

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](mailto:cladean@hamline.edu)

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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.