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Table of Contents

STATEMENT OF GENERAL PURPOSE AND POLICIES
PROGRAM OVERVIEW
PREREQUISITES FOR ADMISSION
ADDITIONAL ADMISSION REQUIREMENTS
CONCURRENT RESIDENCY AND M.S. STUDIES
COMMITMENT TO DIVERSITY
PROGRAM DESCRIPTION
PROGRAM CURRICULUM AND DEGREE REQUIREMENTS
PLAN A PROGRAM
PLAN B PROGRAM
PROGRAM COURSES
    CORE COURSEWORK (8 - 9 credits)
    PLAN A THESIS CREDITS
    TOPIC AREAS
EXAMPLES OF POTENTIAL MINOR PROGRAMS
TRAINING IN RESPONSIBLE CONDUCT OF RESEARCH
MAINTAINING ACTIVE STUDENT STATUS
LEAVE OF ABSENCE
S/N COURSES
4000-LEVEL COURSES
MINIMUM GPA
STATEMENT OF GENERAL PURPOSE AND POLICIES

This handbook contains essential information for all graduate students in the Master of Science in Dentistry degree program. All students are responsible for understanding and following the information and policies contained in this document.
PROGRAM OVERVIEW

The Master of Science (M.S.) in Dentistry offers training designed to prepare dentists in residency programs with an increased breadth and depth of knowledge about science and dentistry and to provide expertise for positions of leadership in education, research, and program administration in the oral health field.

PREREQUISITES FOR ADMISSION

Applicants must have received a D.D.S. or D.M.D. degree from an accredited U.S. institution and first be enrolled or accepted in a School of Dentistry residency program. Students with comparable foreign degrees from recognized colleges or universities may also apply for admission. Applications from individuals who have completed or are enrolled in an advanced education dental training program (general dentistry or specialty residency program) are encouraged. Per Graduate School requirements, an undergraduate grade point average (GPA) of 3.0 is the preferred performance level for admission. Applicants for whom English is a second language must also take the Test of English as a Foreign Language (TOEFL). The preferred performance levels on the TOEFL are as follows:

- Paper-Based Total Score: 600
- Computer Based Total Score: 250
- Internet Based Total Score: 100

ADDITIONAL ADMISSION REQUIREMENTS

A CV/resume and a brief essay (under 500 words) which relates the applicant’s career goals to the goals of the program is required. Applications are received and reviewed throughout the year. Students may enter the program in any semester at the discretion of program faculty.

CONCURRENT RESIDENCY AND M.S. STUDIES

Students who are enrolled in a School of Dentistry advanced education dental training program (general dentistry or specialty residency) may be admitted to the Dentistry graduate program for concurrent study. However, students must carefully plan their studies with their faculty adviser and the Director of Graduate Studies so that their residency and M.S. programs are appropriately integrated and satisfy Graduate School registration and degree requirements.
COMMITMENT TO DIVERSITY

The M.S. in Dentistry program and the Graduate School embrace the University of Minnesota’s position that promoting and supporting diversity among the student body is central to the academic mission of the University. A diverse student body enriches graduate education by providing a multiplicity of views and perspectives that enhance research, teaching, and the development of new knowledge. A diverse mix of students promotes respect for, and opportunities to learn from others with the broad range of backgrounds and experiences that constitute modern society. 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 M.S. in Dentistry program and the Graduate School are therefore committed to providing equal access to educational opportunities through recruitment, admission, and support programs that promote diversity, foster successful academic experiences, and cultivate the leaders of the next generation.
PROGRAM DESCRIPTION

The M.S. degree program in Dentistry is designed to prepare dentists in School of Dentistry residency programs with knowledge that will complement their areas of clinical expertise. The specific objectives of the program are to develop skills in:

- Designing and conducting research
- Teaching
- Administration of clinical and educational programs
- Advanced multidisciplinary clinical care

The program is housed in the School of Dentistry and taught by Dentistry’s multidisciplinary graduate faculty of dental educators, researchers, and clinicians. Core elements of the program include required courses in teaching and evaluation, research methods, biostatistics, and program administration. Additional advanced coursework may be taken in these focus areas, as well as selected areas of clinical and oral science that are of multidisciplinary concern, including anatomy, conscious sedation, craniofacial pain, geriatrics, oral biology, oral medicine and radiology, oral pathology, physical diagnosis, practice administration, and psychology. Flexibility is encouraged in planning individualized programs that will accommodate students’ specific areas of interest, and courses from other disciplines may be included for credit in the major area.

PROGRAM CURRICULUM AND DEGREE REQUIREMENTS

The program will require a minimum of 18 months of study and may be completed as either Plan A (with thesis) or Plan B (without thesis). Students in both plans must complete a minimum of 14 credits in the major, which includes credit for four core courses in dental education (Teaching and Evaluation in Dentistry); basic research methodology (Methods in Research and Writing); introductory biostatistics (Biostatistics I or equiv.); and fundamentals of healthcare administration (Principles of Management in Health Services Organizations). At the discretion of the student’s advisor and the Director of Graduate Studies, core course requirements may be waived upon demonstration of previous completion of equivalent course(s) at the University of Minnesota or elsewhere. All students must complete training in research ethics per Graduate School requirements. Courses for credit in the major may also be taken from other disciplines outside of the Dentistry Program with the approval of the student’s advisor and the Director of Graduate Studies.
PLAN A PROGRAM
(requires 14 major credits, 6 credits outside the major, and 10 thesis credits)

Students in the Plan A program will complete a research project under the guidance and supervision of the faculty, and write and successfully defend a thesis. The Graduate School requires that Plan A students register for at least 10 Master’s thesis credits (DENT 8777) before receiving the degree. A final oral examination is required. A majority vote of an examining committee is required to pass the final examination.

PLAN B PROGRAM
(requires 24 major credits, 6 credits outside the major)

Plan B students will not complete a thesis, but take an additional 10 credits of coursework and submit three Plan B papers. Titles of the three Plan B papers should be submitted with the student’s program registration no later than the second semester of enrollment. Papers may consist of critical reviews of literature, comprehensive clinical case reports, or research papers. At least one of the three Plan B papers involve the reporting of research information conducted under the guidance of a faculty member. Research papers may be based on experimental work and discussions conducted as part of a tutorial experience arranged with the faculty. There is no specified format or length for Plan B papers but they must be of professional quality as determined by supervising faculty. Their content and scope will also be determined in consultation with the faculty supervising the Plan B papers. The student will defend the three Plan B papers via an oral examination.
PROGRAM COURSES

Below are the core required courses for the Dentistry M.S. Program, along with those interdisciplinary graduate level courses in the focus areas of teaching, administration, and clinical care that will be taught by program faculty. Descriptions of these courses may be found in the Graduate School Catalog.

CORE COURSEWORK (8 - 9 credits)

Required:
- GRAD 8200 - Teaching and Learning Topics in Higher Education (1.0 cr)
- OBIO 5001 - Methods in Research and Writing (2.0 cr)
- PUBH 6414 - Biostatistical Literacy (3.0 cr)

At least one of the following courses is required:
- PUBH 6751 - Principles of Management in Health Services Organizations (2.0 cr)  
  OR
- PUBH 6724 - The Health Care System and Public Health (3.0 cr)

PLAN A THESIS CREDITS

Plan A students must take at least 10 master’s thesis credits:
- DENT 8777 - Thesis Credits: Master’s (1.0 - 18.0 cr)

TOPIC AREAS

Students must complete one topic area:

**Endodontics** (12 - 22 credits) - In consultation with advisor: Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses, as needed.
- ANAT 7999 - Head and Neck Anatomy (3.0 cr)
- DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)
- DENT 7102 - Conscious Sedation (2.0 cr)
- DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)
- DENT 7021 - Contemporary Dx and Management of Orofacial Pain (1.0 cr)
- DENT 7061 - Special Oral Pathology I (1.0 cr)

1 Course availability is subject to change and should be verified by students at least one semester in advance of planned registration.
DENT 7062 - Special Oral Pathology II (1.0 cr)
OSUR 5277 - Physical Diagnosis for Oral Surgery Residents (2.0 cr)

**General Practice Residency** (12 - 22 credits) - In consultation with advisor:
Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses, as needed.
OSUR 5277 - Physical Diagnosis for Oral Surgery Residents (2.0 cr)
DENT 7102 - Conscious Sedation (2.0 cr)
DENT 7123 - Temporomandibular Disorders and Orofacial Pain (1.0 cr)
DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)
DENT 8121 - Current Literature in TMD and Orofacial Pain (1.0 cr)
DENT 7051 - Adv Study in the Theory and Principles of Oral Medicine (2.0 cr)
DENT 7061 - Special Oral Pathology I (1.0 cr)
DENT 7062 - Special Oral Pathology II (1.0 cr)
DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)

**Orthodontics** (12 - 22 credits) - In consultation with advisor:
Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses, as needed.
ANAT 7999 - Head and Neck Anatomy (3.0 cr)
DENT 8091 - Interdisciplinary Care of the Cleft Palate Patient (1.0 cr)
DENT 7061 - Special Oral Pathology I (1.0 cr)
DENT 7062 - Special Oral Pathology II (1.0 cr)
PERO 7321 - Periodontics/Orthodontics Seminar (1.0 cr)
DENT 8081 - Clinical Topics in TMD (2.0 cr)
OBIO 8012 - Basic Concepts in Skeletal Biology (2.0 cr)
DENT 7082 - Craniofacial Growth and Development (2.0 cr)

**Periodontology** (12 - 22 credits) - In consultation with advisor:
Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.
ANAT 7999 - Head and Neck Anatomy (3.0 cr)
OSUR 5277 - Physical Diagnosis for Oral Surgery Residents (2.0 cr)
DENT 7102 - Conscious Sedation (2.0 cr)
DENT 8100 - Topics in Advanced Periodontology: Literature Review (2.0 cr)

Courses with multiple iterations should only be counted once towards degree completion.
DENT 7051 - Adv Study in the Theory and Principles of Oral Medicine (2.0 cr)
OBIO 8012 - Basic Concepts in Skeletal Biology (2.0 cr)
DENT 7061 - Special Oral Pathology I (1.0 cr)
DENT 7062 - Special Oral Pathology II (1.0 cr)
DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)
DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)
DENT 8101 - Dental Implantology: A Multidisciplinary Approach (2.0 cr)

Prosthodontics (12 - 22 credits) - In consultation with advisor:
Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses, as needed.
ANAT 7999 - Head and Neck Anatomy (3.0 cr)
OSUR 5277 - Physical Diagnosis for Oral Surgery Residents (2.0 cr)
DENT 7220 - Prosthetically-Driven Implant Surg. and Treatment Planning (1.0 cr)
DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)
DENT 7102 - Conscious Sedation (2.0 cr)
DENT 7111 - Current Literature Review in Dentistry (2.0 cr)
DENT 7112 - Treatment Planning Seminar (2.0 cr)
DENT 7051 - Adv Study in the Theory and Principles of Oral Medicine (2.0 cr)
DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)
DENT 8101 - Dental Implantology: A Multidisciplinary Approach (2.0 cr)
DENT 7411 - Dental Biomaterials in Prosthodontics (1.0 cr)
DENT 7123 - Temporomandibular Disorders and Orofacial Pain (1.0 cr)
DENT 7061 - Special Oral Pathology I (1.0 cr)
DENT 7062 - Special Oral Pathology II (1.0 cr)
PERO 7321 - Periodontics/Orthodontics Seminar (1.0 cr)
PERO 7322 - Multidisciplinary Treatment Seminar in Dentistry Related to Periodontics (1.0 cr)

TMD, Orofacial Pain & Dental Sleep Medicine (12 - 22 credits) - In consultation with advisor:
Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses, as needed.

3 Courses with multiple iterations should only be counted once towards degree completion.
4 Courses with multiple iterations should only be counted once towards degree completion.
OSUR 5277 - Physical Diagnosis for Oral Surgery Residents (2.0 cr)
ANAT 7999 - Head and Neck Anatomy (3.0 cr)
DENT 8121\(^5\) - Current Literature in TMD and Orofacial Pain (1.0 cr)
DENT 7121 - Psychological Issues in Medical and Dental Patient Mngt (1.0 cr)
DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)
DENT 8120 - Adv Principles and Techniques of Orofacial Pain Disorders (2.0 cr)
DENT 7051 - Adv Study in the Theory and Principles of Oral Medicine (2.0 cr)
DENT 8123 - Advanced Topics in Orofacial Pain (2.0 cr)

**EXAMPLES OF POTENTIAL MINOR PROGRAMS\(^6\)**

**Public Health Minor** (M.S. level, 8 semester credits)

PUBH 6341 - Epidemiologic Methods I (3.0 cr)
PUBH 6414 - Biostatistics I (3.0 cr)
PUBH 6102 - Issues in Environmental & Occupational Health (2.0 cr)
Electives

**Educational Psychology Minor** (M.S. level, 6 semester credits)

Any graduate level EPSY courses

[Complete list of Minors Related to a Major Field](#)

[Complete list of Graduate Free-standing Minors](#)

\(^5\) Courses with multiple iterations should only be counted once towards degree completion.

\(^6\) These are examples only. Students must consult with the DGS for any minor field of interest to them to verify eligibility and specific requirements. If a minor field is selected, one examiner from that minor must also serve on the student’s final examination committee.
TRAINING IN RESPONSIBLE CONDUCT OF RESEARCH

All students are required to complete formal training in the responsible conduct of research as part of their graduate education. To fulfill this requirement, MS-Dentistry Students must complete the online Collaborative Institutional Training Initiative (CITI) course in Responsible Conduct of Research (RCR) or equivalent training offered by the University, and submit proof of course completion to the Graduate Program Coordinator or Director of Graduate Studies. The link to login to this training program can be found at: https://research.umn.edu/units/irb/education-training/citi-training.

MAINTAINING ACTIVE STUDENT STATUS

To maintain active student status as a graduate student, students are required to register every fall and spring term. Not registering every fall and spring term will result in discontinued status and the student is responsible for reapplying for admission.

EVALUATION OF STUDENT PROGRESS AND MAINTAINING GOOD ACADEMIC STANDING

Minimum Grade Point Average (GPA) Requirements: Students in the Dentistry Graduate Program must maintain a cumulative GPA of at least 3.0 and no more than 6 incomplete credits in order to remain in good standing within the program. This standard is higher than the minimum Graduate School requirements for M.S. candidates. A student who does not obtain a GPA of 3.0 in any one semester will be placed on academic probation for the following semester. Students who, for two consecutive semesters, have a cumulative GPA of less than 3.0 will be terminated from the program. A minimum cumulative GPA of at least 3.0 in MS Dentistry Degree Program coursework is required for graduation.

CONCURRENT RESIDENCY AND M.S. STUDIES

Students who are enrolled in an advanced education dental training program (general dentistry or specialty residency) may be admitted to the Dentistry graduate program for concurrent study. However, students must carefully plan their studies with their faculty advisor and the Director of Graduate Studies so that their residency and the M.S. programs can be integrated while accommodating University policies prohibiting simultaneous registration in two colleges.
TRANSFER CREDITS

Up to 40 percent of the credits required for the M.S. degree program that are taken outside of the University of Minnesota from another recognized institution or source may be transferred for credit at the discretion of the student’s advisor and the Director of Graduate Studies in accordance with University policies.

LEAVE OF ABSENCE

Graduate students are permitted to take a leave of absence per Graduate School policies. A leave of absence allows students to return to the University under the same rules and policies that were in place when they left, and without affecting their time to degree.

MS Dentistry graduate students who are enrolled in clinical residency programs and/or receive fellowships, stipends, or other financial aid from the University must talk with their program director and/or department, Student Financial Aid, International Student and Scholar Services, or a One Stop counselor to learn about any effects a leave of absence will have on completion of their residency training and financial support or student loan repayments. Students who receive funding from a source outside of the University should talk with that agency to learn about any effects a leave of absence might have.

During the period of an approved leave of absence, students may not use student amenities and services, laboratories, equipment, and other research facilities, nor may they use the services of faculty or administrative staff, except as needed to return to active status. For more information and leave request forms, please refer to the complete policy at: https://policy.umn.edu/education/gradstudentleave.

S/N COURSES

Students are permitted to have up to ⅓ of course credits be from courses with S/N grading basis:
   Plan A - 6 credits
   Plan B - 10 credits
4000-LEVEL COURSES
Inclusion of a limited number of 4xxx courses is subject to Advisor and Director of Graduate Studies approval. Under NO circumstances are courses below 4000 level allowed for graduate degree credit by the Graduate School.

MINIMUM GPA
A minimum GPA of 3.00 is required for students to remain in good standing.

LANGUAGE PROFICIENCY REQUIREMENTS
There are no language proficiency requirements other than what is required of the student upon admission and enrollment into the Graduate School.

GRADUATION
Graduate School degrees are awarded monthly; the Application for Degree must be submitted on or before the first working day of the intended month of graduation. All other Graduate School requirements must be completed by the last working day of the intended month of graduation. Graduating in any month before the end of the term may affect your eligibility for student loans, housing, etc.; check with the appropriate office if you have questions. The award of the degree should appear on transcripts within one month following graduation. The diploma is mailed from the Office of the Registrar three to four months after graduation.

All Graduate School requirements for graduation are listed in the Degree Completion Steps below. Unless stated otherwise, forms can be submitted online or at 321 Johnston Hall. All students must submit an Application for Degree on or before the first working day of the intended month of graduation. Guidelines for preparing the master’s thesis can be found at:

https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting

7 The Graduate School will only accept theses that meet these guidelines. For questions, contact Graduate Student Services and Progress (GSSP) at gssp@umn.edu or 612-625-3490.
DEGREE COMPLETION STEPS

PLAN A (WITH THESIS)

1. **After completion of at least 15 credits towards the degree**, complete and submit the Graduate Planning and Audit System (GPAS) Planner. *(NOTE: It is in students’ best interests to do this by the end of their first year in the MS-Dentistry Program. Delays in filing the GPAS Planner could result in failure to identify problems in meeting Graduate School degree requirements that could delay graduation!)*

2. **At least one semester before anticipated thesis exam**, select Thesis Examination Committee by initiating online committee request at the following web site:

   ![https://onestop.umn.edu/academics/examination-committees](https://onestop.umn.edu/academics/examination-committees)

3. Once the GPAS Planner and Examination Committee have been approved and the thesis is ready to go to the reviewers (Plan A), access the Graduation Packet at: ![https://apps.grad.umn.edu/secure/gradpacket/](https://apps.grad.umn.edu/secure/gradpacket/). The packet will include the Master’s Final Examination Report form and the Reviewers’ Report form. Remember to allow your committee at least two weeks to read the thesis.

4. Submit the **Application for Degree** online by the first working day of the intended month of graduation.

5. Submit a signed Thesis Review's Report form online to receive the Final Examination Report form prior to the final exam.

6. Submit the Final Examination Report form online by the last working day of the intended month of graduation.

7. Submit your **thesis in the required format** by the last working day of the intended month of graduation.
PLAN B (WITH THREE PAPERS)

1. **After completion of at least 15 credits towards the degree**, complete and submit the Graduate Planning and Audit System (GPAS) Planner. *(NOTE: It is in students’ best interests to do this by the end of their first year in the MS-Dentistry Program. Delays in filing the GPAS Planner could result in failure to identify problems in meeting Graduate School degree requirements that could delay graduation!)*

2. **At least one semester before anticipated oral exam**, select Plan B Examination Committee by initiating online committee request at the following web site:  
   
   [https://onestop.umn.edu/academics/examination-committees](https://onestop.umn.edu/academics/examination-committees)

3. Once the GPAS Planner and Examination Committee have been approved, access the Graduation Packet at: [https://apps.grad.umn.edu/secure/gradpacket/](https://apps.grad.umn.edu/secure/gradpacket/). The packet will include the Master’s Final Examination Report/Final Report form.

4. Submit the Application for Degree online by the first working day of the intended month of graduation.

5. Submit the Final Examination Report form by the last working day of the intended month of graduation.
The MS Dentistry Program requires that examination committee members have Graduate Education Responsibilities in the field they represent (major field or minor/outside field). Advisors and committee members must also meet college-specific requirements to carry out graduate education responsibilities. **Note: not all faculty members teaching in the School of Dentistry have Graduate Education Responsibilities in the MS-Dentistry Program.**

The most up-to-date listings of graduate faculty in the major field of Dentistry and/or minor/outside fields (e.g., Oral Biology, Public Health, etc.) can be found by searching via faculty name or graduate program at: [https://faculty-roles.umn.edu/](https://faculty-roles.umn.edu/).

The final examination committee must consist of at least three members, including the advisor(s). All members of the committee and the student must participate in the final examination.

- **At least two committee members** must represent the major field of Dentistry (that is, are listed on the Graduate School’s MS Dentistry Graduate Faculty Roster).
- **At least one committee member** must represent a graduate degree program that is outside of the major field of Dentistry (NOT another dental school department, residency program, etc.).
- If the student has a declared minor(s), the outside member(s) must be from the minor field(s).
- Members cannot satisfy the requirement with respect to more than one field.

**Advisor:**
- Must represent the major field of Dentistry on the examination committee.
- May serve as chair for the final examination.

**Co-advisor (if any):**
- May represent the major field or the outside/minor field.
- May serve as chair for the final examination.

**Thesis Reviewers (Plan A only):**
- Assigned committee members also serve as thesis reviewers for Plan A.
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<tr>
<th>HELPFUL RESOURCES</th>
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<tbody>
<tr>
<td><strong>Graduate Student Services and Progress (GSSP)</strong></td>
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<tr>
<td>- Inquiries regarding graduate policy and graduate degree progress</td>
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<td>- Questions and help with GPAS Planner</td>
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<td>- Understanding graduate degree completion and deadlines</td>
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<td>- Graduate examination committee policy, submission, and approval inquiries</td>
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<td>- Thesis submission procedures</td>
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<td>- Submitting degree progress and completion forms for graduate degrees</td>
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<td><a href="mailto:gssp@umn.edu">gssp@umn.edu</a></td>
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<td>612-625-3490</td>
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<td><strong>Graduation Checklist for Graduate Students</strong></td>
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<td>- Preparing to graduate</td>
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<td>- Applying to graduate</td>
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<td><a href="https://onestop.umn.edu/academics/graduation-checklist-grad-students">https://onestop.umn.edu/academics/graduation-checklist-grad-students</a></td>
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<td><strong>One Stop</strong></td>
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<td>- Inquiries regarding tuition and fees</td>
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<tr>
<td><a href="mailto:onestop@umn.edu">onestop@umn.edu</a></td>
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<td>612-624-1111</td>
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<td><strong>International Student and Scholar Services (ISSS)</strong></td>
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<td>- Provides advising, counseling, programs, and advocacy for international students and scholars</td>
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<tr>
<td><a href="mailto:isss@umn.edu">isss@umn.edu</a></td>
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<tr>
<td>612-626-7361</td>
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<td><strong>Graduate School</strong></td>
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<td>- Inquiries regarding admissions, academic and professional development, and fellowships</td>
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<td><a href="https://grad.umn.edu/contact">https://grad.umn.edu/contact</a></td>
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<td>Disability Resource Center</td>
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<td>Student Counseling Services</td>
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<td>Boynton Health Mental Health Services</td>
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<td>University Crisis Line</td>
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| **Student Emergency Funds** | • Unforeseen financial emergency  
• Catastrophic event | **Contact One Stop:** onestop@umn.edu |
|---------------------------|---------------------------------|----------------------------------|
| **Student Conflict Resolution Center** | • Conflict resolution services to resolve students’ university-based problems and concerns  
• Confidential, impartial, and informal options | **sos@umn.edu**  
612-624-7272 |