graduate Status due to failure of preliminary written exam, preliminary oral exam or final oral exam, depending on the degree track (MS or PhD).

STUDENT PROGRESS, DEGREE REQUIREMENTS, MILESTONES

Registration Requirements, Active Status and GRAD 999: Students must meet with their advisor pre-semester to plan the courses the student will take each semester. Students are encouraged to attend full-time (6 credits or more of graduate level courses Fall and Spring semester). Graduate credit courses are 5xxx level or greater. Summer registration is optional. Students may enroll in the program as a part-time student (<6 credits per semester) upon approval by the student's advisor. Students should register early, if possible, so faculty can confirm there are a sufficient number of students enrolled to offer the course, and for the student to avoid late registration fees. Generally, except for independent study courses, 4 students must be registered for a course, otherwise, the course may be canceled. If you need a permission number for registration, or for any other special registration needs, contact the Program Coordinator. All students are required to retain Active Status with the Graduate School for the duration

of the student's studies. Active Status is dependent on enrollment. To remain active, a student must register for a minimum of 1 graduate credit each Fall and Spring semester. The number of credits a student is required to register for may vary depending on the student's VISA status, employment status, and/or financial aid needs. Students not registered every fall and spring term are considered to have withdrawn and student status will terminate. Terminated students must request readmission. Readmission is not guaranteed. For students who do not have any classes to register for, but need to maintain active status, the student should consult with the student's advisor in advance of the semester's start. When circumstances dictate, GRAD 999 is a no credit, no cost course a student can register for to maintain active status. A student needs advisor/Program Coordinator approval—in writing—in order to register for GRAD 999. If a student registers for GRAD 999 without permission, a hold will be placed on the student's record for the following semester.

Time Limit for Degree Completion: All requirements for the PhD degree must be completed and the degree awarded within 8 calendar years after initial enrollment to RSC. All requirements for the MS degree must be completed and the degree awarded within 5 calendar years after initial enrollment to the graduate program. Students who are unable to complete the degree within the time limit may petition the program and collegiate unit for one extension of up to 12 months. Students must obtain approval from the student's advisor and Director of Graduate Studies and submit the petition for an extension at least six months prior to the end of the time limit. If a petition is approved, the student is notified in writing of the expectations for progress and of the month/year of degree completion. If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program upon expiration of the original time limit. Under extraordinary circumstances, students may file a second petition for an additional 12 month extension after the first extension has expired; however such petitions must be reviewed and approved by the advisor, Director of Graduate Studies, and Vice Provost and Dean of Graduate Education. Students who have been terminated under such circumstances may apply for readmission to the program. Readmission is not guaranteed.

Annual Student Review: Rehabilitation Science students are reviewed annually, typically in January of each year. The review will cover academic performance, professional performance and research progress. The form of the review will be both written and verbal. For those students pre-PhD Candidacy (prior to successful completion of prelim oral exam) the review will require the completion of two forms: (1) Annual Student Review form (Appendix C) and (2) Medical School Individual Development Plan (Appendix D). For PhD Candidates, the review will be an automated review generated by the University's Graduate School. In both cases—pre and post candidacy—the Program Coordinator will initiate the start of the review. Student and advisor meet to discuss the content of the review documents. If requested by the student or advisor, Program Coordinator, and/or Director of Graduate Studies (DGS), may take part in the review. In the event the DGS is the student's advisor, a second faculty member may be requested by the student to take part in the review process. All students will have an opportunity to formally respond to their annual review. Completed forms will be placed in the student's file held in the office of the Program Coordinator. Students can request written access to their file at any time.

Individual Development Plan (IDP): Students will complete the IDP (Appendix D) during their first semester and continue to build upon the document as they proceed through the program.

Grade Requirements: All Rehabilitation Science graduate students must maintain a cumulative GPA of 3.0 or greater while in the program and earn a grade of C- or better (or a pass "N") in any individual course taken, or any retake of a course. Students with an incomplete (I) grade on their transcript will

have 3 consecutive semesters, including Summer Session, to complete the coursework for letter grade. After 3 consecutive semesters, if the work has not been completed for letter grade the grade will be assigned an "F" letter grade unless course instructor approves, in writing, a time extension. Student cannot take prelim written, prelim oral or final oral exams with an "I" grade on the transcript.

PhD Credit Requirements: The PhD degree requires a minimum of 36 graduate credits, not including PhD thesis credits. After the minimum 36 graduate credits are completed, students will register for 24 PhD thesis credits (RSC 8888). Graduate credits are University credits 5xxx level or greater in a field of study relevant to the academic and research area. 4xxx level credits or below are not acceptable. 2/3 of the 36 graduate credits must be earned after admission (ie only 1/3 of credits may be transferred in). A minimum of 2/3 of all graduate level course credits must be taken for letter grade (A-F). The student must meet with advisor prior to each semester to plan the courses the student will take.

The minimum requirement of 36 graduate credits is broken down as follows:

- 16 Rehabilitation Science course credits.
- 6 or 8 credits of statistics course work.
- 12 or 14 additional credits from RSC courses, non-RSC courses, or a combination of both.

There are 5 mandatory courses, totaling 8 credits. These 8 credits count toward the required 16 Rehabilitation Science course credits. The 5 mandatory courses are:

- RSC 5106 - Introduction to Rehabilitation Science (1 credit)
- RSC 5306 - Scientific and Professional Presentation (1 credit)
- RSC 8106 - Critical Analysis of Scientific Literature (2 credits)
- RSC 8206 - Grant Writing (2 credits)
- RSC 8306 - Peer Review and Publication (2 credits)

Regarding the 6-8 credits of statistics course work, acceptable statistics courses include, but are not limited to:

- PUBH 6450 – Biostatistics I (4 credits)
- PUBH 6451 – Biostatistics II (4 credits)
- EPSY 8251 – Statistical Methods in Education I (3 credits)
- EPSY 8252 – Statistical Methods in Education II (3 credits)

To fulfill the statistics requirement, students need to take both courses in the respective series (Biostats I and Biostats II or Stat Methods I and Stat Methods II). You cannot fulfill the statistics requirement by taking only PUBH 6450 – Biostatistics I and EPSY 8251 – Statistical Methods I.

Other statistical course work may be considered on a case-by-case basis in consultation with the student's advisor. Without prior approval, we cannot guarantee a statistics course will fulfill the statistics requirement.

If a student chooses to declare a minor, the student must follow the minor requirements of the program offering the minor. A minor is not required.

In addition to these minimum requirements, the student's advisor may require additional courses.

MS Credit Requirements: Students have the option to earn either the MS Plan A degree (with thesis) or the MS Plan B degree (no thesis; project required).

The MS Plan A degree requires a minimum of 20 graduate credits, not including thesis credits. After the minimum 20 graduate credits are completed, students will register for 10 MS thesis credits (RSC 8777). Graduate credits are University credits 5xxx level or greater in a field of study relevant to the academic and research area. 4xxx level credits or below are not acceptable. A minimum of 2/3 of all graduate level course credits must be taken for letter grade (A-F). The student must meet with advisor prior to each semester to plan the courses the student will take.

The minimum requirement of 20 graduate credits is broken down as follows:

- 10 Rehabilitation Science course credits.
- 3 or 4 credits of statistics course work.
- 6 or 7 additional credits from RSC courses, non-RSC courses, or a combination of both.

The MS Plan B degree requires a minimum of 30 graduate credits. No thesis credits are required. Graduate credits are University credits 5xxx level or greater in a field of study relevant to the academic and research area. 4xxx level credits or below are not acceptable. A minimum of 2/3 of all graduate level course credits must be taken for letter grade (A-F). The student must meet with advisor prior to each semester to plan the courses the student will take.

The minimum requirement of 30 graduate credits is broken down as follows:

- 14 Rehabilitation Science course credits.
- 3 or 4 credits of statistics course work.
- 12 or 13 additional credits from RSC courses, non-RSC courses, or a combination of both.

Students pursuing the MS Plan B degree must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively, by completing at least one Plan B project. The Plan B project(s) should involve a combined total of approximately 120 hours of work. The student's advisor specifies both the nature and extent of the options available to satisfy this requirement, and whether the requirement is to be satisfied in conjunction with, or independent of, the courses in the student's program.

For both the MS Plan A and MS Plan B degrees, there is 1 mandatory RSC course: RSC 5106 - Intro to Rehab Science (1 credit). This 1 credit counts towards the 10 Rehab Science course credit requirement.

Regarding the 3-4 credits of statistics coursework, acceptable statistics courses include, but are not limited to:

- PUBH 6450 – Biostatistics I (4 credits)
- EPSY 8251 – Statistical Methods in Education I (3 credits)

Other statistical course work may be considered on a case-by-case basis in consultation with the student's advisor. Without prior approval, we cannot guarantee a statistics course will fulfill the statistics requirement.

There is no minor option for student's completing the MS Plan A or MS Plan B degrees.

In addition to these minimum requirements, the student's advisor may require additional courses.

Thesis Credits: Students pursuing the PhD are required to complete 24 PhD thesis credits (RSC 8888). Students pursuing the MS Plan A are required to complete 10 MS thesis credits (RSC 8777). For the PhD, thesis credits are taken upon successful completion of the student's preliminary oral examination and after all other course work is completed. In some instances, a PhD student may begin to register for thesis credits after successful completion of the preliminary written exam. For the MS Plan A, thesis credits are generally taken in year 2 or the 2nd semester of year 1.

Graduate Planning and Audit System (GPAS): The Graduate Planning and Audit System (GPAS) allows graduate and professional students to plan future coursework and view student degree progress. Generally speaking, students will submit the GPAS during the student's second year. Program Coordinator will inform the student when to submit GPAS for approval.

Preliminary Written Exam: All PhD students are required to pass a preliminary written exam in their major field. Students pursuing a MS degree do not complete a preliminary written exam.

For PhD students, the Preliminary Written Exam covers all work completed in the major field and must include work completed in the minor field (if a minor has been declared), plus questions probing the student's ability to collect and interpret information from the scientific literature. The exam will also determine whether the student has retained and integrated knowledge from the student's course work; has the ability to articulate knowledge in written form; and have the ability to reason and apply knowledge toward new questions.

Students typically take the preliminary written exam in year 3 or after all course work is completed.

A student cannot sit for preliminary written exam if they have an incomplete (I) grade on the student's transcript.

The advisor and student will work together to identify the faculty committee for the exam, including identifying the committee chair. The student and/or advisor must inform RSC's Program Coordinator of the proposed committee in advance of scheduling the exam. The committee consists of five members: 3 internal (Rehab Science) members, 1 external member, and a 5th member who is either internal or external. The DGS approves the committee and the chair. All committee members must have a Graduate Education Faculty appointment and/or have an active University of Minnesota x500 (ie active email) in order to serve on the student's committee. The student's advisor must serve on the committee. The student's advisor may serve as chair of the committee. If the student has declared a minor, 1 committee member must represent the minor program. Members cannot satisfy the requirement with respect to more than one field. At least two members of the committee must be tenure-track University faculty members who hold earned doctorate degrees or designated equivalents in appropriate fields from an accredited institution. There is an exception where one committee member may serve on the committee without having an official Graduate Education Faculty appointment or is from outside the University of Minnesota. The exception is requested when the proposed committee member has specific content expertise not found with other University appointed faculty. Written justification for why the individual is being requested to serve on the committee must be sent to both the DGS and

Program Coordinator in advance of scheduling the exam. Any cost associated with the inclusion of a non-Graduate Education Faculty member or a faculty member outside the University of Minnesota is the responsibility of the advisor with the advisor either providing an appropriate chartstring for accounting purposes or make arrangements to process the appointment through the advisor's home department with no cost to RSC. Once the committee is determined, the student will work with the advisor to determine exam dates. The student must inform the Program Coordinator of exam dates.

Students are encouraged to meet with each committee member to discuss the scope of their questions and to identify critical readings at least 4-6 weeks before the exam. The advisor will ask each committee member to submit examination questions which can be completed in 6 hours or less. The examination will be conducted over three consecutive days and will be divided by the advisor into three short exams (i.e. two committee members' questions on day 1; two committee members' questions on day 2; and faculty advisor's question(s) on day 3). On day 1, the student has 12 hours to complete the exam. On day 2, the student has 12 hours to complete the exam. On day three, the student has 6 hours to complete the exam. Student and advisor will work together to determine the start time on each day. Each day the exam will be emailed to the student. The student needs to confirm receipt of the exam by email or phone. The student will return the exam to the student's advisor by email within the required timeframe.

Because the examination is not proctored, the student will be required to sign the following statement: "I completed this exam alone, without assistance from any other person and without the use of AI (such as ChatGPT). I pledge that I will keep this examination confidential, and not disclose (verbally, electronically, or in writing) specific examination content (questions or answers) to others or reproduce any portion of the examination in any manner."

Each member of the committee will grade his/her specific questions on a pass/fail basis.

The following criteria will be used to evaluate the Preliminary Written Exam:
4 or 5 votes of pass = pass
3 votes of pass = fail with opportunity for reexamination
2 or less votes of pass = fail with student subject to "Termination of Graduate Status"

All students will be notified by the advisor, in writing, regarding the vote that they received on the initial Preliminary Written Exam. A copy of this notification will be put on file with the Program Coordinator.

If a student receives a vote of 3, the student will be notified by the advisor, in writing, that he/she has failed the preliminary written exam with an opportunity for re-examination. If a student receives 3 votes of pass, the student must request to his/her advisor, in writing, his/her desire for a re-examination. The student must make this written request within two weeks of having received results of the original preliminary written exam. The committee chair will organize the re-examination with the committee members. Methods and procedures for re-examination are at the discretion of the committee and DGS and may include oral and written components. The advisor will outline the methods, procedures, and terms of re-examination in a written letter to the student. A copy of this letter will go on file with the Program Coordinator.

Preliminary Oral Exam: All PhD students are required to pass a preliminary oral exam in their major field. Students pursuing a MS degree do not complete a preliminary oral exam.

The student must successfully complete the preliminary written exam prior to attempting the preliminary oral exam. The student cannot schedule the preliminary oral exam if they have an incomplete ("I") grade on the student's transcript.

The purpose of the exam is to test the student's independent ability to propose and justify a dissertation project which fills a gap in the student's research field. Significance of the research, strong experimental design and methods of the research, as well as plans for analyzing data, are major components in which the student is expected to demonstrate knowledge.

The format of the exam is a verbal presentation to the student's committee. The exam is closed, attended only by the student and committee. The exam includes a written dissertation proposal submitted to all committee members at least two weeks in advance of the exam date. The proposal describes the intended dissertation project and must include an introduction, comprehensive review of the literature, specific aims, hypotheses, and detailed methods. A condensed research proposal will not provide the detail that will be expected. Additionally, the exam can include questions elaborating on responses from the Preliminary Written Exam. It is recommended that the student and the student's advisor discuss with committee members if this line of questioning is expected so the student can prepare and so that time can be allocated appropriately.

The student, in consultation with the student's advisor, will propose an exam committee. The exam committee for the preliminary oral exam is typically the same as the exam committee the student had for the preliminary written exam. Students may change the composition of the exam committee from the preliminary written exam if the student so desires. The student and/or advisor must inform RSC's Program Coordinator of the proposed committee in advance of formally submitting the committee to the University's Graduate School. The examining committee includes 5 members (minimum of 4 with advisor approval): 3 internal (Rehab Science) members, 1 external member, and a 5th member who is either internal or external. If the committee is a 4 person committee, then 3 internal (Rehab Science) members and 1 external. The DGS approves the committee and the chair. All committee members must have a Graduate Education Faculty appointment and/or have an active University of Minnesota x500 (ie active email) in order to serve on the student's committee. The student's advisor must serve on the committee. The student's advisor may serve as chair of the committee. If the student has declared a minor, one committee member must represent the minor field. Members cannot satisfy the requirement with respect to more than one field. At least two members of the committee must be tenure-track University faculty members who hold earned doctorate degrees or designated equivalents in appropriate fields from an accredited institution. There is an exception where one committee member may serve on the committee without having an official Graduate Education Faculty appointment or is from outside the University of Minnesota. The exception is requested when the proposed committee member has specific content expertise not found with other University appointed faculty. Written justification for why the individual is being requested to serve on the committee must be sent to both the DGS and Program Coordinator in advance of formally submitting the committee to the Graduate School and prior to scheduling the exam. Any cost associated with the inclusion of a non-Graduate Education Faculty member or a faculty member outside the University of Minnesota is the responsibility of the advisor with the advisor either providing an appropriate chartstring for accounting purposes or making arrangements to process the appointment through the advisor's home department with no cost to RSC.

Once the committee is determined, the student must officially submit the committee member names to the Graduate School. The student should inquire with RSC's Program Coordinator on how to officially

submit the committee to the Graduate School. When the student submits to the Graduate School, if the student is including an individual who does not have a Graduate Education Faculty appointment or is from outside the University of Minnesota, the student must enter written justification in the comments section for why the individual is being included. If a non-Graduate Education Faculty individual or an individual from outside of the University of Minnesota is included without written justification the committee request will be denied.

All committee members must be present in-person or electronically (e.g., ITV, Skype, Zoom). The absence of any member results in an invalid examination. The student should reserve a room through RSC's Program Coordinator for a minimum of two hours. The committee Chair will receive email instructions related to the exam 1-2 days prior to the exam date. The committee Chair will need computer access to officially record the results of the exam. The format for the exam will be the student's presentation of their dissertation proposal (30-40 minutes if uninterrupted), followed by questions from the committee. Typically, some questions will be asked during the presentation, with more in-depth questions held until after the presentation is finished. The format can be discussed with the committee prior to initiating the exam.

After the presentation, and after the post-presentation question and answer session, the student is excused and the committee completes a non-binding vote prior to any discussion. This initial non-binding vote is intended to represent the independent assessment of each committee member of the student's performance free from influence of other committee members. The committee then discusses the student's performance. Following discussion, a final vote is taken and is recorded by the committee Chair via the Preliminary Oral Exam Report workflow system.

The outcome of the examination is recorded in one of three ways: (1) pass; (2) pass with reservations; or (3) fail. The voting proportions necessary for these decisions are as follows: if the committee consists of five members, a favorable verdict for passing consists of either a unanimous vote or a vote of 4-1; if the committee consists of four members, a favorable verdict for passing consists of either a unanimous vote or a vote of 3-1. Students who do not earn the minimum number of passing votes fail the examination.

The outcome is recorded as "pass with reservations" where a vote of "pass with reservations" is included in the minimum number of votes needed to pass. For example, with a 4 member committee, if there is one "pass with reservations" vote and three pass votes, the result is pass. If there is one "pass with reservations," one fail, and two pass votes, the result is "pass with reservations."

If a student fails the exam, the student may retake the examination once, if all committee members, or if all committee members save one, approve the retake option. The second attempt to pass the preliminary oral exam must use the same committee members unless an extraordinary circumstance or emergency situation necessitates a substitution. If the committee does not approve a retake, or if the student fails the second attempt, the student will be subject to termination from the program.

If a student receives a vote of "pass with reservations," the student passes the exam. The student is informed immediately they passed the exam and that the pass includes "reservations." The student is informed they will receive written stipulations for removing the "reservations" within one week of the exam date. The Chair of the committee will draft the stipulations and the stipulations will be approved by all committee members. The stipulations must include a deadline for the student to respond to the committee's "reservations" and the steps needed to satisfy the "reservations." The stipulations will specify the method for how the student will satisfy the "reservations," for example, in writing, verbally,

or a combination of both. The deadline for the student to respond to the committee's "reservations" should not exceed three months from the time the student receives the written stipulations. Additional time may be allowed under special circumstances, providing approval by the committee and DGS. The student will confirm receipt of the stipulations and a copy of the confirmation must be forwarded to RSC's Program Coordinator. RSC's Program Coordinator will submit a copy of the stipulations to the Graduate School Services and Progress (GSSP) office.

The student's response to the stipulations should be addressed and returned to the committee Chair by the deadline outlined. If a verbal component is required, the student should schedule a meeting with the committee in advance of the deadline. The committee has two weeks from the time they receive the student's response to provide the student with the final vote. The committee will vote on whether or not the student has satisfied the committee's "reservations." The result of this second vote is recorded as either pass or fail, with no option for a second "pass with reservations." A majority of votes indicating that the student has satisfactorily removed the "reservations," or a tie vote, constitutes a pass. If the student does not receive a pass on the second vote, the student fails the Preliminary Oral Examination, and his or her doctoral candidacy and student status may be terminated. The student will be informed—in writing—of the committee's vote. If the student has satisfied the committee's "reservations," the student may proceed with degree completion. The Final Oral Examination may not be held until the stipulations of the "reservations" have been satisfied. If the student does not address the "reservations" by the deadline, the student will receive a "fail" on the exam and the student's status may be terminated.

The approved proposal represents an agreement between the student and the committee regarding the expectations of the dissertation project the student will eventually defend at the final oral examination. The format of the final dissertation document also requires the agreement of the committee.

PhD Final Oral Exam and Dissertation Submission: All PhD students are required to complete a PhD final oral exam. The student must successfully complete the preliminary oral exam prior to scheduling the final oral exam. The final oral exam consists of a public seminar in which the student defends the dissertation project to the examining committee and other members of the scholarly community. All members of the committee and the student must participate in-person. Committee members and/or the student may participate remotely as long as all conditions for remote participation are met. After the public portion is concluded, the student will meet privately to respond to additional questions from the examining committee.

Because stylistic conventions vary greatly from one scientific field to another, the body of the dissertation may differ. The body of the dissertation may follow the traditional individual chapter format (introduction, review of literature, methods, results, discussion chapters) or represent a series of chapters (manuscript style). Typically, for the manuscript style dissertation there are at least two manuscripts, i.e., two chapters presented in manuscript style. Most often one is published or at least accepted, and a second is in near final draft form. Regardless of the style, the dissertation must include a comprehensive review of the literature, integration of the findings, and bibliography. Students should consult with their faculty advisor and committee regarding what is an acceptable format.

The final oral examination committee is typically the same committee for the preliminary oral exam. Committee substitutions on the examining committee may be necessitated by extenuating circumstances. Substitutions necessitated in this way must be approved in advance of the exam. In such cases, the committee chair should consult with the Graduate School before the start of examination.

The examining committee includes 5 members (minimum of 4 with advisor approval): 3 internal (Rehab Science) members, 1 external member, and a 5th member who is either internal or external. If the committee is a 4 person committee, then 3 internal (Rehab Science) members and 1 external. The DGS approves the committee and the chair. All committee members must have a Graduate Education Faculty appointment and/or have an active University of Minnesota x500 (ie active email) in order to serve on the student's committee. The student's advisor must serve on the committee. The student's advisor may NOT serve as chair of the committee. If the student has declared a minor, one committee member must represent the minor field. The student must identify 3 committee members as "Reviewers." Reviewers will sign off that the dissertation is ready for defense. The student's advisor must serve as 1 of the reviewers. Two of the reviewers must represent RSC and one reviewer must be non-RSC and/or represent the minor (if a minor is declared). Members cannot satisfy the requirement with respect to more than one field. At least two members of the committee must be tenure-track University faculty members who hold earned doctorate degrees or designated equivalents in appropriate fields from an accredited institution. There is an exception where one committee member may serve on the committee without having an official Graduate Education Faculty appointment or is from outside the University of Minnesota. The exception is requested when the proposed committee member has specific content expertise not found with other University appointed faculty. Written justification for why the individual is being requested to serve on the committee must be sent to both the DGS and Program Coordinator in advance of formally submitting the committee to the Graduate School and prior to scheduling the exam. Any cost associated with the inclusion of a non-Graduate Education Faculty member or a faculty member outside the University of Minnesota is the responsibility of the advisor with the advisor either providing an appropriate chartstring for accounting purposes or make arrangements to process the appointment through the advisor's home department with no cost to RSC.

Once the committee is determined, the student must officially submit the committee member names to the Graduate School. The student should inquire with RSC's Program Coordinator on how to officially submit the committee. If the student is including an individual who does not have a Graduate Education Faculty appointment or is from outside the University of Minnesota, the student must enter written justification for why the individual is being included. If a non-Graduate Education Faculty individual or an individual from outside of the University of Minnesota is included without written justification the committee request will be denied. Once the committee is officially approved by the Graduate School, the student must officially schedule the exam with the Graduate School.

A written copy of the dissertation project should be submitted to all committee members at least 14 days in advance of the examination date; 21 days is preferred. The 3 designated reviewers will need to sign off that the dissertation is ready for defense in advance of the exam date.

To be recommended for the award of the doctoral degree, all committee members, or all committee members save one, must vote that the student has passed the doctoral final oral examination. Students are not allowed to retake the final oral examination. Committee members must notify the candidate in writing of all required revisions to the doctoral dissertation as well as specifying a time limit for the submission of the revised doctoral dissertation within seven days of the final oral examination.

All students who complete a doctoral dissertation must file a digital copy of the dissertation with the University in accordance with University standards. Students may choose whether or not to request an embargo of the publication of the dissertation for a limited period of time.

MS Plan A with Dissertation Final Exam and Dissertation Submission: For the MS Plan A with thesis, the final oral exam is a closed session where the student defends the dissertation to the examining committee. Because stylistic conventions vary greatly from one scientific field to another, the body of the dissertation may differ. Consultation with the advisor is necessary to determine the best format.

The Final Examination Committee has three members, including the student's advisor(s). At least two members must be from the student's major field. At least one member must represent a field outside the major. The chair of the committee must not be the candidate's advisor or co-advisor. All members of the committee and the candidate must participate in the final oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation are met. Committee substitutions on the examining committee may be necessitated by extenuating circumstances. DGS must request the Graduate School's approval of substitutions well in advance of the examination. Substitutions necessitated by emergency situations must also be approved in advance.

A written copy of the dissertation project should be submitted to all committee members at least 14 days in advance of the examination date; 21 days is preferred, but the requirement is 14 days.

To be recommended for the award of the MS Plan A degree, all committee members, or all committee members save one, must vote that the student has passed the final oral examination. Students are not allowed to retake the final oral examination. Committee members must notify the candidate in writing of all required revisions to the dissertation as well as specifying a time limit for the submission of the revised dissertation within seven days of the final oral examination.

MS Plan B with Project Final Exam: For the MS Plan B with Project, the final oral exam is a closed session where the student presents and defends the project to the examining committee.

The Final Examination Committee is three members, including the student's advisor(s). At least two members must be from the student's major field. At least one member must represent a field outside the major. The chair of the committee must not be the candidate's advisor or co-advisor. All members of the committee and the candidate must participate in the final oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation are met. Committee substitutions on the examining committee may be necessitated by such circumstances as a faculty member's temporary absence or leave from the University. The advisor or DGS must request the Graduate School's approval of such substitutions well in advance of the exam.

A written copy of the project should be submitted to all committee members at least 14 days in advance of the examination date; 21 days is preferred, but the requirement is 14 days.
To be recommended for the MS Plan B degree, all committee members, or all committee members save one, must vote that the student has passed the final oral examination. Students are not allowed to retake the final oral examination.

Graduation and Commencement: The Medical School holds a commencement ceremony each spring. Rehabilitation Science graduates are encouraged to attend the event.

APPENDICES

Appendix A

Agreement Between

University of Minnesota

and

Graduate Labor Union–United Electrical, Radio and Machine Workers of America Local 1105

Effective January 21, 2025 through June 30, 2027

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ARTICLE 1 – AGREEMENT

This Agreement is entered into this 21st of January, 2025, by and between the University of Minnesota (hereinafter "the Employer") and the United Electrical, Radio and Machine Workers of America, and its affiliate UE Local 1105 (UMN–GLU) (hereinafter "the Union").

ARTICLE 2 – RECOGNITION

For the purposes of employment as a Graduate Assistant, the Employer recognizes the Union as the sole and exclusive representative for the purposes of establishing wages, hours, benefits, and other terms and conditions of employment, for all Graduate Assistants (hereinafter "GA") who are enrolled in a graduate program at the University of Minnesota and who are employed holding the rank of research assistant, teaching assistant, teaching assistant I or II, project assistant, or administrative fellow I or II, but, excluding undergraduate students, graduate student resident advisors, hourly graders who are not also employed as either research assistants or teaching assistants, graduate students not seeking UMN degrees, including visiting students, office clericals, managers, guards, and Supervisors as defined in the Bureau of Mediation Services (BMS) Case No. 23PCE1825.

ARTICLE 3 – DEFINITIONS

1. "ACADEMIC YEAR (AY)": The combination of fall and spring semesters within one fiscal year.
2. "APPOINTMENT": A paid GA position.
3. "ASSIGNMENT": The specific course, project, or set of tasks a GA is assigned to during employment.
4. "DAY(S):" Calendar day(s), unless otherwise specified. Under Article 23, Leaves of Absence, a "day" is a calendar day regardless of the number of hours and cannot be split across multiple days.
5. "DPS": Department, Program, or School within the University of Minnesota.
6. "EMPLOYER": The University of Minnesota.
7. "FISCAL YEAR (FY)": One full year, beginning on July 1 and ending on the following June 30
8. "GRADUATE ASSISTANT (GA)" or "EMPLOYEE": An individual who is enrolled in a graduate program at the University of Minnesota and has been hired into a position defined in Article 2, to carry out duties assigned by the Employer. The term "Graduate Assistant (GA)" or "Employee" does not apply to students enrolled in a graduate program who are not so employed by the University.
9. "GRIEVANCE": A grievance is an allegation that the Employer has violated the terms and conditions of employment as set forth in this Agreement, University policy, or past practice.
10. "STANDARD HOURS": The number of weekly work hours assigned to an employee's job.

11. “SUBSEQUENT APPOINTMENT”: A subsequent GA appointment after an initial term at the discretion of the Employer.
12. “SUPERVISOR”: With respect to a GA’s work, any individual who, through independent judgment, hires, assigns work, evaluates the quality of work, completes work performance reviews, disciplines, and/or provides work oversight of the GA.
13. “UNION”: United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE), and the GAs it represents.
14. “VISA AND IMMIGRATION PROCEEDINGS”: The administrative processing of a visa or scheduling of a visa interview. This process is initiated upon a GA’s request for required paperwork from the Employer and continues while awaiting response from government agencies.
15. INSTRUCTOR OF RECORD: A course designation determined by the Employer as outlined in the GA’s appointment letter.

ARTICLE 4 – UNION SECURITY AND CHECK-OFF

Section 1. Dues Deduction Process

The Employer shall provide the Union payroll deduction for Union dues or service fees for GAs who authorize the deductions in the amount designated in writing by the financial officer of the Union. The Employer will provide the union with an Excel template to use for reporting dues changes. The Union will collect dues deduction changes and submit a single file using the template provided that lists the data required by the payroll office to start, change, or terminate a deduction. This file must be received by the Tuesday of payroll close week (the week opposite pay day) in order for the deduction changes to take place on the next available paycheck. The Employer will remit the amounts deducted to the financial officer of the Union on a biweekly basis, no later than ten (10) calendar days following the pay date. The Employer will also send a complete editable digital list (.xlsx format) that includes as columns, each GA’s name, current wage rate, x500, FTE status, and the amount deducted from each GA.

The Union shall notify the Employer within ten (10) calendar days of receipt of any revocation received, and the revocation of payroll dues deduction shall be effective on the thirtieth (30th) calendar day after the notice provided to the Employer by the Union. The Union agrees to indemnify, defend, and render the Employer harmless for any action resulting from compliance with this provision.

Section 2. No Lockout

During the term of this agreement, the Employer will not lock out any employee covered by it.

ARTICLE 5 – UNION RIGHTS

Section 1. Union Access

The Union and its agents, including but not limited to stewards, elected or otherwise designated local officers, UE field staff, and UE regional and national officers, shall have access to the Employer's public facilities for the transaction of necessary Union business relating to this Agreement so long as normal business and classroom activities are not disrupted. The Union shall have the right to communicate with members of the bargaining unit using their Employer-provided email addresses.

Section 2. Meeting Space

The Union shall have access to meeting space on campus when such space is not otherwise in use. Requests may be made to the Employer for recurring meetings or other regular use by any agent of the Union for the purposes of administering this Agreement. The Union agrees to comply with all Employer regulations and policies regarding the reservation and use of such facilities.

Section 3. Bulletin Boards

The Union shall be able to utilize any open bulletin board space in each academic building in compliance with University policies for such usage. The Union shall be permitted the use of these bulletin boards for posting materials pertaining to the conduct of Union business so long as such materials do not violate University Policy. Flyers will be posted in a way that does not deface the surfaces to which they are attached and not interfere with another flyer that has already been posted unless outdated. The Union will not affix stickers to any University surface.

Section 4. Communication

Following ratification and approval by the parties, the Employer shall prepare a digital version of this Agreement, distribute it to the Union, and publish it on the Office of Human Resources (OHR) website.

Section 5. Stewards and Other Representatives

So long as it does not preclude work duties and with advance written notice to their Supervisors if it would interfere with work duties, GAs elected or otherwise designated as stewards and local officers shall be permitted reasonable time to investigate, present, and process grievances on Employer property during regular work hours, provided that the Union has given the Employer's Office of Human Resources a list of stewards and local officers. The Union shall furnish a list of all stewards and local officers to the Office of Human Resources twice annually, during the fall and spring semesters and when new stewards and officers are added, changed or removed.

GAs elected or otherwise designated by the Union to represent it for the purposes of bargaining with the Employer shall be permitted reasonable time during regular work hours to participate in scheduled bargaining sessions with the Employer.

Section 6. New Employee Orientations

IF a DPS offers New Employee Orientations (hereinafter "NEO"), union representatives shall be allowed thirty (30) minutes within the first thirty (30) calendar days of a GA's employment to present to new employees at the NEO. A NEO shall be defined as any Employer-organized meeting pertaining to employment matters for incoming GAs. New GAs shall be given the opportunity to meet with Union representatives at such orientation, provided the DPS offers it.

The Employer shall notify the Union in writing of such orientations no later than ten (10) calendar days in advance. A shorter notice may be provided where there is an urgent need critical to the operations of the public employer that was not reasonably foreseeable. If an orientation is scheduled without sufficient advance notice to comply with this deadline, the Employer shall notify the Union as soon as the orientation is scheduled. The Union shall be allowed to distribute Union materials to GAs at such orientation. The Employer or its agents shall not require GAs' presence elsewhere during this time.

If a DPS does not offer a NEO meeting, new GAs shall be allowed the opportunity to meet with the Union for thirty (30) minutes within the first thirty (30) calendar days of a GA's employment. Such meetings may be held virtually.

ARTICLE 6 – BARGAINING UNIT INFORMATION

Section 1. Information Shared with the Union

To the extent permitted by the Family Educational Rights and Privacy Act (hereinafter "FERPA"), the Employer shall provide to the Union an electronic file every 120 calendar days containing the following directory information for each GA in the bargaining unit, provided the GA has not elected to suppress the information:

1. Name;
2. Department(s);
3. Job title(s);
4. Dates of employment;
5. Employing department;
6. Standard hours per week;

If the GA affirmatively consents to the disclosure of such information to the Union as provided for in Section 2 below, the Employer will also include the GA's rate of pay, pay period, ~~a~~nd pay basis.

This listing shall be provided to the Union in Excel (.xlsx) format at no cost every 120 calendar days. This listing shall include all GAs who were in the bargaining unit at any point in the intervening time since the production of the prior listing. If any item on this list is unavailable at the time of delivery, every effort shall be made to include this information in future lists.

Section 2. FERPA Communication and FERPA Release

Within, or as an enclosure to each GA's appointment letter, the Employer shall provide a FERPA Communication and a FERPA Release Form as described below, either in a fillable form which can be completed and submitted to the Employer electronically, or if a paper form is sent, scanned and returned electronically. The initial versions of the FERPA Communication and the FERPA Release Form, and any changes to either document, shall be shared with the Union prior to its initial dissemination.

The FERPA Communication will include, at minimum, the following information:

1. The Union is the GA's exclusive bargaining representative;
2. The Union has a legal obligation to represent the GA when they are engaged in bargaining unit work and to do so, the Union may need certain information about its unit members so that it is properly prepared to enforce the collective bargaining agreement, which covers pay and other terms and conditions of employment;
3. In order to avoid any conflict between the Union's right to access this information, under the Public Employment Labor Relations Act (hereinafter "PELRA"), and FERPA, which regulates the disclosure of certain information in a GA's student records, the GA will be asked to complete and sign the FERPA Release Form and return the form along with all other on-boarding paperwork, such as an I-9, etc.;
4. Contact information of both the Union and the Employer for the GA to raise any questions about the FERPA Communication and FERPA Release Form and/or how the information shared with the Union may be used.

The FERPA Release Form will contain, at minimum, the following:

1. An option for the GA to waive their privacy rights under FERPA and affirm their consent to release non-directory information that may be sought by the Union for representational purposes and to which the Union would ordinarily be entitled under the Public Employment Labor Relations Act. This option will be accompanied by a statement that the Union, if provided access to such information by the GA, may use such information only for the purposes for which the disclosure was made and may not disclose the information to any other party without the prior consent of the GA;
2. An option for the GA to decline to waive their privacy rights under FERPA;
3. Information about how a GA may change their selection in the future.

Section 3. FERPA and Discipline/Discharge

In cases related to Article 12, Discipline and Discharge, if the GA has not permitted the disclosure of their non-directory information to the Union, the Employer, in accordance with the provisions of that Article, will inform the GA that they are entitled to Union representation, and the Employer shall give the GA the opportunity to voluntarily sign a FERPA Release Form.

Section 4. Union Responsibilities

The Union agrees not to use this information for any purpose other than internal Union administration and communication with these individuals. The Employer and the Union shall interpret and apply this Article in accordance with FERPA.

Section 5. Personal Data and Data Storage

The Employer will only collect personal information on GAs insofar as it is necessary to comply with the law, administer pay and benefits, or conduct work-related activities. The Employer shall not share personal information of GAs with any third party except in situations such as those required ~~b~~by contract, law, warrant, or other such legal obligation or to~~, a~~dminister pay, benefits, or other employment programs, or conduct work-related activities, The Employer and the Union shall use best practices to securely store all GA data. In the event of a data breach, the Employer shall follow applicable University policies for remedy and notification of impacted GAs. The Employer shall notify affected GAs of any suspected data breach, and necessary corrective steps in a timely manner.

Section 6. Personnel Files

"Personnel file" shall be defined as documents maintained by the Employer reflecting a GA's appointment to a position covered by this Agreement, revision or termination of an appointment, appointment-related evaluations, or disciplinary action related to appointment. Official files shall be maintained by the Employer's Office of Human Resources.

A GA may review their personnel file upon request. A GA has the right to place a written response to any documents in their personnel file. The Employer will provide any requested documents within seven (7) calendar days. Where the GA seeks review of their personnel file in relation to a grievance under Article 13, the Union steward or representative may be present at the review and examine the documents.

Section 7. Personal Data and Data Storage

The Employer will only collect personal information on GAs insofar as it is necessary to comply with the law, administer pay and benefits, or conduct work-related activities. The Employer shall not share personal information of GAs with any third party except in situations such as those required by contract, law, warrant, or other such legal obligation or to ~~a~~dminister pay, benefits, or other employment programs, or conduct work-related activities. In the event of a data breach, the Employer shall follow applicable University policies for remedy and notification of impacted GAs. The Employer shall timely notify affected GAs of any suspected data breach, and necessary corrective steps.

Section 8. Personnel Files

"Personnel file" shall be defined as documents maintained by the Employer reflecting a GA's appointment to a position covered under this Agreement, revision or termination of such an appointment, appointment-related evaluations, or disciplinary action related to such appointment. Official personnel files shall be maintained by the Employer's Office of Human Resources.

A GA may review their personnel file upon request. A GA has the right to place a written response to any documents in their personnel file. The Employer will provide any requested documents within seven (7) calendar days. Where the GA seeks review of their personnel file in relation to a grievance under Article 13, the Union steward or representative may be present at the review and examine the documents.

ARTICLE 7 – EMPLOYER AUTHORITY AND SECURITY

Section 1. Employer Rights

The Employer retains the sole right to operate and manage all personnel, facilities, equipment, and operating supplies; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select and direct personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this agreement.

Items not specifically established in this Agreement remain under the Employer Authority. *Section 2. Employer Security*
During the term of this Agreement, the Union, its officers or agents, agrees to not engage in a strike.

ARTICLE 8 – NONDISCRIMINATION AND SEXUAL MISCONDUCT

Section 1. Characteristics

Neither the Union nor the Employer's respective policies or activities will discriminate against any GA based upon actual or perceived: race, creed, religion, national origin, marital status, familial status, color, sexual orientation, sex, gender identity or expression, age, disability, or veteran status. No supervisor shall coerce GAs to disclose any of the above characteristics. In the case of an investigation of discrimination, the claimant shall disclose the nature of the alleged discrimination. Employer policy or activities shall not discriminate or retaliate against GAs for Union activities or support or participation in a grievance or complaint whether formal or informal.

Medical conditions and HIV antibody status are protected under disability. Pregnancy and parental status are protected under sex and familial status. Caste discrimination is encompassed within the University's prohibition of discrimination based on race, national origin, and religion, and is therefore prohibited under Administrative Policy: *Discrimination.* For purposes of this Article, castes are rigidly hierarchical social classes that are assigned at birth based on one's family's caste, and cannot be changed during one's life. Caste systems are characterized by the inherited nature of one's caste, the practice of marrying within one's caste, and the presence of social barriers that apply to certain caste groups and are sanctioned by religion, law, or custom. Consistent with State and Federal laws and rules and University policy, immigration status and citizenship status are protected under national origin.

Section 2. Procedures to Address Discrimination

The Employer shall, to the best of their ability, prohibit and prevent discrimination as defined in Section 1 and other forms of discrimination including behavior set forth in the University's Administrative Policy: *Discrimination.* GAs that experience discrimination shall have the right to proceed through the Employer's internal process. GAs shall have access to a Union Steward throughout the internal Equal Opportunity and Title IX (EOT) process. The Employer or Supervisor(s) shall not retaliate against any GA for reporting discrimination.

Section 3. Procedures to Address Sexual Harassment, Sexual Assault, Stalking and Relationship Violence

The Employer shall, to the best of their ability, prohibit and prevent sexual assault, stalking, sexual harassment, and relationship violence. This includes all behavior set forth in the University's Administrative Policy: *Sexual Harassment, Sexual Assault, Stalking and Relationship Violence.* GAs that experience such misconduct shall have the right to proceed through the Employer's internal process. GAs shall have access to a Union Steward throughout the internal EOT process. The Employer or Supervisor(s) shall not retaliate against any GA for reporting sexual assault, stalking, sexual harassment, and relationship violence.

Section 4. Federal Regulations

In the event that new Federal regulations regarding Title IX are implemented at any point during the life of the agreement, compliance with Federal regulations will supersede this Article.

ARTICLE 9 – INCLUSIVE WORK ENVIRONMENT

Section 1. Accommodations for GAs With Disabilities

The Employer will provide each qualified GA with a known disability with such reasonable accommodation(s) as are necessary for the performance of their employment functions, unless the accommodation(s) would impose an undue hardship as provided under the Americans with Disabilities Act.

Qualifying GAs are GAs who can perform the essential functions of the position with or without accommodations. Reasonable Accommodations will be determined through the interactive process. Such accommodations will be implemented in order to provide equitable access and equal opportunity.

Section 2. Gender Equity

The Employer affirms its commitment and adherence to gender equity in accordance with Equity and Access: Gender Identity, Gender Expression, Names and Pronouns policy.

Section 3. Restroom Equity

GAs shall have access to gender-affirming restrooms, including both gender-neutral and single-gendered restrooms.

Section 4. Religious Practice

The Employer shall provide reasonable accommodations for religious beliefs of its GAs in accordance with University policy.

Section 5. Lactation Spaces and Time

The Employer shall provide a reasonable amount of break time for a GA to express breastmilk each time such GA has need to do so in accordance with the University of Minnesota policy FAQ on Reasonable Accommodations for Pregnancy, Childbirth, Lactation, and Related Medical Conditions. The Employer shall provide a designated space, other than a public restroom, that is clean, shielded from view, and free from intrusion from coworkers and the public, in proximity to the nursing GA's work location, which may be used for lactation, and will otherwise comply with all laws pertaining to breastfeeding. Lactation break schedules should be based on the needs of the lactating individual and the operation considerations of the University.

GAs planning to express milk during normal work hours should do so during scheduled work or lunch breaks already provided to the extent possible. Supervisors are expected to work with GAs to arrange schedules to allow for reasonable lactation breaks.

Section 6. Required Training

GAs shall be required to complete mandatory employment-related training(s) assigned by the Employer. This may include, but is not limited to, training topics such as preventing and responding to sexual misconduct; diversity, equity, and inclusion; and relevant safety training(s). Time spent to complete such training shall be on paid time.

Potential consequences of a violation of the Employer's Administrative Policy: *Discrimination* must be described on the University's Equal Opportunity & Title IX Office's (EOT) website. Information about the University's discrimination and sexual misconduct policies, information about reporting requirements, and the link to the EOT website must be communicated to all GAs and supervisors annually by email.

ARTICLE 10 – RESPECTFUL WORKPLACE

Section 1: Purpose

The University shall, to the best of its ability, provide to all employees, including all GAs, a positive, respectful and productive work environment, free from behavior, actions, or language that disrespects, intimidates, threatens, humiliates, and/or is violent, abusive or hostile.

Section 2. Scope

This Article applies only to employment-related matters, which includes all matters relating to a graduate assistantship and any interaction between GAs and their GA supervisor(s) in the context of employment.

The normal exercise of supervisory responsibilities in the workplace such as work direction, performance management, and disciplinary action does not constitute disrespectful behavior if it is conducted in a professional manner. Conflict situations that remain professional do not constitute disrespectful behavior.

This Article does not apply to communications and behaviors directed towards classifications in Article 8 or any form of sexual misconduct/Title IX violations.

Section 3. Responsibilities

A. Supervisors: Supervisors are expected to conduct themselves in a manner that demonstrates professionalism and respect for others in the workplace and in carrying out job duties, including in remote or virtual locations. Additionally, supervisors are expected to inform GAs for whom they are responsible of the expectations outlined in this Article; achieve and maintain compliance with this procedure; and take timely and appropriate action when a complaint is made alleging violation of this procedure.

B. Graduate Assistants: Graduate Assistants are expected to conduct themselves in a manner that demonstrates professionalism and respect for others in the workplace and in carrying out job duties, including in remote or virtual locations.

C. Human Resources: Human Resources is responsible for evaluating and investigating formal complaints. Information on HR contacts shall be included in the appointment letter.

Section 4. Expression in the Workplace

Within the context of their GA appointment, GAs have the right to free expression in accordance with Academic Freedom and Responsibility Section in Article 20.

Outside of a GA's appointment, they enjoy the same rights as non-GAs to organize and join political associations and to express opinions.

Section 5. Complaint Procedures and No Retaliation

Problem Solving: Employees and supervisors are encouraged to attempt to resolve on an informal basis, at the earliest opportunity, a problem that could lead to a grievance. If the matter is not resolved by informal discussion, or a problem solving meeting does not occur, it may be settled in accordance with the grievance procedure. Unless mutually agreed between the Employer and the Union, problem solving discussions shall not extend the deadlines for filing a grievance. The Union Steward shall present to the appropriate supervisor a written request for a meeting. If the supervisor agrees to a problem solving

meeting, this meeting shall be held within fourteen (14) calendar days of receipt of the request. The supervisor, employee, Union Steward, and up to one (1) other management person shall attempt to resolve the problem through direct and forthright communication.

No Retaliation: Retaliation is prohibited against any GA who initiates a complaint, reports an incident that may violate this Article, participates in an investigation related to a complaint, or is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this procedure.

ARTICLE 11 – HEALTH AND SAFETY

Section 1. Intention

The Employer shall provide GAs with a safe workspace, shall maintain policies, programs, and resources that ensure a safe workplace, and take all reasonable steps to ensure health and safety. Such reasonable steps include, in accordance with the requirements in Section 2, providing facilities, workspaces, equipment, and resources, as well as training in the safe and proper use of equipment necessary for the work. When health and safety concerns arise, the Employer will evaluate and determine, following the prescribed process in this article, whether reported health and safety conditions are deemed to be a hazardous condition to GAs and what, if any, corrective action(s) may be necessary.

Throughout the remainder of this Article, any reference to “imminent danger” or “hazardous condition” implies situations that have not been mitigated by appropriate safeguards. Additionally, throughout the remainder of this article, when the phrase “health and safety” is used it refers to a GAs physical health and safety.

In accordance with Section 3, GAs shall not be required to work in conditions that pose an imminent danger to their health and safety, both at the physical workspace and during any work-related travel. GAs shall not be required to travel to locations in which their safety is threatened by local practices, policies, or laws, unless the travel is required for the assignment and stated in the appointment letter. The Employer maintains its rights under Article 7, this includes the authority to reassign personnel to alternative work locations in response to a health and safety hazardous condition or imminent danger, and the management of facilities.

Section 2. Compliance with Relevant Standards

The Employer shall provide working conditions and workplace protections that meet Occupational Safety and Health Administration (OSHA) standards and all other applicable state and/or federal regulations governing workplace safety.

Section 3. Reporting of Hazardous Conditions

When a GA reports conditions, they believe to be hazardous to their health and safety, the Supervisor shall evaluate the existing conditions and work to resolve the conditions, if necessary. If the hazardous conditions cannot be appropriately resolved at the Supervisor level or after fourteen (14) calendar days, the GA may provide a second report of the hazardous condition to the Supervisor. Upon receipt of the second report, the Supervisor

must immediately report this hazardous condition to the Health Safety and Risk Management (HSRM) office. HSRM will evaluate the reported hazardous condition and prepare an evaluation with recommendations for resolution. Where the HSRM finds that a hazardous condition exists, the Employer shall take corrective action to provide a safe working environment in a timely manner and in accordance with the HSRM recommendation. In cases where there is an imminent danger to the GA, they shall not be expected to resume their work until appropriate corrective action is taken. The Employer shall update the aggrieved GA(s) detailing the corrective action(s) taken, unless the hazard is reported anonymously. In the case that GAs other than the reporter will be affected by the reported issues, the Employer shall immediately notify all affected GAs of the potential hazard and corrective actions taken. The Employer shall not retaliate against any GA for such reporting.

Section 4. Infectious Disease Prevention

The University shall comply with the Center for Disease Control (CDC) or Minnesota Department of Health (MDH) requirements when pandemic conditions are present. This includes, but is not limited to, recommendations for indoor spacing and masking during local high transmission of SARS CoV-2. In the event of a disease becoming epidemic or pandemic, GAs shall have access to on-campus testing for that disease when such testing becomes available to the general public and within the constraints of supply availability. Additionally, within the constraints of supply availability, the employer shall provide necessary personal protective equipment (PPE) as required by public health agencies at no cost to the employee.

Section 5. Grievability of Health and Safety Matters

Matters involving health and safety are grievable provided the GA has made the second report as outlined in Section 3. Any grievances filed under this section may be initiated no earlier than fourteen (14) calendar days after the GA has made the second report as noted in Section 3 and may only be appealed through step 3 of the Article 13 Grievance Procedure.

ARTICLE 12 – DISCIPLINE AND DISCHARGE

Section 1. General

No GA shall be disciplined or discharged except for just cause. In general, progressive disciplinary procedures will be used, which include oral warning, written warning, unpaid suspension, and discharge. However, the Employer may implement discipline or discharge consistent with the nature, seriousness, and frequency of the employee’s actions.

For purposes of this Article “Discharge” shall mean the termination of an employee's appointment for reasons of job-related misconduct or job-related performance. Cancellation of an appointment for other operational reasons is provided for in Article 18, Appointment Security. Coaching and Letters of Expectations are not discipline and are not subject to either this article or the grievance procedure in Article 13. Coaching may include, but is not limited to instructions, directions, or prompting to the employee. Coaching provides feedback on job performance and is intended to be corrective and constructive.

It is recognized that appointments cease at the end of a designated period. The Employer's decision not to offer an appointment or subsequent appointment is not subject to the just cause standard and is not the same as discharge.

If the Employer notifies the GA that they will be discharged, the Employer shall notify the Union in writing within a timely manner.

Section 2. Employment Discipline Scope

Employment Discipline as used in this Article refers to actions taken by the Employer to address job-related misconduct and/or job-related poor performance. Discipline as used in this Article excludes any actions taken to address violations of student policies that arise outside the context of a GA's employment. Since GAs have separate employment and student statuses, academic performance, academic discipline, and violations of student policies may not be used to evaluate employee job performance.

Section 3. Job Performance Feedback

GA Supervisors are encouraged to have meaningful conversations with GAs regarding their job performance as a graduate assistant. When job performance issues arise, supervisors are encouraged to use coaching and performance improvement plans, if possible, to improve job performance. GA Supervisors are encouraged to give GAs job performance evaluations in accordance with DPS requirements.

Section 4. Paid Administrative Leave

The Employer may place an employee on paid administrative leave without prior notice in order to investigate allegations of job-related misconduct or dereliction of duty which, in the judgment of the Employer, warrant immediately relieving the employee from all work duties and/or require removing the employee from the premises. Being placed on administrative leave is not itself a disciplinary action and does not require the presence of a Union representative.

Section 5. Representation and Notification

A GA shall have the right to have a Union steward or representative present whenever the GA is to be disciplined or interviewed regarding events or behavior that may lead to possible future discipline. The Employer shall notify the GA of that right before informing the GA of the disciplinary action or the interview. In the event a Union steward is not immediately available, the Employer shall wait no longer than two (2) calendar days until a steward is available before proceeding with any disciplinary action or interview. In the case of such an event taking place on a Friday, the employer shall wait until the following Monday for a union steward to be present. In an emergency situation, the Employer may take immediate action pending further investigation. Such emergency actions are subject to Article 12 section 4. A GA may request a translator, interpreter, or other language/communication aid present whenever the GA is to be disciplined or interviewed by the Employer at the Union's expense, but such request shall not be grounds to delay the disciplinary meeting or interview. Employees shall have access to pre-existing disability accommodations during disciplinary meetings or interviews. If the Employer notifies the

GA that they will be suspended or discharged, the Employer shall notify the Union in writing within twenty-four (24) hours provided the employee has signed a FERPA consent form to release such information.

ARTICLE 13 – GRIEVANCE PROCEDURE

Section 1. Intention

Grievance is defined in Article 3 Definitions. The grievance procedure is designed, and it is the intention of the parties hereto, to attempt to resolve a grievance to the mutual satisfaction of all parties at the lowest step possible. Grievances shall be taken up as follows.

Section 2. Adjustment of Grievances

An effort shall first be made to adjust an alleged grievance informally between the GA (and their Union steward, if so desired) and the immediate Supervisor.

Step 1: If the grievance is not resolved through informal discussions, a steward shall, within thirty (30) calendar days following the time at which the aggrieved party could reasonably have been aware of the grievance, commit the grievance to writing and describe the nature of the dispute, contract articles, regulation, or policies allegedly violated and the remedy sought. The grievance must be sent via email to the Head/Chair of the DPS, with a copy to the Office of Human Resources. The Head/Chair of the DPS, or designee from within the DPS, shall meet with the Union within fourteen (14) calendar days of receipt of the written grievance, and shall provide a written decision of the grievance to the parties within fourteen (14) calendar days of the meeting. The written decision shall state whether the grievance has been granted or denied and include the following:

1. A statement of the grievance;
2. The alleged articles, regulations, or policies violated;
3. The remedy sought.

The parties agree that grievances, responses, and appeals are considered filed on the date that they are sent by a party via email or mail if requested.

Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the dean of the school or college, provided such appeal is made in writing within seven (7) calendar days after receipt of the decision in Step 1. If a grievance has been appealed in Step 2 as described above, the dean or designee shall set a mutually satisfactory time to meet regarding the grievance to be held within fourteen (14) calendar days after receipt of the appeal. Within fourteen (14) calendar days after the meeting, the dean or designee shall issue a written decision to the Union and the grievant(s).

Step 3: In the event the grievance is not resolved in Step 2, the decision may be appealed to the Vice President of Human Resources or designee, provided such appeal is made in writing within fourteen (14) calendar days after receipt of the decision in Step 2. If a grievance has been appealed to Step 3, as described above, the Vice President of Human Resources or designee shall set a mutually satisfactory time to hear the grievance within fourteen (14)

calendar days after receipt of the appeal. Within fourteen (14) calendar days after the meeting, the Vice President of Human resources or designee shall issue its decision in writing to the parties involved.

Section 3. Representation

Any aggrieved GA may be represented at all stages of the grievance procedure prior to Step 3 by themself or, at the Union's option, by a Union steward selected by the Union. The Union shall have the right to be present at all steps as a party of interest. No resolution of any individually processed grievance shall be inconsistent with the terms of this Agreement.

Section 4. Notification of Stewards

The Union shall furnish the Employer with a full list of Union stewards as soon as they become available. The Union shall also inform the Employer of any changes to the stewards list as they become available.

Section 5. Time Limits

Failure to appeal a grievance from one step to another within the time periods provided in Section 2 shall constitute a waiver of the grievance. By mutual agreement, the parties may extend any and all time limits.

Section 6. Employer Time Limits

If the Employer fails to give a decision within the prescribed time limits under this Article, then for purpose of appeal timelines, the decision will be deemed to have been issued on the respective deadline, and the Union shall be able to proceed with the appeal to the next step if filed by the deadline called for by the next step. Notwithstanding this provision, the Employer fully accepts its good faith obligation to process grievances, confer with the grievant(s) and their Union representatives, and issue written decisions in accordance with the procedure described under this Article.

Section 7. Emergency or Grievances of a General Nature

Grievances of a general or emergency nature or grievances affecting a class or group of GAs may be initiated at Step 3.

Section 8. No Retaliation

Neither the Employer nor any of its faculty, staff, administrators, or other employees shall retaliate in any form against a GA for participating in a formal or informal grievance procedure, or for the exercise of rights guaranteed by this Agreement.

ARTICLE 14 – ARBITRATION

Section 1. Request

The Union may submit a grievance to arbitration provided that a written notice of intent to arbitrate is delivered to the Office of Human Resources within thirty (30) calendar days following receipt of the decision in Step 3 of the grievance procedure.

Section 2. Selection of Arbitrator

Within fourteen (14) calendar days of the submission of a request to arbitrate, the Union must request the Bureau of Mediation Services to submit a panel of seven arbitrators. Within fourteen (14) days after receipt of the panel, the parties shall alternately strike names and the remaining name shall be the arbitrator to hear the grievance. The parties shall promptly notify the arbitrator of their selection. Within thirty (30) calendar days of the selection of an arbitrator, the parties must have a hearing date scheduled. The Employer shall comply with its obligations under this article. The parties may mutually agree in writing to waive these deadlines, If the Union fails to meet any of the deadlines in this section, the grievance will no longer be arbitrable. Delays that are outside of the Union's control (e.g., the availability of an arbitrator) and lead to the failure to meet any of the deadlines in this section will not affect the ability of the grievance to be arbitrated.

Section 3. Hearing

The grievance shall be heard by a single arbitrator. Both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator.

Section 4. Decision

The arbitrator so selected shall confer with the Employer and Union representatives, hold hearings promptly, and issue their decision not later than thirty (30) calendar days from the date of the close of the hearings or, if written briefs have not been waived, from the date the final briefs on the issues are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall not have power to alter, add, or detract from the specific provisions of the Agreement. The decision of the arbitrator shall be submitted to the parties and shall be final and binding on the parties.

Section 5. Expenses

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Employer and the Union. Any other expenses incurred shall be paid by the party incurring the same.

ARTICLE 15 – APPOINTMENT DUTIES AND SCOPE OF WORK

Section 1. Appropriate Scope of Work

GAs covered by this Agreement are expected to assist in work that advances the research, teaching, service, and professional development mission of the Employer. The Employer reserves the right to assign employees those duties and responsibilities. The scope of work of individual assignments shall be included as part of the appointment letter, job description, and/or job classification.

Section 2. Inappropriate Work

GAs shall not be required to perform personal non-work-related tasks for the supervisor that do not advance the mission of the Employer.

ARTICLE 16 – APPOINTMENT POSTING

Section 1. Definition of Open Position

When positions covered by this Agreement have not been pre-assigned to incoming students upon admissions or are not continuing as part of an ongoing or previous teaching, research, or other relationship between a faculty member and a GA or current graduate student, these positions are classified as 'open positions.'

Section 2. Open Position Website

Open positions shall be posted on the University of Minnesota, Office of Human Resources employment website. The Employer will issue periodic notices to employing units informing them of the website location and posting process.

Postings will provide the following information regarding the open position:

1. Position title and classification;
2. Expected starting date and termination date;
3. Expected supervisor and/or supervisory unit;
4. The assigned course or lab assignment, where applicable and when known;
5. Brief description of the required duties; including any supervisory or additional duties (e.g., maintaining facilities, editing/proofreading, organizing and hosting events);
6. Basic and preferred qualifications, and eligibility and selection criteria;
7. Work location;
8. Expected pay rate or range;
9. Expected pay frequency;
10. Anticipated work schedule, including known or estimated deadlines;
11. A statement that the position is covered by this Agreement;
12. Information about how to apply for the position;
13. Deadline for applying;
14. Statement on nondiscrimination.

Section 3. Timelines

Open positions shall remain posted and open for applicants for no less than five (5) calendar days, except in emergency situations. For the purpose of this Article, an emergency situation is one in which the beginning of the appointment period must begin less than five (5) calendar days after the position is posted. The Employer shall remove the open positions within five (5) calendar days from when the department is no longer seeking new applications.

ARTICLE 17 – APPOINTMENT AND SUBSEQUENT APPOINTMENTS

Section 1. Written Letter of Appointment and Appointment Terms

The Employer reserves the right to establish appointment terms. A DPS may establish appointment terms for a semester, academic year, or academic year(s). Every appointment of a GA shall be made by the Employer in writing and outline the basic terms and conditions of the appointment to the extent known at that time. The appointment terms in the provided letter will be maintained unless the individual's employment is terminated pursuant to the provisions of Article 12, Discipline and Discharge of this Agreement. The content and process for admissions to graduate programs letters are separate from GA appointment letters, as they are for academic purposes and not subject to this agreement.

Section 2. Appointment Timelines

For all GAs, the Employer shall send via email (unless the GA cannot receive emails) a written letter of appointment within a reasonable period of time in advance of the appointment starting date, preferably no later than 14 (fourteen) days prior to the commencement of the appointment term, recognizing that some DPSs may not be in a position to send such a letter that early due to uncertain funding or other legitimate reasons. In such cases, the DPS will send out the appointment letter as soon as practicable prior to the commencement of the GAs appointment. It is understood by both parties that in certain circumstances beyond the Employer's control (such as, for example, a background check has not been completed or received in a timely manner, or failure to meet I-9 documentation requirements) that appointment start dates may need to be delayed.

In the case of international GAs seeking a letter of appointment for the purposes of visa and immigration proceedings, the DPS will work collaboratively with the GA to help them receive an appointment letter—or any other required documents—as soon as is practicable.

Section 3. Content of Appointment Letter

The letter of appointment shall include the following information. In addition, a GA's Supervisor may offer additional information. It is recognized that the Employer can establish additional content for appointment letters as it deems appropriate and necessary.

1. Appointment title(s);
2. Effective starting date and, if known, termination date;
3. Employing department;
4. The faculty member(s) and/or Supervisor(s) to whom the GA will report, along with their contact information and expected frequency of meetings, if relevant;
5. For teaching appointments, the anticipated name of the course, and a general description of required duties;
6. For research appointments, a brief description of the required research or lab duties;
7. For all other appointments, a brief description of required duties;
8. A description of any expected or potential supervisory duties;

9. Any mandatory employment meetings known at the time of the appointment letter;
10. Work location, including building and room, if already known;
11. Expected work schedule. The parties recognize schedules and locations may change.
12. Job classification;
13. Amount of compensation or hourly pay rate;
14. Tuition benefits information.
15. Payment schedule hyperlink;
16. Applicable payroll contact(s).
17. A hyperlink to the benefits related to the appointment;
18. Response and/or acceptance timeframe requirements, if any;
19. A statement that the position is covered by the Collective Bargaining Agreement and description of where the CBA can be located on the Employer's website or hyperlink;
20. A FERPA Communication and FERPA Release Form and/or hyperlink to the form as set forth in Article 6 of this Agreement.

Section 4. Supervisor Meeting

A GA's direct Supervisor (PI or teaching instructor) or their designee shall provide the GA with all necessary information regarding responsibilities and expectations of the appointment. If requested by the GA, the Supervisor shall have an in-person or virtual meeting with the GA prior to the start of appointment or within the first few weeks of appointment to clarify any responsibilities or expectations.

Section 5. Minimum Term

Appointment to a GA position shall be for a minimum term of the respective semester if the position is offered before the respective semester begins, with semester understood to be Fall semester, Spring semester, or any Summer session. If a GA's employment is terminated under the terms of Article 12, the minimum term of appointment and other terms outlined in the appointment letter is null and void. For positions offered during the duration of a semester, appointment shall be for a minimum term extending through the end of the semester in which the GA was appointed. Nothing in this Article shall prevent or discourage the Employer from making appointments that exceed one (1) semester.

Section 6. Subsequent Appointments Notification

When a DPS finishes sending letters of appointment to GAs following the procedures laid out in Sections 1 through 5 of this article, it shall notify all GAs who held appointments in the previous term and who remain eligible for GA positions, regardless if they have been hired to a subsequent appointment that appointment letters have been sent in that DPS. It is recognized that the sole remedy for any grievance arising from this Section is to provide notice to the GA at the University email address on file with the employer.

ARTICLE 18 – APPOINTMENT SECURITY

Section 1. Canceled Teaching and Instructional Assignments

If a course or section assigned to a GA is canceled due to insufficient enrollment or any other reason, the DPS shall notify the GA as soon as practicable in advance of the course cancellation. In such cases, the GA shall be offered an alternative assignment covered by this collective bargaining agreement with the same appointment percentage as their original appointment, unless the GA declines the new assignment and/or resigns from their appointment. If a GA declines a new assignment under this section, it will be considered a resignation and the appointment will end.

Section 2. Canceled Research and Administrative Assignments

If the assignment of any research assistant, project assistant, or administrative fellow (I or II) is canceled before the end of the employment period, for reasons such as, but not limited to, changes in funding or the unexpected departure of a faculty member to whom the GA is assigned, the DPS will provide an alternative assignment covered by this collective bargaining agreement with the same appointment percentage as the original appointment, unless the GA declines the new assignment and/or resigns from their appointment. The DPS shall give the GA notice of any cancellation of an RA appointment as soon as practicable.

Section 3. Grievability

Insofar as the reassignment process is in accordance with Section 1 and Section 2 of this article and the work required of the GA is in accordance with the rest of this agreement, the cancellation of assignments under this article is not subject to the grievance procedure.

ARTICLE 19 – WORKLOAD

Section 1. Hours of Work

Members of the bargaining unit have separate employment and student status, therefore time spent by a GA on coursework as a student is not subject to this Article. No GA shall be compelled, pressured, or obligated to work on a continued basis more than the hours equivalent to their percentage appointment. The parties recognize that the content and number of hours of work assigned to a GA may vary from week to week. It is understood that bargaining unit members are engaged in professional activities of such a nature that the output produced, or the result accomplished, cannot be precisely standardized or measured in relation to a given period of time and that the time necessary to accomplish an assignment will vary. Whenever practicable, the DPS shall give advance notice of anticipated variance of content and number of hours to the GA.

Section 2. Workload Adjustments

Any GA who believes their assigned workload cannot reasonably be completed within the time limits specified may bring such concerns to their Supervisor for discussion and appropriate action. The Supervisor shall discuss such concerns and, as warranted, make and

document adjustments to workload requirements. If a GA is not satisfied with the corrective measures taken by their Supervisor, or if they believe that their job duties are still not commensurate with their appointment letter, the GA may contact their local human resources office to seek resolution and if not resolved may file a grievance under the terms outlined in Article 13 of this Agreement.

Section 3. Appointments and Full-Time Equivalency

The appointment level shall be based on the appointing DPS's determination of the amount of time it should normally take to perform the assigned duties. For example, a 0.5 Full-Time Equivalency (FTE) is an average of 20 hours per week over the term of an appointment and a bargaining unit member appointed at 0.5 FTE will not normally be expected to work more than 20 hours per week on GA employment duties on a continual basis.

Section 4. Regular Work Hours

As a general principle, obligations of assigned positions should be met primarily during regular work hours (weekdays from 8:00 AM to 4:30 PM), with any potential exceptions specified in the appointment letter. The Union acknowledges some work obligations will fall outside of these hours, such as evening and/or weekend classes, laboratory responsibilities that must be attended to on nights and weekends, and in-person or remote field work (including work performed in other time zones), and related travel that must be attended to outside of regular work hours.

Section 5. Mandatory Meetings

Any work-related matters inclusive of assignment, work communications, required training, orientation, required meetings, or required conferences shall be included in the total workload for the appointment period. When feasible, the employer shall schedule meetings required as a condition of employment during regular work hours, with any potential exceptions specified in the appointment letter. If the meeting is to take place somewhere other than the GA's regular worksite, they will be given advance notice of said meeting.

Section 6. Office Hours and Class Preparation

Required office hours for any teaching assistant, teaching assistant I, or teaching assistant II appointment shall be included in the total workload for the appointment period. The schedule of office hours shall be decided by the GA, unless otherwise stated in the GA's appointment letter or as may be required to address unexpected teaching and learning needs that arise during the employment period, in which as much advance notice as possible will be provided. Hours assigned by the supervisor for special preparation for teaching sections shall also be included in the total workload for the appointment period.

ARTICLE 20 – PROFESSIONAL RIGHTS

Section 1. Professional Latitude in Performing Work

GAs shall have reasonable latitude in exercising their professional judgment within their area of expertise and in deciding how best to accomplish their job duties within the scope of directions given by their individual Supervisor.

Section 2. Office Space

If a GA requires office space to fulfill job responsibilities (e.g., preparing for class, advising, meeting with students, performing research or similar tasks as required), access to reasonable office space will be provided by the Employer to the extent that such office space exists. Access to conference rooms will also be provided as necessary and available. The GA will initiate contact and work with the appropriate representative of the Employer to identify and confirm space as may be necessary and appropriate pursuant to this Section.

Section 3. Changes in Work-Related Office, Research, or Teaching Location

If a GA's work-related office, research, or teaching location is to be moved or if there is a substantial alteration of the GA's workspace, the GA will be notified at least thirty (30) calendar days before the move or alteration. In circumstances where it is not possible to provide thirty (30) calendar days' notice, notice shall be given as soon as possible.

Section 4. Remote Work

A GA may request a remote work arrangement. Supervisory approval is required for all remote work arrangements. GAs seeking remote work outside of the State of Minnesota (including internationally) shall first seek approval from their Supervisor and their unit HR professional. A Supervisor may modify a remote work arrangement based on the needs of the DPS. GAs may seek remote work as part of reasonable accommodations for disabilities according to procedures set forth in Article 9, Section 1. Not all positions are eligible to work out-of-state or internationally. GAs are expected to comply with all University data security requirements regardless of where they are working. The GA is responsible for the cost of adequate internet and phone service when working remotely, unless prohibited by state or local law. Working fully or mostly outside of the State of Minnesota or internationally may impact items such health benefit options, visa sponsorship, and taxes, and the GA is solely responsible for any consequences arising from GA initiated remote work.

Requests for supplies, materials, equipment and/or software at a remote work location are subject to supervisory approval. GAs who work remotely may request assistance from UMN's Information Technology (IT@UMN) office with regard to internet access and other technical support in accordance with the Employer's policies and procedures.

Section 5. Access to Tools and Supplies

The DPS will provide, without charge, and in the GA's primary work location, appropriate tools and other resources necessary for the fulfillment of the GA's essential assigned work obligations as deemed necessary by and with the approval of the supervisor. This includes but is not limited to the following:

1. Office equipment for essential job functions;
2. Access to a computer and printer if necessary for essential job functions;
3. Desk and/or work surface;
4. Office supplies;

5. Any required books, equipment, and/or software necessary for essential job functions;
6. GAs with teaching assignments shall receive instructor copies of textbooks required by the course they are assigned to upon request, rather than student copies, if available;
7. Per Article 20, Section 2, office or conference room space may be made available if office hours are required;
8. In the event space is needed for sensitive conversations with students as part of their employment duties, GAs will be able to make arrangements through the DPS for access to such space;
9. Secure space for storage of grading and teaching materials;
10. After-hours and weekend access to buildings as required for job functions and with approval of the supervisor;
11. For instructional appointments, a syllabus for that course and access to course materials.

Use of University tools and supplies should be for work purposes only. In the event a GA would like to have additional tools and supplies, supervisory approval is necessary prior to purchase.

Section 6. Expenses and Reimbursement

Work-related expenses and reimbursements will be available to GAs in accordance with the Employer's travel and business expense policies. A GA who incurs business or travel expenses while conducting University business shall not be required to use personal funds. If a GA has previously not complied with the Employer's travel and business expense policy, alternative mechanisms for handling business and travel expenses will be used as outlined in the Employer's policies. GAs are encouraged to obtain pre approval for all business or travel expenses that are required by their unit. If a GA uses personal funds in furtherance of University business, they shall be reimbursed as outlined in the Employer's travel and business expense policies. Business and travel expenses, including allowability for charging to University funds, are outlined in University policies governing business and travel expenses. Supervisors shall not require GAs to pay for the supervisor's personal non-business expenses. The Employer shall communicate their business expense and travel policy and expense pre-approval procedure to GAs each academic year via email.

Section 7. Intellectual Property Rights

General Application of Policies.

GAs acting in their capacity as employees shall have the same intellectual property rights as faculty and staff employed by the Employer pursuant to Employer's policies, specifically *Board of Regents Policy: Commercialization of Intellectual Property Rights,* and *Board of Regents Policy: Copyright*. Under the *Copyright Ownership* policy, GAs who serve as teaching assistants shall be University employees who have a "faculty-like" appointment as described in that policy.

Inventorship.

GAs acting in their capacity as employees who contribute to or create an invention that qualifies them as an inventor under U.S. patent law shall comply with and receive the benefits of the *Board of Regents Policy: Commercialization of Intellectual Property Rights*.

Student-created technology or authorship of copyrightable works.

The Employer's policies addressing student created technology and works shall apply when GAs are not acting in their capacity as Employees of the Employer.

Net Income Distribution.

The Employer shall distribute net income it receives from commercializing a technology to the inventors of the technology pursuant to *Board of Regents Policy: Commercialization of Intellectual Property Rights*.

Authorship.

Authorship on publications and presentations stemming in part or whole from the work of one or more GAs shall justly reflect the contributions, as defined by the Contributor Roles Taxonomy (CRediT), of those GAs, and be agreed to by those GAs as well as all other authors.

The Employer shall not engage in any form of retaliation against a GA who engages in a good faith effort to assert their intellectual property and authorship rights.

Section 8. Academic Freedom and Responsibility

The Employer affirms the principles of academic freedom and responsibility, in accordance with the Board of Regents Policy: *Academic Freedom and Responsibility,* which enumerates*:*

Academic freedom is the freedom, without institutional discipline or restraint, to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write on matters of public concern as well as on matters related to professional duties and the functioning of the University.

Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

Section 9. Other Work

The Employer, including Supervisors and DPS staff, may not prevent GAs from earning additional income as long as it does not conflict with their duties as a GA, does not pose a conflict of interest, and does not violate University policy.

ARTICLE 21 – TRAINING AND PROFESSIONAL DEVELOPMENT

Section 1. Mandatory Training

The Employer shall provide work-related training that it deems necessary in order for a GA to safely fulfill their work duties at no cost to the GA. All such work-related training shall be considered part of the required workload/working hours of the GA. Notification shall be provided to the GA of mandatory training as soon as practical once such new or additional training is set.

Section 2. Optional Training

GAs may request to attend optional on-campus professional development opportunities available to GAs. If a GA believes that these or other outside training can enhance their work, they may propose attending such training to their immediate Supervisor for consideration. If approved, such training will be at no cost to the GA and be considered part of their required workload/working hours.

If the Union notifies the Employer regarding the need for GA-specific professional development opportunities beyond those already offered, the Employer shall consider such opportunities and if deemed suitable, make reasonable attempts at providing such opportunities or providing access through other means (e.g., arranging access to attend opportunities at other universities or community providers).

ARTICLE 22 – INTERNATIONAL EMPLOYEE RIGHTS

Section 1. Intention

The Employer fully commits to providing a safe, inclusive, and equitable work environment for all GAs, regardless of immigration or citizenship status to the extent permitted by law. The Employer will assist GAs under F-1 and J-1 visas sponsored by the Employer to navigate the immigration process and will provide, when sought by the GA, information with respect to their rights and responsibilities, the rules and regulations governing their immigration status, and travel out of and re-entry into the United States. The Employer shall also provide the necessary paperwork for spouses and minor children of GAs seeking a derivative F-2 or J-2 visa status after receiving the appropriate supporting documentation from the GA, provided that the principal visa holder is sponsored by the Employer. However, the Employer cannot and will not provide legal advice to international GAs.

The Employer affirms its commitment to supporting international Employees admitted under other immigration statuses by directing them to ISSS-determined resources.

Section 2. Flexibility for Work in Case of Immigration Related Matters

The Employer shall make reasonable effort to accommodate reasonable requests of the GA's schedule during visa and immigration procedures provided the GA has made such request(s) with sufficient advance notice. This may include adjusting work hours, providing flexibility in work arrangements, or allowing for remote work when feasible. Such requests must be

permitted by law and University policy and follow the prescribed process for requesting to work remotely for a limited period of time and receiving the necessary approvals as outlined in Article 20, Section 4.

The Employer shall not retaliate against GAs who exercise their right to avail of these arrangements for visa and immigration proceedings provided that the appropriate notice is given to the Employer in advance.

The Employer shall maintain necessary confidentiality to the extent permitted by law regarding the nature of the visa and immigration proceedings and all related matters, ensuring that only necessary personnel are informed, as required for administrative purposes.

Section 3. Assistance for International GAs Unable to Report for In-person Work

If a GA is unable to report for work in-person for a limited period of time due to an immigration-related matter, such as not being permitted to return to the United States, the Employer shall make reasonable effort to assist the GA's visa and immigration proceedings. If a GA's visa proceedings exceed twenty-one (21) calendar days, the Employer will use its best efforts to provide reasonable assistance to facilitate visa proceedings as soon as practicable following the GA's request.

Section 4. International GAs Unable to Work and Potential On Campus Reemployment

If the Employer is not able to lawfully employ or continue to employ a GA as a result of the GA's immigration status, the Employer agrees to meet with the GA and the Union (at the GA's request if made within 30 days of their separation from the Employer and upon the Employer's receipt of appropriate FERPA release) to discuss potential on-campus reemployment into their prior or previously held position or another position if their previous position is unavailable. After that person obtains work authorization or immigration status lawfully permitting them to work on campus in the United States, the person will be eligible for consideration for GA positions.

Section 5. Legal Advice and Employer Scope of Responsibility

While the Employer does not offer legal advice to GAs, the Employer will advise a GA generally on visa issues as they relate to employment with the Employer. The Employer may maintain a list of attorneys and agencies for referral to international GAs if a GA has an immigration issue or if the GA is in need of immigration advice. Additionally, the Employer will invite immigration attorneys to visit campus at intervals of time determined by the Employer no less than once each academic year to discuss U.S. immigration options beyond F and J status. Such sessions may be held virtually.

In the event the Employer has determined it made a visa-related error, the Employer agrees to take reasonable steps to assist the GA in case incorrect or inaccurate information is given. GAs will have the option to be assigned a different Employer advisor if they are unsatisfied with their assigned advisor contingent on ISSS leadership approval. GAs shall have the right to a translator or interpreter to interact with the ISSS; however, the Employer is not responsible for any associated expenses or delays resulting from the GAs usage of such assistance.

If a GA is abroad and unable to enter the United States, the necessary visa-related documents in the university's possession shall be provided as soon as practicable. The Employer shall provide such documentation electronically to the GA unless government agencies require paper copies.

Section 6. Tax Resources

The Employer shall maintain a webpage, with content determined by the Employer, that lists available tax resources. The frequency and number of any tax information sessions are determined by the Employer. The Employer will use its best effort to offer such sessions at least annually. The Employer shall provide referrals for tax resources to GAs upon request; however, the Employer shall not give tax advice to GAs.

Section 7. ESL Resources

The Employer may make available English as a Second Language (ESL) courses for any GA who elects to use them at the GA's expense.

The Employer may require language proficiency courses for GAs in accordance with the Language Proficiency Requirements for Teaching Assistants policy. When GRAD 5102 or GRAD 5105 ESL courses are required by the Employer for GAs with an active appointment, the tuition expense of those courses will be fully covered, regardless of FTE status, under the Graduate Assistant Tuition Benefits policy.

Section 8. International GAs' Access to CPT and OPT

International GAs may elect to pursue Curricular Practical Training (CPT) and Optional Practical Training (OPT). Activities involved in the pursuit of CPT and OPT, such as searching for, applying, and completing paperwork for such training opportunities, are not GA work hours and shall not be counted as such. The Employer will follow federal law and policy as it pertains to CPT and OPT. GAs shall not experience retaliation or discrimination by the Supervisor for electing to use CPT or OPT options.

The Employer will provide documentation necessary for GAs to pursue CPT or OPT, and/or will process requests for CPT/OPT certification as soon as practicable.

After a person completes CPT, the person will be eligible for consideration for GA positions.

Section 9. Work Status and Immigration Status

Because GAs' immigration status and citizenship status are protected under national origin, the Employer shall not unnecessarily or arbitrarily threaten a GA's immigration status and/or citizenship status. At times, the Employer may need to communicate with GAs about legal requirements necessary to obtain or retain authorization to legally work in the United States and at the University. Such communications do not constitute an unnecessary or arbitrary threat to immigration and/or citizenship status for the purposes of this Article.

ARTICLE 23 – LEAVES OF ABSENCE

Section 1. Scope of Article

This Article provides certain leaves of absence from a GA's appointment obligations. The use of leave should be generally determined by mutual agreement between the Employee and their supervisor.

Attending a supervisor-approved conference, professional meeting, or other work-related events, including travel time, is considered to fall within the GA's scope of work and therefore shall not be considered as leave.

If an Employee's appointment does not begin with the Fall semester, the lengths of leave for which they are eligible will be proportional to the fraction of the academic year for which they are working, rounded up to the nearest full day.

For the purposes of this Article, the definition of "family" that pertains to Minnesota Earned Sick and Safe Time and Paid Leave programs shall apply.

Section 2. Sick Time

Up to ten (10) days of paid sick leave during each academic year and inclusive of the following summer are provided for occasional or serious illness or injury to the employee, their dependent child, or the dependent child of a registered domestic partner. The number of hours in a day are based on standard hours meaning a sick day is a calendar day regardless of the number of hours and cannot be split across multiple days.

The Employer's Earned Sick and Safe Time (ESST) leave shall be available in accordance sickwith University policy and State law to those GAs who qualify. ESST may be used in increments of time in accordance with the law and University policy. The Employer shall continue to provide an Office of Human Resources website summarizing the Earned Sick and Safe Time policy. A GA shall not be required to find a replacement to perform their assigned work duties while using ESST in accordance with the law. In accordance with the law, supporting documentation may be requested by the responsible administrator/supervisor verifying inability to work when sick leave usage becomes a job performance concern.

Section 3. Parental Leave

GAs holding a 50% appointment or greater are eligible for six (6) weeks paid parental leave in accordance with the Employer's Parental Leave for Employees policy.

Section 4. Bereavement Leave

Up to three (3) days of paid bereavement leave will be provided to GAs upon the death of a family member, as defined in Sec. 1. Leave may be granted for the purposes of:

1. Attending the funeral services, ceremonies, and/or interment;
2. Making necessary arrangements;

3. Travel related to the death;
4. Bereavement time.

Responsible administrators/supervisors are encouraged to make special arrangements to accommodate granting of this leave. The number of hours in a day are based on standard hours.

Section 5. Jury Duty and Civic Leave

GAs will be eligible for paid leave for jury duty, testifying in a court as a witness in a University employment related matter, or in order to vote in a state, local, or federal election or primary, in accordance with the Employer's Military, Court Appearance, or Civic Duty Leaves policy. Upon request, GAs shall present subpoenas or other documentation regarding the jury duty to their supervisor.

Section 6. Military Leave

In accordance with the Employer's Military, Court Appearance, or Civic Duty Leaves policy, GAs may take leaves of absence when necessitated by military service as outlined under the Uniformed Services Employment and Reemployment Rights Act (USERRA), whether voluntary or involuntary, in the armed forces of the United States. GAs are granted leave with pay, not exceeding fifteen (15) days per calendar year, for required service in the United States National Guard or any of the armed forces branches of the United States.

Section 7. Immigration Leave

A GA will be eligible for up to a total of five (5) days of paid leave each academic year including the summer if they have an active appointment to attend to visa and immigration proceedings. The number of hours in a day are based on standard hours meaning a day is a calendar day regardless of the number of hours and cannot be split across multiple days. Only GAs who hold an active appointment during the applicable semester or summer term are eligible to use immigration leave. When foreseeable, a GA will provide reasonable advance notice of their request to use immigration leave preferably no later than fourteen (14) calendar days in advance. Upon separation from employment, any unused immigration leave will not be paid out to the GA and unused time does not carry over to subsequent AYs. The tracking of such time should be coordinated between the GA and their supervisor. A Supervisor may request supporting documentation in determining whether or not to approve immigration leave. All requests for immigration leave shall be given reasonable consideration.

Section 8. Holidays

1. GAs shall be entitled to 11 paid holidays per fiscal year, provided they have an appointment during the period in which the holiday falls. The set holidays are:

   New Year's Day Martin Luther King Day
   Memorial Day Juneteenth
   Independence Day Labor Day
   Thanksgiving Day Christmas Day

In addition to the 8 foregoing set holidays, on the Twin Cities and Duluth campuses, the University may designate and set an additional 3 holidays.

2. Set holidays that fall on a Saturday shall be observed on the preceding Friday. Set holidays that fall on a Sunday shall be observed on the following Monday.

3. When a religious or cultural holiday, not a set holiday, as provided in section A falls on a GAs regularly scheduled work day, the GA may arrange for an absence in accordance with the Employee Absences for Religious Holidays policy.

GAs shall not be required to work on any day designated as a University holiday, as listed above.

Section 9. Personal Days

GAs who receive a fall or spring semester appointment may request up to three (3) days of paid personal leave each semester. GAs who have a summer appointment may request up to three (3) personal days over the summer term.

Personal days may be used for any purpose and supervisors shall not unreasonably deny the use of personal days. Supervisors shall endeavor to provide flexibility with unpaid time and/or remote work before and after personal days. Only GAs who hold an active appointment during the applicable academic year, semester, or summer term are eligible to use personal days. The number of hours in a day are based on standard hours meaning a personal day is a calendar day regardless of the number of hours and cannot be split across multiple days.

GAs shall use their best efforts to use planned personal time off during regularly scheduled academic breaks. When a GA is not able to schedule planned personal time off during regularly scheduled academic breaks, the GA shall request such leave from their supervisor at least two weeks in advance of the requested time off, or as soon as possible if two weeks' notice is not possible. The use of personal days requires supervisory approval. Requests to use personal days shall not be unreasonably denied.

Upon separation from employment, any unused personal days will not be paid out to the GA. Unused personal days will not carry over to a subsequent semester or summer term. The tracking of such time should be coordinated between the GA and their supervisor.

Section 10. Time Away for Union Business

Time away for routine Union business is covered in Article 5, Section 5. If a Union steward and/or officer seeks to be away for other Union business, such as conferences, conventions, meetings or training, the time away shall be unpaid and at the discretion of the supervisor. Supervisors may work with GA Union stewards and/or officers to provide scheduling flexibility and accommodate time away requests. GAs are still expected to maintain their standard hours appointment. Requests for time away under this Section shall not be unreasonably denied.

Any unpaid time away for Union business, one (1) day or less in duration, shall be requested as soon as possible. Any unpaid Union time away in excess of one (1) day shall be requested in writing at least fourteen (14) calendar days in advance of the effective date. Failure to provide notice in accordance with the requirements of this Section may result in denial of time away for Union business. A day is a calendar day regardless of the number of hours and cannot be split across multiple days.

Section 11. Reinstatement after Leave

No Employee shall be penalized or discriminated against in their employment for taking a leave of absence from their employment.

The Employer will comply with requirements for reinstatement under the Family Medical Leave Act (FMLA) of 1993 and the Minnesota Paid Leave Program as enumerated in Section 13 of this Article for qualifying GAs.

Section 12. Leave of Absence Benefits

GAs who take an approved paid leave of absence shall be eligible to maintain their GAHP and tuition benefits for the duration of their absence. GAs on unpaid leave of absence may choose to continue their GAHP benefits at their own expense.

Section 13. Family and Medical Leave

Effective January 1, 2026, eligible GAs will be entitled to paid family and medical leave under the Minnesota Paid Leave Program in accordance with University policy and State law. In the event that the legislature repeals or amends the Minnesota Paid Leave Program, such repeal or amendment(s) are considered by the parties to be incorporated herein.

ARTICLE 24 – COMPENSATION

Section 1: Bargaining Unit Job Codes

This Agreement sets a minimum pay rate for all bargaining unit positions covered by this Agreement, at the University of Minnesota. The provisions of this Article apply only to GAs working in a position covered by this Agreement and only to employment-related matters associated with their position. Bargaining unit job codes are classified and listed as follows:

Instructional GAs

1. 9510 - Graduate Assistant Coach
2. 9511 - Teaching Assistant
3. 9515 - Graduate Instructor
4. 9517 - PhD Candidate Grad Instructor
5. 9518 - Advanced Masters Teaching Assistant
6. 9519 - PhD Candidate Teaching Assistant
7. 9571 - Summer Term TA (w/out Tuition Benefits)
8. 9574 - Summer Sess TA (w/ Tuition Benefits)
9. 9575 - Summer Sess TA (w/out Tuition Benefits)

Research and Administrative GAs

1. 9521 - Research Assistant
2. 9526 - Graduate Research Project Assistant
3. 9527 - PhD Candidate Grad Research Project Assistant
4. 9528 - Advanced Masters Research Assistant
5. 9529 - PhD Candidate Research Assistant
6. 9531 - Administrative Fellow
7. 9532 - Advanced Masters Admin Fellow
8. 9533 - PhD Candidate Admin Fellow
9. 9572 - Summer Term RA (w/out Tuition Benefits)
10. 9573 - Summer Term AF (w/out Tuition Benefits)

Section 2: Pay Provisions

Subsection 2.1: Minimum Wage Rates

Minimum wage rates for all GA positions as defined in the job codes in Section 1 for the 2025, 2026, and 2027 fiscal years (hereafter "FY") are set forth below. GAs will receive minimum rate adjustments at the beginning of the academic year each fiscal year. In FY 2025, minimum rate increase shall be effective the first pay period following the date of ratification by the Board of Regents. The DPS shall determine the weekly standard hours of GA appointments. The pay rate is applied to the standard hours appointment which is determined at the discretion of the DPS.

Subsection 2.2: DPS Positions and Publishing Minimum Rate
Individual DPSs shall publish on their departmental websites the minimum GA pay rate of their department, program, or school and make updates to the departmental website annually when modified.

Subsection 2.3: Annual Wage Adjustments to DPS Positions

FY25 (July 1, 2024 - June 30, 2025):

● DPS pay rates below $25.71 will be increased to a minimum rate of $27.00. ● DPS pay rates between $25.72 and $26.99 shall increase by 5% effective the first pay period following the date of contract ratification by the Board of Regents. ● DPS pay rates at and above the minimum in units that did not allocate any increase with the Spring 2024 Board of Regents FY 2025 Salary Memo, shall increase by 5% effective the first pay period following the date of contract ratification by the Board of Regents.
● DPS pay rates at and above the minimum that did increase with the Spring 2024 Board of Regents FY 2025 Salary Memo, shall increase by 2% effective the first pay period following the date of contract ratification by the Board of Regents.

FY26 (July 1, 2025 - June 30, 2026):

● DPS pay rates shall increase by 3.5% or in accordance with the Board of Regents Spring Salary Memo, whichever is greater. Pay increases shall take effect

with the start of fall appointments in each fiscal year. Nothing in this Agreement prevents individual DPSs from increasing pay rates above the percentage increase(s) noted above.

FY27 (July 1, 2026 - June 30, 2027):

- DPS pay rates shall increase by 3.5% or in accordance with the Board of Regents Spring Salary Memo, whichever is greater. Pay increases shall take effect with the start of fall appointments in each fiscal year. Nothing in this Agreement prevents individual DPSs from increasing pay rates above the percentage increase(s) noted above.

Nothing in this Agreement prevents individual DPSs from increasing pay rates above the percentage increase(s) noted above. GAs will be compensated for a summer term if they have a summer appointment; however, whether or not to offer a GA a summer term appointment is at the discretion of the DPS.

Subsection 2.4: Other Pay Provisions

Nothing in this Agreement prevents the University from paying a GA above the minimum pay rate. A GA may have different pay rates if they work in more than one concurrent appointment. Except as minimally provided above, variation between and within GA pay rates will be determined by each DPS. All members of the bargaining unit will be paid at least the minimum rates outlined above.

If a GA accepts a different appointment in a different DPS, the pay rate may be less, even, or more than their prior appointment in accordance with the rate established by the newly appointing DPS. Any GA who is appointed at a rate higher than the minimum set under this Agreement shall not have their rate reduced from appointment term to appointment term so long as they remain in the same appointment, job code, and within the same DPS. GAs below the minimum rate shall receive the minimum rate increases as outlined in Section 2.1 of this Agreement.

In some cases, GAs will be assigned projects and tasks that can also advance their academic pursuits. However, time dedicated to meeting academic requirements beyond those assigned by the Supervisor or included in the appointment letter will not be considered work hours and will not be counted toward the standard hours appointment. This includes, but is not limited to, time spent by a GA writing or defending their thesis or dissertation. GAs shall be compensated at the rate and number of hours specified in their appointment letter.

No GA will receive a reduction in their current appointment levels during the semester of contract ratification as a result of receiving a pay raise under the terms of this agreement.

Section 3. Pay Periods

GAs shall be paid on a biweekly basis for the work they perform as a GA in accordance with the Employer’s payroll calendar.

If the University fails to pay a GA on time, the University will follow the payment requirements in accordance with the law.

Section 4. Overpayment

The University is responsible for paying GAs the correct amount in accordance with their standard hours appointment and as specified in the appointment letter. If the Employer, in error, overpays wages to a GA in a given pay period(s), the Employer, once it discovers the error, will notify the GA of the amount of the overpayment and the date(s) on which the overpayment occurred. In such a case, the GA and the Employer will work out a mutually agreed upon repayment plan so that the overage is paid back to the Employer. GAs and the Employer shall endeavor to mutually report any possible overpayments, so they may be corrected as soon as possible.

Section 5. Graduate Instructor of Record

At the conclusion of the semester of the appointment term, a GA designated by the DPS as the primary instructor of record for a course and appointed in job code 9515 or 9517 shall receive a lump sum payment of $250.00 per course credit.

ARTICLE 25 – TUITION AND FEES BENEFITS

Section 1. Tuition Coverage Benefits

Eligible GAs shall receive tuition benefits in accordance with the Employer's Graduate Assistant Tuition Benefits policy. Qualifying GAs' immediate family (spouse, domestic partner, children, or legal ward living in the household) may receive the resident tuition rate reduction, with the appropriate documentation and in accordance with University policy.

ARTICLE 26 – MEDICAL BENEFITS

Section 1. Health Insurance

For the purposes of this Article, Agreement duration is as enumerated in Article 33, Duration. It is mutually understood that commitments to maintain U of M GAHP provisions are for the duration period as enumerated in Article 33, Duration, and not indefinitely.

Graduate Assistants who will work at least 195 hours in a semester or 65 hours during the summer are eligible to participate in the University of Minnesota Graduate Assistant Health Plan (U of M GAHP). Initial enrollment requires timely submission of an enrollment form to the Office of Student Health Benefits. Enrollment will continue each semester that the GA maintains eligibility. A GA who lost eligibility and regains eligibility in a future semester must complete a new enrollment form.

All participating GAs are billed the base premium twice per year at the beginning of the Fall and Spring semesters. The base premium each semester is 2.5% of the total cost of coverage over the full year. The Employer contributes 2 times the appointment level

towards the remaining cost. As a result, GAs with 50% appointments have no additional cost for single coverage, but GAs with 25%-49% appointments pay an additional monthly charge. The University shall maintain or improve all copays, coverages, deductibles, and out-of-pocket maximums of U of M GAHP enumerated in Section 9 of this Article as of January 21, 2025, for the Agreement duration. Upon conclusion of the Agreement duration, the University reserves the right to modify the U of M GAHP plan, including but not limited to, changes to coverage and cost.

The University shall cover 85% of the health insurance premiums for spouses and dependents of GAs who enroll in U of M GAHP for the Agreement duration. No more than 2 months of payment of spouse or dependent premiums shall be required during initial enrollment.

Section 2. Dental Coverage

The University shall maintain or improve all dental care benefits covered by U of M GAHP as of January 21, 2025, for the Agreement duration. Upon conclusion of the Agreement duration, the University reserves the right to modify dental coverage, including but not limited to, changes to coverage and cost.

Section 3. Healthcare Flexible Spending Account

The Employer shall provide GAs with access to a Healthcare Flexible Spending Account, so long as they meet eligibility requirements including having an active appointment of 20 hours or more per week.

Section 4. Summer Coverage

If an employee is enrolled in the health benefits enumerated in Sections 1 & 2 of this Article during the spring semester and into the month of May, they shall remain automatically enrolled through the summer, unless the employee decides to cancel their plan. GAs shall receive a contribution to the summer coverage that matches the contribution provided during the spring semester.

Section 5. Gender Confirmation Care

The University shall maintain or improve all existing gender confirmation care.

Section 6. Fitness Subsidy

The University shall maintain the current RecWell membership cost subsidy for GAs enrolled in GAHP.

Section 7. Notification of Enrollment and Termination in the U of M GAHP

The Office of Student Health Benefits shall provide email notification to GAs to confirm their enrollment in U of M GAHP within thirty (30) calendar days of the processing of their Graduate Assistant Health Plan Enrollment and Change Form or Graduate Assistant Health Plan Department Authorization Form. If a received form either cannot be processed

or is rejected, the Office of Student Health Benefits shall notify the GA of the form status within seven (7) calendar days of the completion of the review process. When a DPS communicates to the Office of Student Health Benefits that a GA's health benefits are to be discontinued, the Employer shall notify GAs of the termination of their U of M GAHP coverage.

Section 8. Erroneous Termination of U of M GAHP Coverage

If a GA's enrollment in the U of M GAHP is erroneously terminated by the Employer, the Employer shall retroactively reinstate the GA's coverage and instruct the claims administrator to process all incurred claims according to plan coverage levels. If a GA has paid for Continuation of Coverage when the GA should have had active coverage, then the GA shall be refunded costs paid for Continuation of Coverage.

Section 9. Notification of Coverage & Premium Changes

The Office of Student Health Benefits shall notify by email all GAs enrolled in the U of M GAHP at least three (3) months prior to the plan year start date, when possible, of any changes to any of the following:

- Health plan provider
- Coverage costs for GAs, including:
    - Total premium per month
    - Amount GAs will be billed at the start of each semester
    - The share of the premium the Employer is responsible for paying
- Dependent costs, including cost per month to enroll:
    - Spouse
    - One child
    - Two or more children
    - Family
- Deductible and out-of-pocket costs, both in-network and out-of-network, including:
    - Lifetime maximum
    - Plan year deductible
    - Plan year medical out-of-pocket maximum
    - Plan year prescription out-of-pocket maximum
- Coverage for preventive care, both in-network and out-of-network, including:
    - Routine physical and eye examinations
    - Well-child care
    - Prenatal and postnatal care
    - Immunizations
- Coverage and copayment for office visits, both in-network and out-of-network, including:
    - Illness or injury
    - Allergy injections
    - Physical, occupational, and speech therapy
    - Chiropractic care
    - Mental/ Chemical health care

- Coverage and copayment for convenience care, both in-network and out-of-network, including convenience clinics
- Coverage and copayment for emergency visits, both in-network and out-of-network, including:
  - Urgently needed care at an urgent care clinic or medical center
  - Emergency care at a hospital ER
  - Ambulance
- Coverage for inpatient hospital care, both in-network and out-of-network, including:
  - Illness or injury
  - Mental/ Chemical health care
- Coverage for outpatient care, both in-network and out-of-network, including:
  - Scheduled outpatient procedures
  - Outpatient Magnetic Resonance Imaging and Computer Tomography
- Coverage for durable medical equipment, both in-network and out-of-network, including prosthetic devices
- Coverage and copayment for prescription drugs, both in-network and out-of-network, including generic preferred, brand preferred, non-preferred drugs for:
  - 31-day supply at a retail pharmacy
  - 90-day supply through a mail-order pharmacy or retail pharmacy

Section 10. Insurance Meet and Confer

On years that the Employer solicits bids for a healthcare plan provider for U of M GAHP, the union shall be able to appoint two (2) advisory members to the committee reviewing bid submissions and selecting the vendor. The designated union members will provide input and such input will be given reasonable consideration. The union shall inform the Student Health Benefits Office in writing of the appointed members. At least twelve (12) weeks prior to the open enrollment period for the insurance year and upon request from the union, the Employer shall meet and confer with union representatives to inform of premium and coverage changes to U of M GAHP.

ARTICLE 27 – CHILDCARE AND DEPENDENT CARE

Section 1. Dependent Care FSA

All GAs with eligible dependents shall have the option to enroll in a Dependent Care Flexible Spending Account (DCFSA) so long as they meet eligibility requirements including having an active appointment of 20 hours per week or more.

The University shall continue to provide a website summarizing Dependent Care FSA information.

ARTICLE 28 – COMMUTE SUBSIDY

Section 1. Bicycling

Bicycle rental on the Twin Cities and UMD campuses shall be available to GAs in the same manner as available to other University staff, at no cost on the Twin Cities campus and with applicable cost on the UMD campus, on a first come, first serve basis as available. Depending on supply availability, contingent on the applicable campus program, and upon request, participants receive a bicycle, and a combination U-lock.

GAs shall have access to bike storage space in the same manner as other University staff, on a first come, first served basis.

Section 2. Parking

GAs shall have access to parking contracts and/or permits in the same manner as faculty and staff. When the number of applicants exceeds the number of contracts and/or permits available, GAs shall be added to the waitlist in the same manner as faculty and staff, without being subject to a random selection process, unless such a process applies to all faculty and staff. Parking and/or permit rates, as approved annually in the budget process by the Board of Regents, shall be at the same expense for GAs as it is for other University staff.

The Employer shall provide parking information for both the Duluth and Twin Cities campuses via a University owned website(s) with content determined by the Employer.

ARTICLE 29 – EMPLOYEE ASSISTANCE

Section 1. Office of Human Resources Tax Assistance Website

The Employer shall continue to offer its tax resources web page on the Office of Human Resources website with content determined by the Employer. The Union may request the Employer to add additional content and such requests will be given reasonable consideration. However, such resources are not intended to serve as tax advice.

Section 2: Relocation Assistance

Each DPS may, at its discretion, establish relocation and other lump sum payment support to incoming GAs. Relocation assistance, if paid to a GA, will be in accordance with the Employer's Relocating Employees policy.

ARTICLE 30 – SEVERABILITY

If any provision of this Agreement is determined by a court or administrative agency with jurisdiction over the parties to be contrary to law, the affected provision shall be rendered null and void. All other provisions not affected by the illegal provision shall remain in full force and effect. When a provision of this Agreement has been rendered null and void but subsequently becomes legal as a result of a modification of applicable law or court decision during the term or extension thereof, the validity of such provision shall be reinstated.

ARTICLE 31 – ENTIRE AGREEMENT

Section 1. Understandings of the Parties

The Employer and the Union acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement may, however, be amended during its term by the Parties mutual written agreement.

ARTICLE 32 – LABOR MANAGEMENT COMMITTEE

There will be a Labor-Management Committee (LMC) with up to five (5) Union members and up to five (5) University members that will meet once during the Fall semester and once during the Spring semester to discuss employment matters of interest to the Graduate Assistants or the University; additional meetings may be added by mutual agreement. These meetings shall not be used for negotiations or to discuss academic matters. If neither party deems it necessary to hold a meeting, that meeting may be canceled. Designated representatives of the Union and the University will suggest agenda items prior to each meeting. Such LMC meetings may be held virtually.

ARTICLE 33 – DURATION

This Agreement is effective as of the date of ratification by the Board of Regents and shall remain in full force and effect until the 30th day of June 2027. It will be automatically renewed from year to year thereafter unless either party notifies the other in writing of its desire to terminate, change or modify the Agreement sixty (60) days prior to the termination date that it desires to modify this Agreement.

MEMORANDUM OF UNDERSTANDING (MOU) - REPRODUCTIVE HEALTH BENEFITS

between the

University of Minnesota and the United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE)

The parties agree that: The University shall maintain or expand the existing reproductive health benefits through the GAHP insurance benefit package.

This MOU will expire at the end of the contract period as enumerated in Article 33, Duration.

MEMORANDUM OF UNDERSTANDING (MOU) - ACADEMIC STANDARDS

between the

University of Minnesota and the United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE)

The Graduate Labor Union-United Electrical, Local 1105, (GLU-UE) (hereinafter called "the Union"), represents certain graduate assistant employees at the University of Minnesota (hereinafter “the University”). The parties are negotiating a Collective Bargaining Agreement ("CBA"), which contains a Discipline and Discharge Article. The Union has sought to include procedures and requirements for academic performance improvement, which would allow represented graduate assistant employees to grieve academic evaluations and decisions insofar as they result in discipline or discharge from employment. The University maintains that academic matters such as this are non-mandatory subjects of bargaining and should neither be subject to the grievance process nor contained in the parties' CBA. However, the University agrees that the University, the represented graduate assistant employees, and other graduate students would benefit from processes to be used to receive, evaluate, and resolve student appeals of departmental and program recommendations for students who fail to meet minimum academic standards and are being or have been dismissed from their programs.

The University and the Union agree to the following:

1. Within the first sixteen (16) months following ratification of the CBA, the University shall publish procedures to be used to receive, evaluate, and resolve student appeals of departmental recommendations for students who fail to meet minimum academic standards and are being or have been dismissed from their programs.
2. During the process of establishing the procedures above, the University shall publicly post reports on the progress of this process and current status of these procedures each fall and spring semester.
3. Neither the published procedures nor the application of such procedures shall be subject to the CBA's grievance and arbitration processes.
4. The parties acknowledge that this Memorandum does not set a precedent for any other matters.

5. By offering and signing this Memorandum, the University does not in any way concede that such academic matters constitute mandatory subjects of bargaining.

This MOU will expire at the end of the contract period as enumerated in Article 33, Duration.

MEMORANDUM OF UNDERSTANDING (MOU) - STUDENT FEES OFFSET

between the

University of Minnesota and the United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE)

The parties agree that:

The Employer shall provide lump sum payment(s) to offset a portion of student fees in accordance with this schedule.

Spring 2025

For the spring 2025 semester only, GAs who are:

- covered by this labor agreement in accordance with Article 2, Recognition, AND
- employed during the 19th payroll period

Shall receive:

- $150.00 disbursed through payroll

Fiscal Years 2026 & 2027

For fall semester 2025 and subsequent semesters during the life of this MOU, GAs who are:

- covered by this labor agreement in accordance with Article 2, Recognition, ● employed during the 9th payroll period (for fall semester) and/or 19th payroll period (for spring semester), AND
- Hold job codes 9510, 9511, 9515, 9521, 9526, 9531

Shall receive:

- $235.00 per semester disbursed through payroll or student account (TBD). The union's preference is disbursement through the student account.

GAs who have a 1-24% appointment shall receive 25% of the above mentioned payment.

GAs who have a 25-49% appointment shall receive 50% of the above mentioned payment.

For GAs who hold multiple concurrent appointments, the sum of the appointments will determine the payment amount.

For fall semester 2025 and subsequent semesters during the life of this MOU, GAs who are:

- covered by this labor agreement in accordance with Article 2, Recognition,
- employed during the 9th payroll period (for fall semester) and/or 19th payroll period (for spring semester), AND
- Holding the status of an international graduate assistant

shall receive:

- $280.00 per semester disbursed through payroll or student account (TBD).

GAs who have a 1-24% appointment shall receive 25% of the above mentioned payment. GAs who have a 25-49% appointment shall receive 50% of the above mentioned payment. For GAs who hold multiple concurrent appointments, the sum of the appointments will determine the payment amount.

Other

In fiscal years 2026 & 2027, a GA may be eligible for both payments concurrently. The summer term is not included in this MOU.

The Employer and Union agree to meet and confer to discuss disbursement method of fiscal year 2026 and 2027 student fee offset procedures.

This MOU will expire at the end of the contract period as enumerated in Article 22, Duration.

MEMORANDUM OF UNDERSTANDING (MOU) - STUDENT SERVICES FEE

between the

University of Minnesota and the United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE)

Within 12 months of ratification, the Union and the Employer shall meet and confer regarding the Graduate Assistants' desire to opt out of the Student Services Fee.

MEMORANDUM OF UNDERSTANDING (MOU) - COMMITMENT TO TRAINING

between the

University of Minnesota and the United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE)

The purpose of this MOU is to formally document the University's commitment to ensuring a comprehensive understanding and effective administration of the GLU-UE collective bargaining agreement.

To support this, faculty and staff who supervise graduate assistants will complete training on the administration provisions of this collective bargaining agreement, including supervisory training provided by the University's Office of Human Resources.

Provisions of this MOU are not subject to the Grievance Process.

This MOU shall remain in effect for one year following ratification of the Parties' collective bargaining agreement.

MEMORANDUM OF APPRECIATION (MOA)

between the

University of Minnesota and the United Electrical, Radio and Machine Workers of America, its affiliate UE Local 1105 (UMN GLU-UE)

The University and the Union wish to acknowledge service on their respective bargaining teams by those who left prior to ratification:

UNIVERSITY	UNION	UNION
Tabitha Grier-Reed, Ph.D.	David Hainlen	Natasha Hernandez Villar
Amy Hietapelto, Ph.D.	Connor Edson	Doug Nelson
Michael Huyen, M.S.	Alya Ansari	Logan Stapleton
Michael Lipscomb, Ph.D.	Bonnabelle Zabelle	Rose Tyler
Rebecca Ropers, Ph.D.	Benjamin Hanson	Jianxuan Lei
Kari Seime, J.D.	Zane Huttinga, Ph.D.	Anastasia Natania

Appendix B

Statement on Sexual Harassment

Sexual harassment subverts the mission of the University, and threatens the careers of students, faculty, and staff, and will not be tolerated in the Graduate Programs of the Medical School.

The 2017 Board of Regents policy defines sexual harassment as

> "unwelcome conduct of a sexual nature under **either** of the following conditions:
> (a) When it is stated or implied that an individual needs to submit to, or participate in, conduct of a sexual nature in order to maintain their employment or educational standing or advance in their employment or education (quid pro quo sexual harassment).
> (b) When the conduct: (1) is severe, persistent or pervasive; and (2) unreasonably interferes with an individual's employment or educational performance or creates a work or educational environment that the individual finds, and a reasonable person would find, to be intimidating, hostile or offensive (hostile environment sexual harassment)."

All University members are prohibited from engaging in, or assisting or abetting another's engagement in, sexual assault, sexual harassment, relationship violence, stalking, and related retaliation (collectively "prohibited conduct").

The Division of Rehabilitation Science, as part of the University of Minnesota, is committed to creating a welcoming and respectful work and educational environment that is free from sexual harassment and Rehabilitation Science provides comprehensive support, education, and reporting mechanisms to all members of the University community. All members of the program and University community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, University employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

Sexual Harassment

Sexual harassment is against the law. It is prohibited by Title VII of the 1964 Civil Rights Act and by the Minnesota Human Rights Act. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program; (2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment in any University activity of program.

Reporting and Survivor Services

Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment can report their concerns to the Office for Equal Opportunity and Affirmative Action (EOAA), the Office for Community Standards (OCS), the UReport anonymous online reporting system, or the relevant internal office for investigation, dispute resolution, and potential disciplinary action against perpetrators. Victim survivor services are also available to provide additional support.

To report harassment through EOAA: call (612) 624-9547 or email eoaa@umn.edu. Additionally, for a free and confidential space for victims/survivors/concerned people of sexual assault, relationship violence or stalking, contact or visit the Aurora Center for Advocacy & Education. To speak with a trained advocate, call their 24 hour hotline at (612) 626-9111. The Aurora Center also offers help in reporting incidences of sexual harassment as well as legal resources. For more information, visit their website at http://aurora.umn.edu/.

For ongoing support, visit the counseling center: https://counseling.umn.edu/

Retaliation
No one acting on behalf of the University may retaliate against an individual for having made a report in good faith under this policy or participated in a sexual harassment investigation. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. This provision aligns with Board of Regents Policy. Retaliation includes any form of intimidation, reprisal or harassment against an individual because the individual has made a report of sexual harassment or has participated in an investigation of sexual harassment by or of a University community member including (1) firing, refusing to hire, or refusing to promote the individual; (2) departing from any customary employment or academic practice regarding the individual; (3) transferring or assigning the individual to a lesser position in terms of wages, hours, job classification, job security, employment or academic status, (4) informing another student, staff, or faculty member who does not have a need to know that the individual has made a complaint or participated in an investigation of a complaint of sexual harassment; and (5) impeding the individual's academic advancement in any University activity or program.

Additional information and guidance regarding sexual harassment are available from the Office of Equal Opportunity and Affirmative Action, which is also the office for complaints of sexual harassment. All inquiries are held in strict confidence.

The Minneapolis St. Paul Campus Title IX officer is Tina Marisam. Contact her by phone at (612) 626-9357 or by email at marisam@umn.edu.

Information about resources for personal support that are available to individuals who believe they have experienced prohibited conduct, as well as answers to questions including those listed below can be found at https://policy.umn.edu/hr/sexharassassault#faqlink

Appendix C

Mutual Responsibilities in Graduate Education at the University of Minnesota

I. Introduction

A major purpose of graduate education at the University of Minnesota is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Graduate education is an opportunity for the student to develop into a professional scholar. Graduate research and teaching assistantships offer an "apprenticeship" experience in the academic profession as well as financial support. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect. This shared responsibility with faculty extends to all the endeavors of graduate students, as students, employees, and members of the larger academic community.

High quality graduate education depends on the professional and ethical conduct of the participants. Faculty and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high-quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

II. Suggested Principles for Mutual Roles and Responsibilities

The following principles illustrate what students should expect from their programs and what programs should expect from their students, to help achieve excellence in graduate education:

Principle 1: Information About Policies and Procedures

The University, collegiate units and graduate programs are responsible for providing students and prospective students with access to information about their graduate program, areas of specialization, degree requirements, and average time to completion of degrees. Graduate programs are responsible for providing access to information about graduate student financial support in the program, such as the prospects for fellowships, assistantships or other financial support and the proportion of students receiving financial support. In addition, graduate programs should provide students and applicants with information about career experiences of graduates of the program. All such information should be presented in a format that does not violate the privacy of individual students. Programs are encouraged to provide relevant information in their handbooks, websites or other readily accessible formats.

Students are responsible for keeping themselves informed about current policies of their program, their collegiate unit, and the University that affect graduate students. Students and alumni also have a responsibility to respond to program inquiries about their career development.

Principle 2: Communication About Academic Status

The collegiate unit and graduate programs are responsible for providing students with information about their individual academic status: who in the collegiate unit and in their graduate program is responsible for communicating to them about admission issues and progress through the degree program, how the communication will take place, and the possibility for appeal to a third party for assistance in resolving disputed issues.

Students are responsible for communicating with the collegiate unit and their graduate program about changes in their circumstances that affect their status and progress toward the degree.

Principle 3: Research Contributions

Individual faculty as research directors are responsible for providing students with appropriate recognition for their contributions at conferences, in professional publications, or in applications for patents. It is the faculty member's responsibility to clarify the principles for determining authorship and recognition at the beginning of any project.

Students are responsible for discussing their expectations regarding acknowledgment of research contributions or intellectual property rights with the appropriate person(s) in the research team, preferably early in the project.

Principle 4: University Governance

Departments and graduate programs are responsible for defining specific opportunities for student participation on committees as they deem appropriate. The University recognizes that graduate students make important contributions to governance and decision making at the program, department, college, Graduate School and University level; specific roles for participation are defined at each level by the relevant governing bodies.

Students are responsible for participating in University governance and decision making that enrich the campus community.

Principle 5: Respectful Employment Conditions

University faculty and staff are responsible for assuring that graduate students are able to conduct their work, as students or students/employees, in a manner consistent with professional conduct and integrity, free of intimidation or coercion. Students who are employees also have the protection of all University employment policies and laws. Graduate programs are responsible for providing clear communication to students about the possibility for appeal to a third party for assistance in resolving disputed issues.

Students are responsible for reporting unprofessional conduct to the appropriate body or person, as defined in the academic or employment grievance policy; they should be able to do so without fear of reprisal. Students are responsible for acting in a respectful and fair manner toward other students, faculty, or staff in the conduct of their academic work or work they may do in connection with an assistantship.

Principle 6: Conditions of Employment

The University (through its departments, research projects or other employing units) is responsible for providing to prospective graduate assistants a written offer of financial support before a response to the offer is required. Such communication must indicate their salary and the terms and conditions of their appointment, including the general nature of the work they will be performing, duration of employment, and whether and how this employment is tied to their academic progress. The details of specific teaching or research assignments may need to await later written clarification.

Students are responsible for accepting the conditions of employment only if they believe they are qualified and able to complete the tasks assigned. Students have a responsibility for communicating in writing any changes in their circumstances that affect their ability to fulfill the terms and conditions of their employment.

Principle 7: Safe Work Environment

Supervisors are responsible for providing a safe working environment for graduate students, and for developing and publicizing safety policies and training programs to achieve that goal.

Graduate students are responsible for helping to maintain a safe working environment, for adhering to safety policies, for participating in training programs and for reporting safety violations to the proper authority.

Principle 8: Responsible Conduct of Research

Students are responsible for carrying out their research in a responsible manner. The faculty and the Director of Graduate Studies (DGS) of the graduate program are responsible for ensuring that students receive training and guidance in the responsible conduct of research as appropriate for each field.

OTHER UNIVERSITY DOCUMENTS may provide information and guidance relevant to the graduate education experience.

- Additional Board of Regents information and guidelines can be found by visiting: http://www1.umn.edu/regents/polindex.html.

APPENDIX D

Annual Student Review Form

Academic Standing and Degree Progress

Date of Review: _____ Reviewer/Advisor: _____

Student Name: _____ Student ID: _____

Degree and Program: _____

Year Enrolled: _____ Credits completed to date: _____

	Student Record	Comments
Minimum GPA of 3.0		
Rehabilitation Science Credits (min. 16 credits)		
RSC Core Curriculum Credits (min. 8 credits)		
Statistics (6-8 credits)		
Supporting Credits (12-14 cr.; may include RSC)		
Thesis Credits (min. 24 credits)		
Number of Incompletes		
Responsible Conduct in Research (RCR) Training		
Immunization Compliance		
HIPAA Compliance		
Milestones – GPAS		
Preliminary Written Exam		
Preliminary Oral Exam		
Final Oral		

Program and advisor comments on academic standing and degree progress (attach additional comments, as needed):

_____

_____

Student comments on academic standing and degree progress (attach additional comments as needed):

_____

_____

____ Student is in good academic standing and is making acceptable progress toward graduation. If student has not completed RCR training or IRB training, student should complete the training at the student's earliest convenience and prior to the student's next review. If a student is non-compliant with immunization or HIPAA training, student should become compliant at the student's earliest convenience and prior to the student's next review. If a student has incomplete course work, the student should complete the course work for grade prior to the student's next review.

____ Student is deficient academically and/or is not making acceptable progress toward graduation. Attached is an agreed upon plan between student and advisor to remedy deficiency.

By signing and dating below, both student and advisor acknowledge that a review of academic standing and degree progress has been made. In the case of deficient academic standing and/or degree progress, both student and advisor acknowledge that an agreed upon plan has been developed for correcting deficiency. Any plan to remedy deficiency will include mechanism and timeframe for correcting deficiency. Plan will be reflected in the form of a letter and attached to this form. All documents pertaining to student's annual review will be attached to the review form and held in the Program Coordinator's office. Both student and advisor will get copies of all documents pertaining to the student's annual review.

_____	_____
Student Signature	Reviewer Signature
_____	_____
Date	Date

Appendix E

Individual Development Plan
University of Minnesota Biomedical Sciences Graduate Programs

About the IDP:

Graduate students today are successfully pursuing a wide range of careers in both academic and non-academic environments. PhD students should consider broadening their skill sets to prepare for these possible careers. The individual development plan is an ongoing exercise designed to guide your thinking about your long-term and short-term career plans. To assist in the process, you will take advantage of the web tool myIDP (read more about myIDP here) to identify potential careers and set realistic goals that will help you be successful in whichever career path you choose. To create an IDP, you will assess your skills and interests, explore your career options, and set a few goals related to those careers. This section can take as little as 10 minutes, although we recommend spending additional time researching your career options. Following this exercise, you will meet with a mentor to help you gain insight into your plans for the future.

Start the IDP here:

Step 1: Assess your skills, interests, and values

Go to http://myidp.sciencecareers.org and set up a new account or login. Fill out the skills, interests and values assessments. This will provide you with a list of careers ranked according to your input, found in Consider Career Fit -> My Career Path Matches.

Step 2: Select personalized career paths

Spend some time thinking about and exploring the career options in the "Read About Careers" resources on the IDP website, and explore other web resources. Then select 3 (or more, if you'd like) careers from the list that you think would be the best long-term fit for you. Let the myIDP assessment guide your choice, but you do not have to choose the careers that myIDP ranked highest for you. List your top three careers in the table below, along with the interest and skills match scores from myIDP.

Table 1: Career paths of interest

Career path	Percent Interest Match	Percent Skills Match

Step 3: Set goals

In the Consider Career Fit -> My Career Path Matches section, take a look at the Skills Match percentages for

your chosen career paths. How do your skills, training, and experience match those required (compare your rating to the expert rating)? Identify 5 skills that you could cultivate and list them in the table below. Most importantly, list short-term goals that would help you acquire those skills. When you are creating a list of goals, make them SMART! This means they should be *specific, measurable, action-oriented, realistic, and time-bound*. You can learn more about setting SMART goals on the myIDP website under Skill Goals -> Quick tips.

Finally, identify mentors who may be able to help you achieve your goals. Mentors can be faculty members, labmates, colleagues, or alumni familiar with the training you seek. Your thesis advisor may or may not be the best mentor for these career-oriented goals.

Table 2: Make SMART goals to enhance skills

Skill to improve	Short-term goal	Potential mentor

Examples of short-term goals:

Scientific knowledge

- Read more of the literature
- Attend a scientific meeting
- Participate in journal clubs
- Attend scientific seminars

Research skills

- Learn new lab techniques
- Didactic coursework in research skills (e.g., statistics, computer programming, etc.)
- Consult with your advisor to identify current strengths and weaknesses
- Write and submit a scientific paper
- Gain more experience in the peer review process

Communication

- Write scientific communications (commentary, original article, review, blog)
- Establish collaborations
- Join writing group / workshop
- Present your work at a seminar and/or a poster at a meeting
- Volunteer at a museum (Science Museum of Minnestoa, Bakken Museum or The Works
- Participate in the Three Minute Thesis Competition
- Join Toastmasters (http://www.meetup.com/The-Minneapolis-Toastmasters-Club/)

Professionalism

- Networking at local and national conferences
- Conduct informal interviews with the intention of establishing network contacts
- Create / update online profile and CV (i.e. LinkedIn) and join groups relevant to career goals

Management and leadership skills

- Volunteer to head a committee within your graduate program or school / college
- Supervise or train another student in your lab
- Coordinate a collaborative research project
- TA a course

Step 4: Meet with a mentor

Discuss the plans outlined above with your advisor or another trusted mentor who can help you gain insight into your short term goals and your desired career path. Potential discussion questions include:

- Do any of your selected career paths involve additional schooling beyond the PhD?
- How much of the needed schooling/training takes place outside of the academic setting?
- How will your employment background and existing skill set influence your entry into and success in your chosen career path?
- What will be the major challenges in achieving success in your chosen career?
- Are you acquiring the skill set(s) that you need to be successful in completing your goals?
- What is the best thing you could do in the next year to help you along your chosen career path?

Step 5: Implement your plan

The myIPD website provides tools designed to help you create a timeline for achieving your goals (http://myidp.sciencecareers.org/, explore the Set Goals section). Utilize this link to prioritize and schedule your goals. Continue to revisit these questions in the months and years to come; your goals will evolve as you progress.