

Hamline University
College of Liberal Arts
Office of the Dean

Student Guidelines:
Scheduling an appointment with the dean

1. Before scheduling an appointment with the dean regarding a concern with a professor or a course in general, a student will need to have first met with (1) the professor involved, (2) the department chair and (3) the administrative head.
2. Before scheduling an appointment with the dean regarding a concern with course scheduling or transfer credits, a student will need to have first met with (1) someone in the Center for Academic Success and Achievement (CASA) and/or (2) someone in Student Administrative Services.
3. The student should contact the dean's administrative assistant:
 - in person in Bush Library 201
 - via phone at (651) 523- via e-mail at cladean@hamline.edu

4. The student will need to provide the following information:
 - name
 - telephone number
 - e-mail address
 - brief summary of the need for the meeting, including the names of all involved parties (*all information is strictly confidential*)
5. The student should contact the dean's administrative assistant as soon as possible if they will be late or unable to keep the scheduled appointment.