

New Student Handbook – Fall 2007

Registration, Billing & Identification Cards, Email, Grading & Judicial Policies..... 1-2

Registration	1
Billing System	1
Change of Address.....	1
Change of Name	1
Email and Internet Portal, “myU”	1
Loan Deferrals.....	2
UCard ID	2
Grades.....	2
Judicial Affairs	2

St. Paul Campus Student Services.....3-6

One-Stop Center Registrar.....	3
Housing	3
Disability Services	3
Boynton Health Service	3
Financial Aid.....	4
Employment	4
Counseling	4
Legal Service.....	4
Conflict Resolution	4
St. Paul Gym	4
Student Center	5
Bus Service	5
Campus Parking.....	5
Book Store.....	5
Library	6

St. Paul Campus Community.....6

College of Veterinary Medicine Administration.....7

Student Organizations.....8

Attendance and Examination Policy Disabilities Affecting Examination Grievance of Grades.....9-12

Appendix – Student Conduct Code.....(six pages)

Registration, Billing & Identification Cards Security Badges, Grading & Judicial Policies

Registration

The Office of Academic & Student Affairs of the College of Veterinary Medicine provides complete registration services to students enrolled in the D.V.M. program, including original registration and cancel/adds. It is not necessary for students to contact the Registrar's Office – St. Paul to accomplish these tasks. The Office of Academic & Student Affairs will arrange for registration at the appropriate time each semester.

Billing System

The University's billing system was designed to standardize due dates for tuition and to give some additional time to complete payment. A billing statement will be emailed to you at your University of Minnesota email address. The billing statement will include tuition and student services fees and health insurance (if you purchase the university plan). The first billing date is on September 8th and the first payment is due October 3rd.

Most financial aid and scholarships are credited directly to your student account for automatic payment of on-campus charges. If financial aid did not pay your account in full, you will receive a billing statement from Student Accounts Receivable. Tuition can normally be paid in three installments for a \$35 service fee.

Information regarding your account with the University can be obtained visiting the "One Stop" web site at www.onestop.umn.edu or by contacting Student Accounts Receivable at 612-625-8500. If you do not receive a billing statement, you may receive a payment voucher by contacting the Bursar's Office on the St. Paul Campus, 107 Coffey Hall. The hours for the Bursar's Office are 8:00 – 3:30, Monday – Friday.

Change of Address

It is very important that you update your address with the CVM Office of Academic & Student Affairs any time you move. The Office of Academic & Student Affairs will enter the new information into the PeopleSoft database and all University offices will have access to your new address.

Change of Name

It is very important to notify both the Academic and Student Services office and One Stop Student Services if you've legally changed your name while enrolled. Visit the following website, fill out the name change form, and submit the form to One Stop.

<http://www.onestop.umn.edu/onestop/img/assets/9061/chgname.pdf>

Email and Internet Portal "myU"

Your University of Minnesota Email address is the official communications method for University of Minnesota students, faculty and staff. Please be sure to check your email on a regular basis. Much of the communication from central university offices and from the College of Veterinary Medicine will come to you via your university Email account.

The University of Minnesota is also introducing the "myU portal" as a primary internet tool for students. The portal is setup for each veterinary class (i.e. Class of 2011) and allows students to set up discussion groups, bulletin boards and share files easily as well as provide easy links to important online services at the University of Minnesota. You can access myU by visiting www.myu.umn.edu. Note that CVM news is listed under the "my college" tab.

How to Obtain Student Loan Deferrals

Student loan deferrals are handled by the Office of the Registrar, located in the St. Paul One-Stop Center, 130 Coffey Hall (612-624-1111). You may handle your loan deferral by either stopping by the Registrar's Office in Coffey Hall with your lender's document or mailing the document to the One-Stop Center/Office of the Registrar. The mailing address is:

*One-Stop Center – St. Paul
130 Coffey Hall
1420 Eckles Ave
St. Paul, MN 55108
(612)624.1111*

Identification Card

Your official University of Minnesota identification is known as the UCard. The UCard is designed to be an all-purpose access and identification card. In addition to an ID number and photo, the UCard carries magnetic strips, which will act as your identification to many University of Minnesota services and facilities, such as libraries, recreational sports facilities, computer labs, bookstores, and the Bursar's Office.

The card can be used at most self-serve photo copying machines and vending machines. You can add up to \$50 in value on your UCard at any "cash to card machine" found at campus library locations and many vending machine areas including those located in the College of Veterinary Medicine.

Your UCard is your key card to enter the veterinary medicine complex after hours. Seven key card door readers are located around the College of Veterinary Medicine. Access to the Animal Science/Veterinary Medicine building is at the main entrance to the building on the North side near Room 125. Access to the Veterinary Medical Center is also on the North side of the complex around the corner from the public entrance to the Small Animal Hospital. The St. Paul Campus has its own UCard Office located at the St. Paul Gym. The main UCard Office is located on the main floor of Coffman Memorial Union on the Minneapolis East Bank campus.

End of Term Grades

The University of Minnesota no longer sends individual grade reports to students. Your grades will be available to you on the One-Stop website at www.onestop.umn.edu. Only the Office of the Registrar can issue official University of Minnesota transcripts.

Student Judicial Affairs

The Office of Student Judicial Affairs is the central office under the Vice Provost for Student Affairs that is responsible for issues related to student conduct (612-624-6073). All University of Minnesota students are governed by Board of Regent policies, the "Statement of Standards and Student Conduct Enforceable by University Agencies" and the "Student Academic Grievance Policy." Copies of these policies can be obtained from the web site at www1.umn.edu/regents/policies/academic/StudentConductCode.html or from the CVM Office of Academic & Student Affairs.

A primary contact point for student conduct issues is the CVM Office of Student Affairs. The CVM Honor Code governs examinations in the college and student members of the Honor Code Commission serve as a primary contact (please see the “Honor Code” as found in this handbook). Procedural appeals to the Honor Code Commission findings can be made to the Student Judicial Affairs Office.

The Regent’s Policy on Student Academic Grievance defines the student’s rights in regards to grading, education or academic service. In matters related to the assignment of a grade, disputes must be resolved at the “informal” level between the student, instructor and department chair. Grievances involving an instructor’s judgement in assigning a grade based on academic performance may not be brought to the formal level of the grievance process. The office responsible for handling academic grievance cases is the University Grievance Office. The director is Carolyn Chalmer, 662 Heller Hall, Minneapolis West Bank Campus, (612-624-1030).

St. Paul Campus Student Services

Most central student services are available here on the St. Paul Campus. Many of these services are available at the One-Stop Center in 130 Coffey Hall. The One-Stop Center is open from 8:00 to 4:00 each weekday. These services include:

The Office of the Registrar

Services for veterinary studies include loan deferment certification, official transcripts, notary service, and residency/reciprocity information.

Housing

General housing information, off-campus rental housing listings and Metropolitan Transit bus schedules are available in the One-Stop Center, 130 Coffey Hall.

Disability Services

Disability Services works to ensure access to employment, courses, services, programs, activities and facilities for all faculty, students and staff with disabilities. Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Disability Services to be eligible for services. The office provides advocacy, information referral, reasonable accommodation consultation and training. Their primary offices are located on the Minneapolis Campus in Suite 180 of the McNamara Center. The Disability Services Staff Counselors for all students in the College of Veterinary Medicine are Barbara Blacklock and Danielle Margenau. Appointments can be arranged by calling 612-626-7379.

Boynton Health Service

Boynton Health Service is an outpatient healthcare facility that serves students, staff, faculty and alumni of the University. Spouses and dependents of students may also use the Health Service. The primary clinic is located at 410 Church Street SE (behind Coffman Student Union). Some primary services are available here on the St. Paul Campus in Room 109 of Coffey Hall. The hours in Coffey Hall are 12:30 to 4:30, Tuesday and Friday and from 8:00 to 4:30 on Monday, Wednesday and Thursday. Dr. Victoria Erhart is the physician assigned to the St. Paul Campus. The phone number for the St. Paul office in Coffey Hall is 612-624-7700.

Questions about the Student Health Insurance Plan can be directed to the Boynton Student Insurance Office at 612-624-0627.

Office of Student Finance (OSF)

The primary office for OSF (Financial Aid Office) is located at 200 Fraser Hall on the Minneapolis East Bank Campus. The College of Veterinary Medicine and its students are served by the Graduate and Professional Student area in the financial aid office. Our primary contact is Mr. Mark Larson. The financial aid office will be providing financial aid outreach counseling here in the college on Tuesday, September 4 from 11:30 – 2:30. Check with the Office of Academic & Student Affairs for office location.

Most Veterinary Medicine scholarship programs are handled by the CVM Office of Academic & Student Affairs. Many of the yearly scholarships for veterinary students are determined by the CVM Awards and Scholarship Committee and are announced at our annual Awards Program at the end of the spring semester. Please watch your email for scholarship announcements.

Student Employment Center

The Student Employment Center offers a wide variety of job opportunities to U of M students. The web site for student employment is www1.umn.edu/ohr/jobs/students.html.

University Counseling and Consulting Services

University Counseling and Consulting Services offers assistance for a wide range of educational and psychological concerns such as learning and academic skills, career development and personal problems. Two counselors are located in Coffey Hall including Dr. Robert Seybold. Dr. Seybold and his colleagues are located in 199 Coffey Hall; general information and check-in for appointments is in the One-Stop Center, 130 Coffey Hall. Appointments can be made by calling 612-624-3323. Noon time appointments are available.

University Student Legal Service (USLS)

USLS provides legal advice and representation for full-time U of M students. Case types include landlord/tenant disputes, consumer, misdemeanor, family/domestic, employment and wills as examples. Advice and consultation are available at no charge; nominal fees for court representation and preparation of legal documents are charged. The main USLS office is located at 160 West Bank Union Skyway on the Minneapolis West Bank Campus (612-624-1001).

Student Conflict Resolution Center

The Dispute Conflict Center is a student-funded organization designed to inform, advise and assist students with questions, problems, and complaints concerning the University. The center is located in 211 Eddy Hall on the Minneapolis East Bank Campus (612-624-7272).

The St. Paul Gym

Recreational sports facilities and programs for St. Paul students are based at the St. Paul Gym located at the North end of the St. Paul Campus, 1536 Cleveland Avenue. The St. Paul Gym facilities include a fitness center, aerobic exercise studio, swimming pool, indoor track, gym and locker rooms. Outdoor facilities include tennis courts, soccer, softball and football fields, an outdoor track and a sand volleyball court. Your UCard is required for admission. New additions to the St. Paul Gym include a swimming pool, a climbing wall, and racquet ball courts. Call 612-625-8283 for more information. DVM students are also welcome to use the recreational facilities on the Minneapolis Campus as well as the Aquatics Center and U Recreation Center in Cooke Hall (for information call 612-625-6800). The Center for Outdoor

Adventures (camping trips, canoe trips etc.) is also located in Cooke Hall. The University of Minnesota Golf Course and Driving Range are located adjacent to the St. Paul Campus on Larpenteur Avenue.

The St. Paul Student Center

The St. Paul Student Center is the community center of the St. Paul Campus. The Student Center is operated from student fees. Services and programs offered include Copies on Campus, Game Room (bowling, pool tables, pinball machines, etc.), the Larson Art Gallery, Books Underground (U of M apparel), the Terrace Café (first floor), Union Station (post office, fax service, room reservations, ATM, bus passes, event tickets and general information) and the Gopher Spot Convenience Store. Building hours are as follows:

Monday – Thursday: 7:00 a.m. – 11:00 p.m.
Friday: 7:00 a.m. – Midnight
Saturday: 9:00 a.m. – Midnight
Sunday: Noon – 10:00 p.m.

Please check the schedule for holiday hours or call 612-625-9794.

Intercampus Bus Service

The Twin Cities campus is served by its own bus system connecting the St. Paul, East Bank and West Bank campus areas. It is free and runs every 5 to 20 minutes. The “Campus Shuttle” is the bus route that gets you to the East and West Bank campus areas. The primary stops on the St. Paul campus are the St. Paul Student Center Bus Stop, the Fairgrounds Lot Bus Stop (Lot S108), the intersection of Commonwealth Avenue, the Transit way (near the Diagnostic Lab), and the corner of Buford and Gortner.

Campus Parking

St. Paul Campus parking for students is available in daily pay lots. The two primary lots utilized by D.V.M. students are Lot 101 at the corner of Commonwealth and Cleveland and the Fairgrounds parking lot, Lot 108 on the East side of the campus. The daily rate is \$3.75 (no in-and-out privileges). A carpool lot is also available in the Fairgrounds lot and Lot 101 for a reduced price (two or more persons per vehicle). Student contract parking is available in Lot 108 on a lottery basis each semester. Please contact Parking and Transportation Services at 612-626-7275 for information.

Como Avenue along the southern edge of the St. Paul Campus offers free/non-time restricted parking. The St. Paul Campus circulator bus makes two stops along Como Avenue, at Raleigh Street and at Raymond Avenue. Most on-street parking in the St. Anthony neighborhood west of the campus is time-controlled.

Veterinary Student Supply

Veterinary Student Supply is the book and supply store for veterinary students and is run by veterinary students. It is located in Room 303-305 of the old Veterinary Medical Center (far west end). VSS hours are from 12:00 to 1:00 Monday through Thursday. Other times can be arranged by appointment by calling 612-624-1702. Marilyn Pierce serves as the part-time professional manager of VSS.

Veterinary Medicine Library

The Veterinary Medical Library provides library services to the students, faculty, and staff of the College of Veterinary Medicine. The Veterinary Medical Library is part of the University of Minnesota Libraries including five major facilities and eleven branch sites. The library is

located on the 4th floor of the Veterinary Science building, Rm. 450. A computer lab is also available to students as well in the Library. An “after hours” door is available for use. Mr. Andre Nault is the Librarian.

The Library hours are:

Monday: 8:00 a.m. – 9:00 p.m.
Tuesday: 8:00 a.m. – 9:00 p.m.
Wednesday: 8:00 a.m. – 9:00 p.m.
Thursday: 8:00 a.m. – 9:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.
Sunday: 1:00 p.m. – 9:00 p.m.

You may call the Library at 624-4281 or visit the web site at www.lib.umn.edu The Magrath Library is the primary facility here on the St. Paul campus and is just north of the veterinary college complex.

St. Paul Campus Community

The St. Paul Campus of the University of Minnesota – Twin Cities is composed of three college units including the College of Veterinary Medicine. Other colleges include the College of Food Agricultural, and Natural Resource Sciences (CFANS) and the College of Biological Sciences (CBS). The Continuing Education Center is also located on the St. Paul Campus. One residence hall, Bailey Hall, is located here as well. Family housing units are found at the southern edge of the St. Paul Campus in the form of Commonwealth Terrace Cooperative with the Como Student Community located just a couple of miles to the west along Como Avenue.

The St. Paul community of St. Anthony Park is located on the West and South side of the St. Paul Campus. Many businesses are located along Como Avenue just west of the campus including grocery stores, restaurants, gift shops, bank, drug store, hardware store, post office and the historic St. Anthony Park Library. To the north of campus is the city of Roseville, and Rosedale Shopping Center (along Fairview Avenue). Numerous restaurants, major department stores and shops are located in the Rosedale area. The campus is five miles from downtown Minneapolis and six miles from downtown St. Paul.

College of Veterinary Medicine Administration

4th Floor Veterinary Medical Center

Dr. Trevor Ames	Interim Dean
Dr. Laura Molgaard	Associate Dean for Academic & Student Affairs
Dr. P. Rao	Associate Dean for Research
Ms. Paula Buchner	Chief Operating Officer
Ms. Jan Williams	Director of Communications
Mr. Larry Bjorklund	Director of Student Affairs & Admissions
Ms. Peg Dimatteo	Director of Academic Affairs
Dr. Larissa Minicucci	Director, Veterinary Public Health Program
Ms. Kate Hanson	Coordinator DVM/MPH Dual Degree Program
Mr. Ed Deegan	Director of Information Services
Ms. Jan Swanson	Director of Veterinary Outreach
Mr. Tim Gordon	Director of College Facilities

CVM Departments

Department of Veterinary Population Medicine (225 VMC)

Dr. Tom Molitor, Interim Chair

Department of Veterinary Clinical Sciences (C337 VMC)

Dr. Robert Washabau, Chair

Department of Veterinary & Biomedical Sciences (205 Vet Science Bldg.)

Dr. Richard Issacson, Chair

Veterinary Medical Center (305 VMC)

Dr. David Lee, Veterinary Medical Center Director

Veterinary Diagnostic Laboratory (240 VDL)

Dr. Jim Collins, Director

Veterinary Medical Library (240 Vet Science Bldg.)

Mr. Andre Nault, Librarian

Center for Animal Health and Food Safety (146 Andrew Boss Laboratory)

Dr. Will Hueston

College of Veterinary Medicine Student Organizations

Student Chapter of the American Veterinary Medicine Association (SCAVMA)

- *International Veterinary Student Association (IVSA)*
- *Production Animal Medicine Club*
- *Equine Club / National Colostrum Network*
- *Sheep, Goat and Llama Club*
- *Zoo, Exotic, Avian and Wildlife Club*
- *Feline Club / Orphan Kitten Project*
- *Canine Club*

CVM Student Council/Graduate and Professional Student Assembly

CVM Honor Case Commission

St. Paul Board of Colleges

Alpha Psi Veterinary Fraternity

American Animal Hospital Association (AAHA)

Behavior Club

Christian Veterinary Fellowship

Holistic Medicine Club

PALS People and Animals Living in Symphony

Veterinary Business Management Association

Veterinary Emergency and Critical Care Society

Associated Organizations

CHIP's Program / Academic Health Center – (612-625-7500)

The Raptor Center – (612-624-4745)

**Attendance and Examination Policy
Disabilities Affecting Examination
Grievance of Grades**

The College of Veterinary Medicine is charged with the preparation and confirmation of readiness of its students for practice in the veterinary profession. As a part of this charge, we expect that students demonstrate professional behavior in keeping with the Principles of Veterinary Medical Ethics and the Guidelines for Professional Behavior as described by the Judicial Council of the American Veterinary Association (1996). Adherence to collegiate policies for attendance, examination and the honor code are considered to be an essential demonstration of the capacity of a student for independent ethical behavior in the profession. The following policies outline the expectations of the college for students and faculty regarding attendance and examination.

Attendance Policies - Pre-Clinical Classes

Student Responsibilities

- a) Students are expected to attend all scheduled classes and instructional sessions (field experience, autotutorials, etc.) unless they are specifically identified as optional (e.g., optional review sessions, optional special topics, etc.) by the instructor. Should an absence be necessary in a required class or instructional session, the student will be held responsible for all material presented in that class (course content or announcements about course procedures, votes, etc.), whether or not the material is included in notes or other printed material.
- b) Students must be available for pre-clinical classes (Years 1-3) between 8am and 5pm, Monday through Friday. Supplemental review (elective) or rescheduled classes may be scheduled by a faculty member during designated non-contact/rounds time on an as needed basis. Any required activities on Saturday or Sunday will be specifically identified in the course syllabus or scheduled at least 2 weeks in advance.

Faculty Responsibilities

- a) Faculty who wish to rearrange a class during previously scheduled non-contact time must give students 1 week notice or receive a 2/3 majority (> 2/3 of students eligible to vote) approval from the class. Review sessions may be scheduled by a faculty member with a minimum of 3-day's notice or a 2/3 majority class approval.
- b) Faculty who add or reschedule classes must notify the Office of Academic Affairs within 24 hours of the time the new class is rescheduled so that it may be added to the college calendar.
- c) Faculty may not add additional hours of required class time once the schedule is set without approval from the Committee on Curriculum and Educational Policy. Elective classes for review may be added with notification of students and the Office of Academic Affairs as described above.
- d) Faculty will not include new required course material for which all students will be held responsible in an optional class time (e.g., optional review sessions, optional special topics, etc.).
- e) Faculty may require attendance in their class, but must so indicate in the syllabus provided within the first week of class. Implications of attendance on grading must also be indicated in the syllabus (e.g., % grade based on attendance, potential for pop quizzes and % of grade, etc.).

Examination Policy

POLICY: The College of Veterinary Medicine is implementing a firm policy on the administration of examinations. For the purpose of this document examination refers to any scheduled test or assignment which will be used for determination of part of the student's grade. Beginning with Spring 2006 the following policy will be enforced.

PROCEDURE:

1. Students will be automatically excused from an examination in only 2 situations:
 - a. Preapproved absence for medical reasons (personal or family). Preapproval requires that the student contact the instructor prior to the test/deadline and provide an explanation of the reason for the absence.
 - b. Emergency medical absence (post-test notification) if pre-approval was not possible and proof of medical care is provided.
2. Scheduled examinations will only be moved for emergency situations.
3. Final examinations will only be moved with a unanimous vote of all students that participate in the class or course and the approval of each faculty member.
4. All students are expected to take personal responsibility to prepare for tests and to complete assignments at the designated times. Requests for individual rescheduling of tests will be subject to the approval of the instructor. Instructors have no obligation to reschedule a test due to an unexcused absence and can, therefore, assign a grade of zero.
5. With the exception of emergency medical problems students must notify the course instructor that they will miss a test or deadline before the test or deadline. Students shall not be penalized for absence due to unavoidable or legitimate circumstances. Such circumstances include, but are not limited to, verified illness, participation in intercollegiate athletic events or other group activities sponsored by the University, subpoenas, jury duty, military service, and religious observances. Students are responsible for providing documentation to the instructor to verify the reason for the absence.
 - It is the responsibility of the student to notify faculty members of such circumstances as far in advance as possible.
 - It is the responsibility of the faculty member to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.
6. Missed examinations must be taken within 3 days of the originally scheduled test except for adverse circumstances as determined by the Office of Academic and Student Affairs. There is no obligation on the part of the instructor to reschedule a test due to an unexcused absence. A grade of zero may be assigned for missed tests if the absence is unexcused.
7. The course instructor will notify the Office of Academic and Student Affairs within 24 hours of a student missing an examination or due date.

8. Students will be required to fill out a Missed Examination Form within 24 hours of the missed examination or scheduled due date. The student must obtain the instructor's signature and, after the instructor signs the form, the student shall deliver it to the Office of Academic and Student Affairs.
9. Format of the make-up examination will be at the discretion of the instructor. The make-up examination need not be in the format of the original examination and could, if the instructor so chooses be an oral examination.
10. Any student who misses more than 2 regularly scheduled examinations during a school year will be contacted by the Academic and Student Affairs Office to discuss the situation and to facilitate ways to alleviate absences.
11. Chronic failure (>3) to attend scheduled examinations or turn in assignments by the designated deadline is considered to either indicate a health or personal problem which may require assistance from individuals within the Academic and Student Affairs Office. It is believed that this could also be an indicator of poor personal responsibility which, in turn, is considered a predicator of poor professional responsibility. Chronic failure to meet examination responsibilities (>3 unapproved absences or late assignments) over any period of time in the first 3 years of the curriculum will be considered possible grounds for academic probation. Removal of academic probation for chronic failure to meet examination responsibilities will require that a student complete the following semester without an unapproved absence or late assignment. Students who remain on academic probation for 2 of 3 sequential semesters will be considered for possible dismissal from the program.
12. Modifications in testing format may be requested by individual students with a learning or testing disability confirmed by the University Office of Disability Services.
13. The course coordinator is responsible for publishing an examination and grading policy in the syllabus distributed on the first day of class. A course may use an absolute (flat score) or comparative (curve) grading system, but the course coordinator must publish cutoffs in the examination policy portion of the syllabus. Cutoffs may be adjusted (lowered) to the student's benefit later in the course if the instructor can identify unexpected difficulties in the test(s) prepared; however, cutoffs may not be raised after the first week of class. Course specific penalties for missed exams or late assignments other than an automatic '0' should be included in writing in the syllabus as part of the grading policy.
14. Grades and feedback on examination performance are expected to be delivered in a timely fashion. As guidelines: 1) a key should be made available for student review within 2 working days of assignment completion by the class, 2) grades and , preferably, graded assignments should be available for student review within 10 working days of assignment completion.
15. All final grades must be submitted within 72 hours of the final or the last class.

Disabilities Affecting Examination

All reasonable accommodations will be made for all confirmed learning disabilities or other disabilities that affect a student's ability to complete assignments or take exams in the time and manner proposed. Disabilities must be confirmed through the University's Office of Disability Services.

Grievance of Grades

- a) Assignment of grades based on academic performance is considered to be the province of the course instructor and is not considered a grievable issue by the University of Minnesota.
- b) If a student feels that a grade was assigned unfairly or in contradiction to the published grading policy, they must first contact the course instructor involved in the portion of the exam in question to discuss their concerns.
- c) The course coordinator followed by the department chair of the designated department may also be contacted if discussions with the course instructor fail to resolve the concern.
- d) The Associate Dean of Academic Affairs may serve as a facilitator of the discussions but, unless the course is assigned a CVM designator, has no authority to change a grade.

*This publication is available in alternative formats.
Please call the Office of Academic and Student Affairs at 612-624-4747 for assistance.*

The University of Minnesota is an Equal Opportunity Employer and Educator