The policies, procedures, and program requirements outlined in this handbook are in effect as of Fall 2011. Entering students are responsible for program requirements in effect at the time of initial enrollment. Policies and procedures are subject to change and are communicated to all Program in Clinical Laboratory Sciences students upon approval by the CLS faculty.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, (612) 624-9547, eoaa@umn.edu. Website at www.eoaa.umn.edu.

This publication/material is available in alternative formats upon request. Please contact:

Center for Allied Health Programs
MMC 714, 516 Delaware St SE
Room 15-194, PWB
Tel: (877) 334-2659 | E-mail: cahpinfo@umn.edu | Web: www.cahp.umn.edu

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# Table of Contents

<table>
<thead>
<tr>
<th>Center for Allied Health Programs</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>About CAHP</td>
<td>5</td>
</tr>
<tr>
<td>CAHP Mission</td>
<td>5</td>
</tr>
<tr>
<td>CAHP Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>CAHP Administration</td>
<td>5</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td>7</td>
</tr>
<tr>
<td>1-Help Technology Services</td>
<td>7</td>
</tr>
<tr>
<td>Billing</td>
<td>7</td>
</tr>
<tr>
<td>Bookstores</td>
<td>7</td>
</tr>
<tr>
<td>Campus Phone Information</td>
<td>7</td>
</tr>
<tr>
<td>Charging Textbooks and Supplies to Student Account</td>
<td>8</td>
</tr>
<tr>
<td>Child Care</td>
<td>8</td>
</tr>
<tr>
<td>Class Schedule and Course Guide</td>
<td>8</td>
</tr>
<tr>
<td>Computer Hardware, Software &amp; Services - UMart</td>
<td>8</td>
</tr>
<tr>
<td>Computer Labs and Access</td>
<td>9</td>
</tr>
<tr>
<td>Confidential Reporting Service/Hot Line</td>
<td>9</td>
</tr>
<tr>
<td>(University) Counseling and Consulting Services</td>
<td>9</td>
</tr>
<tr>
<td>Crime Statistics</td>
<td>9</td>
</tr>
<tr>
<td>Disability Services</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Messages</td>
<td>10</td>
</tr>
<tr>
<td>Employment Information</td>
<td>10</td>
</tr>
<tr>
<td>Enrollment Verification</td>
<td>10</td>
</tr>
<tr>
<td>Equal Opportunity and Affirmative Action</td>
<td>10</td>
</tr>
<tr>
<td>Security Monitor Service - Campus Escorts</td>
<td>10</td>
</tr>
<tr>
<td>FAFSA (Free Application for Federal Student Aid)</td>
<td>11</td>
</tr>
<tr>
<td>Housing</td>
<td>11</td>
</tr>
<tr>
<td>Legal Services</td>
<td>11</td>
</tr>
<tr>
<td>Libraries</td>
<td>11</td>
</tr>
<tr>
<td>Locker Rental Information</td>
<td>12</td>
</tr>
<tr>
<td>Mental Health</td>
<td>12</td>
</tr>
<tr>
<td>Motorist Assistance Program (M.A.P.)</td>
<td>12</td>
</tr>
<tr>
<td>Multicultural Center for Academic Excellence</td>
<td>12</td>
</tr>
<tr>
<td>No Smoking</td>
<td>13</td>
</tr>
<tr>
<td>One Stop</td>
<td>13</td>
</tr>
<tr>
<td>Safety and Respect</td>
<td>13</td>
</tr>
<tr>
<td>Scholarships &amp; Fellowships</td>
<td>13</td>
</tr>
<tr>
<td>Student Conflict Resolution Center</td>
<td>13</td>
</tr>
<tr>
<td>Student ID Card (UCard)</td>
<td>14</td>
</tr>
<tr>
<td>Student Emergency Loan Fund (SELFund)</td>
<td>14</td>
</tr>
<tr>
<td>Student Membership in the Professional Societies</td>
<td>14</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>14</td>
</tr>
<tr>
<td>Student Parent Help Center</td>
<td>15</td>
</tr>
<tr>
<td>Tuition Rates</td>
<td>15</td>
</tr>
<tr>
<td>Undergraduate Research Opportunities Program (UROP)</td>
<td>15</td>
</tr>
<tr>
<td>U-Pass</td>
<td>16</td>
</tr>
<tr>
<td>Writing and Academic Support</td>
<td>16</td>
</tr>
<tr>
<td>Off Campus Resources</td>
<td>17</td>
</tr>
<tr>
<td><strong>Program in Clinical Laboratory Sciences</strong></td>
<td>18</td>
</tr>
<tr>
<td>Program Background, Goals, and Overview of the Profession</td>
<td>18</td>
</tr>
<tr>
<td>Background</td>
<td>18</td>
</tr>
<tr>
<td>Overview of the Profession</td>
<td>18</td>
</tr>
<tr>
<td>Goals of the Clinical Laboratory Sciences Program at the University of Minnesota</td>
<td>18</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>19</td>
</tr>
<tr>
<td>Essential Functions Required Within the Profession</td>
<td>19</td>
</tr>
</tbody>
</table>
Clinical Laboratory Science Oath ................................................................. 20
Certification .......................................................................................... 21
Licensure ............................................................................................. 21
Career Entry Competencies .................................................................. 21

Faculty & Staff ................................................................................... 24

Policies & Procedures .......................................................................... 26
Absence for Participation in Religious Observances .......................... 26
Academic Calendar ............................................................................ 26
Academic Integrity ............................................................................. 26
Address Changes ............................................................................... 27
Appropriate Student Use of Course Notes & Class Materials .......... 27
Cancellation and Tuition Refunds ....................................................... 28
Class Picture ....................................................................................... 28
Clinical Grade and Evaluation ............................................................ 28
Clinical Rotation Assignments ............................................................ 29
Credits – 13-Credit Minimum for Students .......................................... 29
Criminal Background Studies ............................................................. 29
Dean’s List .......................................................................................... 30
Disability Services ............................................................................... 30
Additional Courses During Year 4 or Clinical Experience ................ 31
Email .................................................................................................... 31
Graduation and Honors ..................................................................... 31
Health Insurance Coverage ............................................................... 31
  Health Care During Extension of Clinical Rotation ......................... 32
  Health Insurance Portability and Accountability Act (HIPAA) .......... 32
  Immunization Policy and Requirements .......................................... 33
  Long-term Disability Insurance Coverage ..................................... 34
  Makeup Work for Legitimate Absences .......................................... 34
  Mandatory Attendance at First Class Session ............................... 35
  Performance Site Transfer Guidelines ........................................... 35
  Personal Electronic Devices in the Classroom ............................... 35
  Prerequisite Course Work & Suggested Curriculum Sequence ...... 36
    Prerequisite Course Work ............................................................. 36
    Suggested Curriculum Sequence for CLS Program ..................... 36
Previous Degree .................................................................................. 37
Reference Requests ............................................................................ 37
Sexual Harassment and Discrimination ............................................. 37
Snow Day Policy ................................................................................ 37
Student Record Access ...................................................................... 38
  Directory Information ..................................................................... 38
  Student Record Access Examples ............................................... 39
  Students Managing Their Educational Records ............................ 40
Student Performance | CAHP Collegiate Policies & Procedures ........ 40
  Academic Performance .................................................................. 40
  Conflict Resolution Process for CAHP Student Academic Complaints 43
  Relief Available ............................................................................ 43
  Conflict Resolution Process for Professional Misconduct and Student Conduct Code Violations 48
  Academic Progress in the CLS Program | CLS Policies & Procedures 53
Incomplete (I) Grade ........................................................................... 54
N Grades .......................................................................................... 54

Forms .................................................................................................. 58
Petition for Students in Undergraduate and Professional Schools .... 59
Tuition Refund Appeal ........................................................................ 60
Tuition Refund Appeal Medical Supplement ..................................... 61
CAHP Leave of Absence Request Form ............................................ 62
Request for Certification .................................................................... 63
CLS Contract for the Curriculum ....................................................... 64
CAHP Student Academic Complaint Form ....................................... 65
CAHP Request for Reconsideration .................................................... 66
Authorization for Photography, Videotaping & Recording ............... 67
Contract for Completion of Incomplete Work .................................... 68

4
About CAHP

The Center for Allied Health Programs, residing in the Academic Health Center at the University of Minnesota, is best described as an emerging statewide resource for health professions education. The Center was created in July, 2006 by the University of Minnesota Regents as an academic structure to foster innovation and collaboration in the development of new educational programs. The aim is to address Minnesota's projected statewide shortages in the health professions.

CAHP evolved as a result of reorganization in the Academic Health Center that began in 2003. The Academic Health Center recommended to the Board of Regents that the CAHP be created, and the Regents gave their approval in July, 2006. With that action, the first programs of the Center became the Bachelor of Science in Clinical Laboratory Sciences and the Masters Degree in Occupational Therapy. The Regents also approved that the second performance site (location) for programs exist in Rochester, which has become a new coordinate campus for the University of Minnesota.

The Academic Health Center, one of the most comprehensive education and research facilities for health professionals in the nation. The six schools and colleges that make up our Academic Health Center include the disciplines of medicine, dentistry, nursing, pharmacy, public health, and veterinary medicine. Strong interdisciplinary centers and programs in bioethics, cancer, genomics, infectious disease, drug design, food safety, and spirituality and healing augment our broad range of professional health education and research efforts.

CAHP Mission

The mission of the Center for Allied Health Programs is to develop a 21st century approach for preparing allied health professionals for Minnesota’s healthcare workforce. The center works in collaboration with higher education and health delivery systems across Minnesota and beyond to create and deliver signature innovative, sustainable, accessible, responsive and learner-centered educational programs.

CAHP Contact Information

Mailing Address: Mayo Mail Code 714
516 Delaware St SE
Minneapolis, MN 55455

Main Office Location: 15-194 Phillips-Wangensteen Bldg
Twin Cities Satellite Support Office Location: 585 Children’s Rehabilitation Center
Rochester Satellite Support Office Location: 300 University Square
Telephone: (877) 334-2659 | Fax: (612) 626-8127
E-mail: cahpinfo@umn.edu | Web: www.cahp.umn.edu

CAHP Administration
The Center and Program Administrative Teams provide centralized support to the Programs in Occupational Therapy and Clinical Laboratory Sciences. We have support offices and staff in the Twin Cities and Rochester. Students can also reach staff via email or phone.

Judith A. Beniak, MPH, Interim Director
Telephone: 612-625-0108
Fax: 612-626-8127
E-mail: benia001@umn.edu

Shannon M. Hofmann, Associate Director
Telephone: 612-626-8124
Fax: 612-626-8127
E-mail: hofma003@umn.edu

Sarah Gibson, Operations Manager
Telephone: 612-625-8936
Fax: 612-626-8127
E-mail: gibso092@umn.edu

Patricia Solberg, Program Advisor & Coordinator
Telephone: 612-625-2671
Fax: 612-625-5901
E-mail: solbe002@umn.edu

Beverly Schmidt, Executive Office and Administrative Specialist
Telephone: 612-626-5887
Fax: 612-626-8127
E-mail: schmi039@umn.edu

Claire Bjorklund, Executive Office and Administrative Specialist
Telephone: 612-625-8952
Fax: 612-626-8127
E-mail: bjork005@umn.edu

Lisa Socwell, Executive Office and Administrative Specialist
Telephone: 507-258-8097
Fax: 507-258-8004
E-mail: socwe002@umn.edu
1-Help Technology Services
A full menu of technology assistance is available to U of M students. Please visit the Office of Information Technology website at http://1help.umn.edu/student.html or call 612-301-4357 (1-HELP).

Billing
Students will receive electronic bills exclusively for tuition and fees (no paper bills are sent). Students will also have the option of paying their bill online with an electronic check from their checking or savings account. Students can also allow access to authorized users, such as parents, to view and pay tuition bills on their behalf. For complete details on electronic billing and payment visit the OneStop Finances section.

Bookstores
Twin Cities Location:
Coffman Store
(612) 625-6000
Ground level of Coffman Union at
300 Washington Ave. S.E.
Minneapolis, MN 55455
www.bookstore.umn.edu
E-mail: bookstore.info@umn.edu

UMR Location:
M Gear
The Shops at University Square
111 South Broadway
Rochester, MN 55904
(507) 280-4646
http://www.r.umn.edu/campus-resources/m-gear/index.htm
E-mail: mgear@mgearstore.com

Campus Phone Information
Campus Directory Assistance:
• Twin Cities off campus: (612) 625-5000
• Twin Cities on campus: dial 0 from campus phone
• Rochester off campus: 1-800-947-0117
• Rochester on campus: dial 0 from campus phone

Twin Cities Voice Mail System: (612) 626-0000

On-campus dialing requires only the use of the last 5 digits of a phone number on both the Twin Cities and Rochester campuses.

Hearing Impaired
• Rochester Campus: UMR student services has added a TTY telephone so that hearing people can communicate with people who are deaf, hard of hearing or speech impaired. This number is 507-258-8096. Anyone may call the Minnesota Relay Service asking that a call be placed to
one of the Program telephone numbers. The general number is 1-877-334-2659; the Rochester office number is 507-258-8054.

- Twin Cities Campus: Call the Minnesota Relay Service asking that a call be placed to one of the Program telephone numbers. The general number is 1-877-334-2659; the Twin Cities office number is 612-626-5887.

Charging Textbooks and Supplies to Student Account
Students have the option of charging books and supplies to their student account. Take the U Card and another photo ID to any Twin Cities or UMR Bookstores/MGear and charge purchases by swiping the card. Students will be billed by student accounts along with tuition and other fees. Must be a currently enrolled student at the U of M, have no financial holds on the student account, and have a valid U Card and another photo ID.

Child Care
Twin Cities – The Student Parent HELP (Higher Education for Low-Income People) Center offers programs and services that are designed to promote access, retention, and academic success for University of Minnesota undergraduate students who have children. The HELP Center offers various academic and family support services and programming to student parents registered in any undergraduate college on the Twin Cities campus. All HELP Center administered grants and funded programs are restricted to undergraduate, first B.A., students meeting basic income and other eligibility criteria.

SPHC Contact Information:
24 Appleby Hall, 128 Pleasant St S.E., Minneapolis, MN 55455
(612) 626-6015 ~ sphc@umn.edu ~ 8:30 a.m.-4:00 p.m., M-F
Web site: http://www.sphc.umn.edu/

Rochester - Student parents seeking child care are encouraged to use local resources:

Minnesota Child Care Resource and Referral Network
http://www.mnchildcare.org/

Child Care Resource and Referral
http://www.c2r2.org/parentsmain.htm

Class Schedule and Course Guide
Class information is available in a variety of formats on One Stop in the Registration section
http://onestop.umn.edu/registration/index.html

Computer Hardware, Software & Services - UMart
The University of Minnesota offers a variety of hardware and software to enrolled students, including certified laptop bundles, Microsoft Office software, and telephone/internet services through UMart. Visit http://www.oit.umn.edu/umart/ for complete details.
Computer Helpline
(612) 301-4357 (HELP)

Computer Labs and Access
Students have a variety of ways to gain computer access on campus. For complete details visit the Academic and Distributed Computing Services website at http://www.oit.umn.edu/computerlabs/.

Confidential Reporting Service/Hot Line

(University) Counseling and Consulting Services
Both Twin Cities and Rochester students have access to personal, career, learning and academic skills, and crisis counseling available on a short-term basis at the University Counseling and Consulting Services (UCCS) on the Twin Cities campus.

University of Minnesota Rochester (UMR) students who are taking 13 or more credits are eligible to see a counselor at the UCCS. If you do not meet that criterion you may still be eligible, but may have a co-pay for appointments.

To initiate counseling services call (612) 621-3323 to make an appointment. If you are a Rochester student, please identify yourself as such at the outset of the call in order to make distance counseling arrangements. Download the appropriate forms at http://www.ucss.umn.edu/ for the type of counseling you are seeking. Hard copies of these forms will also be available in the UMR Student Services office. Bring the completed forms with you to your appointment at 340 Appleby Hall, University of Minnesota Twin Cities.

If you are unable to travel to U of M Twin Cities UCCS office for an appointment, the staff is willing to work with you to make a referral to a local resource. Many health insurance plans will cover this, though there may be a co-pay or deductible, as with any type of health care. If your health insurance does not cover mental health, the UCCS can attempt a referral to a source of free counseling.

Crime Statistics
Federal law requires that all students, staff, and faculty have access to annual campus crime statistics. Details concerning the Twin Cities campus can be found via the U of M Department of Public Safety website at http://www1.umn.edu/police/crimestats.html. The Rochester campus’ three year report can be found online at http://www.r.umn.edu/prod/groups/umr/@pub/@umr/documents/content/umr-campus-safety_report.pdf.

Disability Services
The University of Minnesota is committed to providing all students equal access to learning opportunities. Disability Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with Disability Services, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. psychiatric, attentional,
learning, vision, hearing, physical, or systemic), are invited to contact Disability Services for a confidential discussion at 612-626-1333 (V/TTY) or ds@umn.edu. Additional information is available at the DS website http://ds.umn.edu.

Emergency Messages
Should an EMERGENCY contact be needed, please ask family members or others to call CAHP Student Services on the Twin Cities Campus at (877) 334-2659. Emergencies involving students will be handled at both locations via CAHP Student Services. Please refrain from calling our office about non-emergency messages regarding rides, work, meetings, etc.

Employment Information
Both Twin Cities and Rochester students can access off-campus employment opportunities through GoldPass at http://goldpass.umn.edu. On-campus student employment listings at the University of Minnesota are available at http://www.umn.edu/ohr. U of M Medical Center, Fairview Employment Services employment opportunities are posted at http://www.fairview.org/recruitment/ under “Professional Services.” Rochester employment information can be viewed at http://www.r.umn.edu/administration/employment/. Opportunities may also be available at the Mayo Clinic and listings are available by visiting http://www.mayoclinic.org/jobs-rst/.

Enrollment Verification
Enrolled students at the University of Minnesota may have enrollment certified in writing using a Request for Certification Form available on One Stop Forms Online (See Appendix D). Enrollment verification is frequently used to obtain repayment deferments on student loans, or to qualify for student discounts on auto insurance. To have your enrollment verified, you must meet the minimum credit-total guidelines for your particular program of study.

Equal Opportunity and Affirmative Action
The Office of Equal Opportunity and Affirmative Action (EOAA) at the University of Minnesota Twin Cities is a place for all employees and students to file reports and complaints of discrimination behavior, as well as receive consultation and get assistance with problem-solving concerns related to discrimination. EOAA will also work to avoid and resolve conflicts of interest from nepotism and personal relationships. Information on all of these topics is found on the EOAA web site at http://www.eoaffact.umn.edu. The University of Minnesota Rochester contact for EOAA is Gail Sauter, Telephone: 507-292-5114; E-mail saute008@umn.edu.

Security Monitor Service - Campus Escorts
Twin Cities - Twin Cities students can request an escort from a trained student security monitor, by calling 612-624-WALK, or 4-WALK from any campus phone, shortly before the desired departure time.

Rochester campus Security throughout University Square, is provided by Premier Security who can be reached at all times by calling 507-281-4952. UMR public spaces are monitored via University of Minnesota security cameras. Students wishing to receive a personal safety escort to their car in one of the public parking ramps or lots can call Premier Security, or contact the uniformed official in the common areas, at any time.
For complete details about the University of Minnesota security monitors and campus safety please visit the Department of Public Safety website at [http://www1.umn.edu/police/escort.html](http://www1.umn.edu/police/escort.html).

**FAFSA (Free Application for Federal Student Aid)**

All students applying for scholarships in the CLS Program must complete the FAFSA application online to be eligible for CLS scholarships. [www.fafsa.ed.gov](http://www.fafsa.ed.gov) The FAFSA application must be completed in time for the scholarship review within the program. Students will be informed of scholarship application deadlines during the CLS Program application process. International students should contact the CLS Program for additional information.

**Housing**

**Twin Cities**

Housing and Residential Life provides resources for both on and off-campus housing options. Visit [http://www.housing.umn.edu/](http://www.housing.umn.edu/) for more information.

**Rochester**

For more information about the available options, please visit [http://www.r.umn.edu/student-life/housing/](http://www.r.umn.edu/student-life/housing/). You may also contact the UMR Admissions Office at 1-877-280-4699 or umrinfo@umn.edu.

UMR has also partnered with [Places4Students.com](http://www3places4students.com), an independent company that specializes in providing off-campus housing solutions for post-secondary students. This service is free for all students to use as an effective method of finding a place to live off-campus. Students can [click here](http://www3places4students.com) to view rental listings or to search for potential roommates. Landlords can visit [Places4Students.com](http://www3places4students.com) to place ads or call 866-766-0767 (toll free).

**Legal Services**

University of Minnesota Student Legal Service provides a range of legal services to students including legal advice, referrals and a notary public. Eligibility for services is decided by the USLS Board of Directors. For more information visit [http://www1.umn.edu/usls/index.html](http://www1.umn.edu/usls/index.html), or call (612) 624-1001.

**Libraries**

The vast majority of University of Minnesota library resources are available online and electronically. Please visit [http://www.lib.umn.edu/](http://www.lib.umn.edu/) for detailed information on library locations, resources, and services.

**Twin Cities**

The Biomedical Library is located in Diehl Hall. Books and journals for all health sciences are shelved there and the Library also arranges for interlibrary loans. In addition, students may use the library computers for writing papers, checking email and performing data base searches. There are several small rooms for study groups to use on a first come basis. Our library is ranked among the top three academic libraries in the US. **When in doubt, ask a librarian.**

**Rochester**

The Information Commons and a UMN librarian are located in the 3rd floor of University Square. You can access online library materials from the Information Commons at
http://www.r.umn.edu/04_libraries_and_student_resources.htm, or you may access other materials through interlibrary loan. Check with the resident librarian for any unmet library needs.

**Locker Rental Information**

**Twin Cities**
Student lockers are available for rental by contacting the Coffman Union Information Desk at (612) 624-1INFO. Lockers are conveniently located on the 2nd floor of Moos Tower along the main corridor. Special arrangements are required for maintaining a locker during Summer term Clinical rotations.

**Rochester**
Students should contact UMR Student Services at (507) 280-2831 or 1-800-947-0117 or by emailing stuserv@umn.edu.

**Mental Health**
As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via [www.mentalhealth.umn.edu](http://www.mentalhealth.umn.edu). Students may also contact Shannon Hofmann, CAHP Associate Director, at hofma003@umn.edu or (612) 626-8124.

**Motorist Assistance Program (M.A.P.)**
The Motorist Assistance Program is a FREE program designed to help Twin Cities Parking and Transportation Services customers who are legally parked in any University parking facility. Services include unlocking vehicles, jumpstarting vehicles, changing flat tires.

This service is available at all University meters, surface lots, ramps, garages, loading zones, and vendor stalls. This program does not include Fairview-University Hospital parking facilities. The program is available Monday through Friday from 7:00 a.m. to 10:00 p.m. Service is not available on weekends or official University holidays. Contact MAP by dialing 612-626-PARK or visit: [http://www1.umn.edu/pts/drivers/map.html](http://www1.umn.edu/pts/drivers/map.html).

**Multicultural Center for Academic Excellence**
The mission of MCAE is to develop and foster inclusive, coherent learning for multicultural undergraduates at the University of Minnesota through educational support programs, community engagement, cultural activities, and campus-wide collaborations.

MCAE provides these student support services through the following:

**Student Excellence in Academics and Multiculturalism**
Multicultural Center for Academic Excellence
140 Appleby Hall 612-626-7152
128 Pleasant Street SE mcae@umn.edu
Minneapolis, MN 55455
No Smoking
University regulations prohibit smoking in all buildings on University of Minnesota campuses. Smoking near building entrances is also prohibited. You must be at least 25 feet away from building entrances. To find out more, go to: http://www.policy.umn.edu/Policies/Operations/Safety/SMOKING.html

One Stop
One Stop Student Services provides services in the areas of:
- Registration
- Finances
- Grades and Transcripts
- Degree Planning
- Calendars
- Contact Information
- University Resources

Contact One Stop by calling (612) 624-1111 or helpingu@umn.edu. Visit One Stop online at http://onestop.umn.edu.

Safety and Respect
Twin Cities
The Program and the University are committed to ensuring the safety and respect of all students. There is a Campus Security Escort service available to all campus travelers. This service is free and available 24 hours a day. The escort service number is 624-WALK. The number for all campus emergencies is 911. Do NOT dial 8 first for an outside line or you will reach Minneapolis emergency responders rather than University responders. The University Police number is 624-3550.

Rochester
Premier Security provides security services for the Rochester Campus. They can be contacted at 507-281-4952, and will also provide escort service to the public parking ramps in downtown Rochester. In case of a medical emergency, students should call 911.

The University has strong policies against sexual harassment and discrimination in any form. If you feel you are the victim of either, please contact your adviser, the Program Director or the Office of Equal Opportunity and Affirmative Action (612) 624-9547.

Scholarships & Fellowships
Clinical Laboratory Sciences
A number of scholarships are available for CLS students. For instructions on how to apply and a list of available scholarships please visit http://www.cls.umn.edu/cls/prospective/scholarships.html.

Student Conflict Resolution Center
The Student Conflict Resolution Center (SCRC) offers informal and formal conflict resolution services to resolve students' campus-based problems and concerns. An ombudsman provides confidential, neutral and informal options. An advocate is available to assist students in formal grievance or disciplinary proceedings. Detailed information about contacting the SCRC office, or their services is available online at www.sos.umn.edu.
Student ID Card (UCard)
The University of Minnesota’s student photo identification card is called the U Card. The UCard never expires and can be used after leaving the University. Returning students can retain the original UCard as it is considered valid indefinitely.

Use your U Card for …
- Campus ID purposes
- All your calling needs
- Checking out library materials
- Entering the recreation center, golf course, computer labs, buildings, and residence hall dining rooms
- Cashing checks
- Art and athletic ticket discounts (available at place of purchase)
- Accessing art materials, student employment, business school services, and more!

Twin Cities
Complete details on how to obtain a UCard are available via the UCard website http://www.umn.edu/ucard/

Rochester
Students at the Rochester site should contact UMR Student Services at (507) 280-2824 or 1-800-947-0117, stuserv@umn.edu.

Student Emergency Loan Fund (SELFund)
Since 1991 the student Emergency Loan Fund has been helping out students at the University of Minnesota-Twin Cities get past temporary financial emergencies. Both Twin Cities and Rochester students may apply for a temporary loan through SELFund. For complete application and criteria details visit http://www1.umn.edu/self/index.html.

Student Membership in the Professional Societies
Students in the undergraduate professional program in Clinical Laboratory Sciences are eligible for student membership in the American Society for Clinical Laboratory Science (ASCLS) and any other professional organization with student membership. Students are encouraged to join. Student membership is $25.00 a year in ASCLS; plus state dues. Benefits for ASCLS include: the journal, CLS newsletter (ASCLS Today), placement service, seminars, and participation in national, state, and local meetings. Indirect benefits include communications with other professionals (networking), job information, regulatory compliance, and educational enhancement opportunities. These organizations sponsor scholarships as another benefit.

Student Organizations
Clinical Laboratory Sciences (CLS) Student Council
Students in the professional program are represented on the CLS Council by elected members from each class. The purpose of the CLS Student Council is to: promote student-faculty relationships, provide student input to the program and stimulate social and educational activities. Ms. Cheryl Swinehart is the current faculty advisor.
CHIP - Center for Health Interprofessional Programs

Students in Clinical Laboratory Sciences are also eligible to participate in the activities of the Center for Health Interprofessional Programs (CHIP) within the Academic Health Center and other University student organizations. All students in the Academic Health Center are members of CHIP. The organization publishes a newsletter, sponsors seminars, programs, and parties, and is involved in community service, education, and health care delivery. A student lounge is located in 1-425 Moos Tower (612)625-7100.

Graduate and Professional Student Assembly (GAPSA)

Students in CAHP graduate level programs can choose to be involved in GAPSA. GAPSA serves many functions on this campus, chief among them ensuring that the University, in all of its offices, programs, schools and departments, works in the interests of excellence in the graduate and professional experience. From curriculum changes to dining service changes, GAPSA and its coordinate councils advocate on your behalf to make the University of Minnesota the premier institution for graduate and professional education in the nation, and also try to make sure you have a smooth, supported, even fun time getting your degree. For more information visit http://www.gapsa.umn.edu/.

Student Parent Help Center

The Student Parent HELP (Higher Education for Low-Income People) Center offers various academic and family support services and programming to student parents registered in any undergraduate college on the Twin Cities campus. All HELP Center administered grants and funded programs are restricted to undergraduate, first B.A./B.S., students meeting basic income and other eligibility criteria. SPHC Contact Information:

24 Appleby Hall
128 Pleasant St S.E.
Minneapolis, MN 55455
(612) 626-6015

sphc@umn.edu
8:30 a.m.-4:00 p.m., M-F
http://www.sphc.umn.edu/

Tuition Rates

Tuition and fee rates are available at http://onestop.umn.edu/finances/costs_and_tuition/ CLS students pay the undergraduate rate plus requisite fees. OT students pay the professional OT rate, and requisite fees.

Undergraduate Research Opportunities Program (UROP)

The Undergraduate Research Opportunities Program (UROP) is administered by the Vice Provost for Undergraduate Education at the University of Minnesota. This program is designed to give undergraduate students and faculty members the opportunity to work together on research, scholarly, or creative activities. Started in 1985, this competitive program provides over 400 students a year with financial support in the form of a stipend (up to $1400.00) and/or an expense allowance (up to $300) while they assist with a faculty member’s scholarship or carry out projects of their own.
under the supervision of a faculty member. For more information please visit http://www.urop.umn.edu/.

U-Pass
U-Pass is a deeply discounted transit pass providing unlimited rides to go anywhere at any time on all regular Twin Cities bus and light rail lines. Check this web site for complete details. http://www1.umn.edu/pts/bus/buspassoptions.htm

Rochester students interested in using public transportation should contact UMR Student Services for information on discounts. Complete details on available bus routes and schedules in Rochester are available online at http://www.rochesterbus.com/.

Video Relay Service
Video Relay Service (VRS) allows persons who are deaf or hard of hearing to communicate with hearing persons through the telephone system.

A deaf or hard of hearing caller initiates a VRS call by using a television or a computer with a video camera and a high-speed Internet connection and contacting a VRS interpreter, who then places a telephone call and relays the conversation back and forth between the parties—in sign language with the VRS user and by voice with the hearing party. A hearing caller initiates a VRS call by calling a VRS center (see instructions below).

VRS is subsidized by the FCC and is free. Only the signing party is visible to the VRS interpreter. The interpreter is at a separate location from both parties.

Instructions for Using VRS From a Voice Telephone:

1. Call the toll-free number
   1-866-327-8877 or 1-800-538-9881
2. Have ready the contact information of the deaf or hard of hearing individual
   Name of the person
   Videophone number or IP address
3. Remain on hold until the call is answered by the next available interpreter


Writing and Academic Support
The University Center for Writing provides writing assistance in a variety of ways. Please visit: http://writing.umn.edu/sws/ for more information.

Rochester students have additional resources on the University Center Rochester (UCR) Campus at the Rochester Community and Technical College (RCTC). Drop-in tutoring is available and is provided free of charge to students. Tutoring hours are generally 8:00 am to 4:00 p.m., Monday through
Friday. Some evening hours are available. UMR students are able to use the Learning Center equipment and resources. One-on-one writing assistance is available from the Center's accomplished writing staff and faculty.

The Rochester campus also provides similar writing assistance via the Just Ask Writing Center.

Off Campus Resources
For off-campus resources, call United Way at 211 or Crisis Connection at (612) 379-6363.
Program Background, Goals, and Overview of the Profession

Background
The program in Clinical Laboratory Sciences was established at the University of Minnesota in 1922 to prepare men and women for professional work in clinical laboratory technology and for advanced study in the basic and applied sciences. This program attempts to provide both a strong foundation in basic sciences and competent practice in the clinical laboratory. The program name was changed to the Program in Clinical Laboratory Sciences in 2007.

Overview of the Profession
The clinical laboratory scientist—also called medical technologist— is responsible for organizing, assigning, supervising, and performing various analyses in a clinical laboratory. Laboratory data are important for the diagnosis, treatment, monitoring and investigation of disease. Clinical laboratory scientists perform manual and automated analyses. They also are proficient in operating, standardizing, and maintaining laboratory instruments, as well as in designing and implementing quality-control measures.

Approximately 70 percent of clinical laboratory scientists (CLS) work in hospital laboratories. In small hospitals, a CLS can expect to be a generalist, working in all laboratory sections. In a large hospital, a CLS may specialize in one section, such as microbiology or transfusion medicine. Typical areas of clinical laboratories include hematology, coagulation, microbiology, chemistry, urinalysis, transfusion medicine, and immunology. Large institutions, such as those in medical centers, may have additional specialized laboratories in cytogenetics, drug analysis, endocrinology, immunophenotyping, fertility testing, tissue typing and others. Other sites of employment include basic and applied research, industry, clinics, public health, reference and forensic laboratories.

Goals of the Clinical Laboratory Sciences Program at the University of Minnesota
These affective competencies may not be evaluated directly by all affiliated units, but they are published, and expectations for professional competence.

- To provide an education such that each student will develop the knowledge, skills, and values necessary for competent and ethical practice in clinical laboratory science.
- To provide an atmosphere in which students can learn of their responsibilities in society and to develop characteristics that will make them both excellent professionals and responsible citizens.
- To encourage each student to develop an understanding and respect for all individuals as human beings.
- To assist each student in developing a recognition of social changes and scientific advances and the effects of these on the profession of laboratory science.
- To help each student gain a mature understanding of self and others, thus enabling him/her to understand the philosophies and actions of others, including the ability to:
evaluate ones’ own self
- think rationally, coherently, critically, and constructively
- establish and maintain positive relationships,
- accept responsibility for personal decisions and actions
- work with allied professionals as an effective team member, with patient-centered goals

- To provide the educational construct and environment such that each student will acknowledge (and be concerned with improving) the knowledge, skills and ethics of the profession.
- To assist each student to develop communication skills to effectively listen, read, speak and write thoughts, ideas and information.
- To create a desire for further study and the need to acquire knowledge and skills that will continue following graduation.

**Mission Statement**
The mission of the Clinical Laboratory Sciences program (CLSP) is one of teaching, research and service. The primary mission of the CLSP is to enhance the quality of patients’ health by 1) being a leader in clinical laboratory science education with special attention to the needs of the state of Minnesota; 2) pursuing and disseminating new knowledge with original and creative research in the practice of clinical laboratory science, education and medical science; and 3) providing educational and collaborative opportunities to academic institutions, industry partners and the community.

**Essential Functions Required Within the Profession**
Essential Functions are knowledge, skill, and attitude requirements needed to become a successful clinical laboratory scientist. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), which accredits CLS educational programs, mandates that the Essential Functions be made available to prospective students and to the public. A student applying to the CLS Program must confirm that he/she is able to perform these Essential Functions as a requirement for admission. A student’s inability to perform these Essential Functions will result in dismissal from the Program.

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
info@naacls.org  
(847) 939-3597 (http://www.naacs.org)

CLS students must be able to perform the following Essential Functions:

- **Communication skills**—Must be able to communicate effectively in written and spoken English; comprehend and respond to both formal and colloquial English—person-to-person, by telephone, and in writing and email; appropriately assess nonverbal as well as verbal communication.
- **Locomotion**—Must be able to move freely from one location to another in physical settings, such as the clinical laboratory, patient areas, corridors, and elevators.
- **Small motor skills**—Must have sufficient eye-motor coordination/manual dexterity to control/allow delicate manipulations of specimens, instruments, and tools. Must be able to grasp and release small objects under controlled conditions (e.g., test tubes, microscope slides); twist
and turn dials/knobs (e.g., for a microscope, balance, or spectrophotometer); and manipulate other laboratory materials (e.g., reagents and pipettes) to complete required tasks.

- **Other physical requirements**—Must be able to lift and move objects of at least 20 pounds. Must have a sense of touch and temperature discrimination ability sufficient to perform required tasks in the laboratory.

- **Visual acuity**—Must be able to identify and distinguish objects macroscopically and microscopically; read charts, graphs, and instrument scales. Must be able to distinguish colors to distinguish and evaluate cells and interpret laboratory test reactions.

- **Safety**—Must be able to work safely with potential chemical, radiologic, and biologic hazards and follow prescribed guidelines for working with all potential hazards, including mechanical and electrical.

- **Professional skills**—Must be able to follow written and verbal directions; work independently and with others and under time constraints; prioritize requests and work concurrently on at least two different tasks; maintain alertness and concentration during a normal work period.

- **Stability**—Must possess the psychological health required for full use of abilities and be able to respond to and interact with others in a constructive and collegial manner; must be able to recognize emergency situations and take appropriate actions; must be able to focus and concentrate on the work/tasks at hand in a room working with others or with instrumentation or other distracting activities.

- **Affective (valuing) skills**—Must demonstrate respect for self and others and project an image of professionalism, including appearance, dress, and confidence; and have complete personal integrity and honesty. Must adhere to appropriate professional deportment.

- **Application skills**—Must be able to apply knowledge, skills, and values learned from previous coursework and life experiences to new situations.

- **Compliance**—Must adhere to all CLS Program and University of Minnesota policies regarding Student Conduct, safety policies, and policies and procedures of the clinical affiliate during the clinical experience.

**Clinical Laboratory Science Oath**

Adherence to this Oath is expected of all students and graduates of the program.

“Upon entering at this time into the practice of Clinical Laboratory Science, I accept, with full realization of their implications, the responsibilities associated with my profession. To the best of my ability, I will endeavor to practice, maintain and promote standards of excellence in the art and science of my profession; exercise sound judgment and integrity in the establishment, performance, and evaluation of all laboratory testing; promote the highest standards of care for patients served, and to personally demonstrate faithful caring to them; respect each patient as an individual, remembering the rights to each to dignity, privacy, and confidentiality; establish cooperative working relationships with my colleagues; continue to maintain my competence by pursuing appropriate educational activities; contribute to the advancement and well-being of the community and society as a whole; and actively demonstrate my commitment to these responsibilities throughout my professional life.”
Certification
Graduates from the CLS Program of the University of Minnesota are eligible to take national examination for certification as medical laboratory scientists. The examination is conducted by the American Society of Clinical Pathology’s Board of Certification (BOC). Most employers require certification for employment. Application forms, examination content guidelines, practice tests and much more are available online. Obtaining the Bachelor of Science degree in CLS is not contingent on passing any type of national certification or licensure examination.

American Society of Clinical Pathologists (ASCP)
Board of Certification
33 W. Monroe St., Suite 1600
Chicago, IL 60603-5617
(312) 541-4999 (www.ascp.org/bor)
1-800-257-2727

Licensure
Some states have laws or regulations governing the practice of Clinical Laboratory Science/Clinical Laboratory Sciences. Licenses or “certificates” are issued to qualifying persons. In order to obtain a license, states require that the individual has passed a national certification exam. In some states the exam must be from a particular certifying agency and there may be additional conditions that must be met. Persons considering employment in a state should contact the State Department of Health of that state for further information. States that currently have licensure laws include California, Florida, Hawaii, Louisiana, Montana, Nevada, North Dakota, Rhode Island, New York, Tennessee, West Virginia, and Puerto Rico. More states are added to this list each year.

This is a helpful website students can use to understand the licensure process:
http://www.ascls.org/?page=Grad_PL&hhSearchTerms=licensure

Career Entry Competencies

<table>
<thead>
<tr>
<th>Competency Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness</td>
</tr>
<tr>
<td>Semi-Productive</td>
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<tr>
<td>Productive</td>
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</tbody>
</table>

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<tr>
<th>Competency</th>
<th>Professionalism</th>
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<tr>
<td>Productive</td>
<td>Communicates effectively with patients and hospital personnel. This includes written and verbal communication.</td>
</tr>
<tr>
<td>Productive</td>
<td>Demonstrates cooperation, kindness, and mutual respect to co-workers and patients.</td>
</tr>
<tr>
<td>Productive</td>
<td>Recognizes, respects, and honors the confidentiality of patient information at all times.</td>
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<tr>
<td>Competency</td>
<td>Technical</td>
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<tr>
<td>Productive</td>
<td>Consistently provides honesty, truthfulness, and fairness in the work setting and when dealing with patients.</td>
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<tr>
<td>Productive</td>
<td>Practices ethical standards in all respects when working in healthcare.</td>
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<tr>
<td>Productive</td>
<td>Maintains professional image and conduct in interactions with other healthcare professionals, patients, and the public.</td>
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<tr>
<td>Productive</td>
<td>Differentiates the role of the clinical laboratory scientist and other healthcare team members in providing quality patient care.</td>
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<tr>
<td>Semi-Productive</td>
<td>Recognizes the need for continuing education in the profession, enrolls in CE opportunities presents itself.</td>
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<tr>
<td>Productive</td>
<td>Advocates positive public relations with patients and the public when the opportunity presents itself.</td>
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<tr>
<th>Competency</th>
<th>Technical</th>
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<tr>
<td>Productive</td>
<td>Demonstrates correct skills in specimen collection, handling, and preservation.</td>
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<tr>
<td>Productive</td>
<td>Follows patient identification requirements at all times.</td>
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<tr>
<td>Productive</td>
<td>Establishes criteria and a response policy for when unacceptable specimens are collected and a recollection must be initiated.</td>
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<tr>
<td>Productive</td>
<td>Critiques quality of specimens for the analysis requested.</td>
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<tr>
<td>Productive</td>
<td>Respects and follows appropriate safety procedures.</td>
</tr>
<tr>
<td>Semi-Productive</td>
<td>Prioritizes and organizes workload to provide appropriate patient care and efficiency.</td>
</tr>
<tr>
<td>Semi-Productive</td>
<td>Maintains flexibility and adaptability to new procedures.</td>
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<tr>
<td>Productive</td>
<td>Assumes responsibility for desk assignment at all times, including emergency situations.</td>
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<tr>
<td>Productive</td>
<td>Employs an understanding of the principles and techniques of clinical laboratory testing to recognize problems, seek out reasons why, and identify an appropriate response or correction.</td>
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<tr>
<td>Productive</td>
<td>Operates and calibrates instrumentation using appropriate materials while following established protocol.</td>
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<tr>
<td>Semi-Productive</td>
<td>Differentiates and evaluates the validity of a test result with respect to reference intervals, quality control. Instrument performance, correlation with other test results, and clinical significance to the patient.</td>
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<tr>
<td>Semi-Productive</td>
<td>Establishes reference intervals appropriate for the situation and population tested.</td>
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<tr>
<td>Semi-Productive</td>
<td>Prepares and updates laboratory procedures following CLSI standards.</td>
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<tr>
<td>Semi-Productive</td>
<td>Selects and establishes test methods utilizing appropriate protocols, reagents, equipment, and instruments essential to the specifications of the analysis.</td>
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<tr>
<td>Productive</td>
<td>Performs laboratory testing with accuracy and precision in a timely manner while maintaining workflow.</td>
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<tr>
<td>Semi-Productive</td>
<td>Instructs other employees or students on how to collect blood or perform a laboratory analysis.</td>
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<tr>
<td>Semi-Productive</td>
<td>Evaluates a new method versus previous protocol.</td>
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<tr>
<td>Semi-Productive</td>
<td>Monitors compliance of regulations from external organizations such as AABB.</td>
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<tr>
<td>Semi-Productive</td>
<td>Participates in ordering laboratory supplies within an accurate and timely manner.</td>
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<tr>
<td>Productive</td>
<td>Records and reports test results according to established protocol.</td>
</tr>
<tr>
<td>Semi-Productive</td>
<td>Notifies the appropriate internal and external units when dealing with laboratory results involving a communicable disease.</td>
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<tr>
<td>Productive</td>
<td>Assumes responsibility for verifying laboratory results, taking into consideration possible technical errors.</td>
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<tr>
<td>Semi-Productive</td>
<td>Comprehends the quality assurance concepts and utilizes them effectively.</td>
</tr>
<tr>
<td>Semi-Productive</td>
<td>Utilizes laboratory information systems effectively.</td>
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<tr>
<td>Semi-Productive</td>
<td>Demonstrates basic knowledge of management/supervisory functions.</td>
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</tbody>
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<thead>
<tr>
<th><strong>Affective (Attitudinal) Competence Statements and Expectations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance</strong></td>
</tr>
<tr>
<td><strong>Punctuality</strong></td>
</tr>
<tr>
<td><strong>Dependability</strong></td>
</tr>
<tr>
<td><strong>Initiative</strong></td>
</tr>
<tr>
<td><strong>Communications</strong></td>
</tr>
<tr>
<td><strong>Motivation</strong></td>
</tr>
<tr>
<td><strong>Stability</strong></td>
</tr>
<tr>
<td><strong>Confidence</strong></td>
</tr>
<tr>
<td><strong>Independence</strong></td>
</tr>
<tr>
<td><strong>Personal Relationships</strong></td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
</tr>
<tr>
<td><strong>Ethics</strong></td>
</tr>
<tr>
<td><strong>Appearance</strong></td>
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Absence for Participation in Religious Observances
The University of Minnesota permits absences from class for participation in religious observances. Students who plan to miss class must:

1. Inform instructors of anticipated absences no later than 7 days after the start of a course;
2. Meet with instructors to reschedule any missed examinations; and
3. Obtain class notes from other students.

Instructors are expected to assist students in obtaining course materials and assignments distributed during class sessions and to make arrangements for taking missed examinations. More information can be found at: http://www.eoaa.umn.edu/learn_about/Definitions/religionandcreed.html

NOTE: The above policy is pertinent to the University of Minnesota, however CLS students participating in their clinical rotations at other sites that may have different policies. Should you wish an accommodation for religious observance during your clinical rotations, you must inform our Clinical Coordinator (Pat Brennecke, brenn269@umn.edu) by April 1st of the spring prior to the onset of your rotations. Ms. Brennecke will work with you to resolve the matter in the best possible manner.

Academic Calendar
There are many important dates related to attendance, registration, and billing, etc. It is essential that students are aware of the dates and deadlines associated with the Program in Clinical Laboratory Sciences. The University of Minnesota undergraduate academic calendars are available online via One Stop. http://onestop.umn.edu/calendars/index.html

Academic Integrity
Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized and reported to the Office of Student Conduct and Academic Integrity (OSCAI, http://www1.umn.edu/oscai/index.html).

The University’s Student Conduct Code defines scholastic dishonesty as “plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.”

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. Students are urged to be careful that they properly attribute and cite others' work in their own
writing. For guidelines for correctly citing sources, go to [http://tutorial.lib.umn.edu/](http://tutorial.lib.umn.edu/) and click on “Citing Sources”.

In addition, original work is expected every course. It is unacceptable to hand in assignments for any course when credit has been received previously in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable. If you have any questions, consult the instructor.

Integrity is a critical aspect of all allied health professions, and the integrity of laboratory results can affect patient care and patient survival. If a student provides false personal information as a rationale for requesting special consideration on a test or other assignment, this situation will be referred to the Student Scholastic Standing Committee, and the student may be dismissed from the program, based on the ruling of this committee.

### Address Changes

Address changes should be made online via One Stop. Students may have more than one address on file. CLS students must update their contact information as soon as possible because program information is emailed, mailed or called using the contact information provided in One Stop.

### Appropriate Student Use of Course Notes & Class Materials

The faculty of the University encourages students to take and share notes in their classes, laboratories, and the many other instructional settings in which they participate as they pursue their education at the University. Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. The faculty recognizes that collaborative note-sharing and discussion helps students learn.

However, the organization, preparation, and presentation of materials in a class or other instructional setting represent the intellectual effort of the instructor. Instructors have an interest in protecting this intellectual effort and in assuring the accuracy of any public representations of their course lectures and presentations. The classroom should also be a place where instructors feel free to share with students the full range of information available in their subject areas, including results of new research as it is produced, without concern that such new knowledge will be shared prematurely outside the University learning community. Broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community.

1. Students may not distribute, via the Internet or other means, instructor-provided lecture notes or other instructor-provided materials, except to other members of the same class or with the express written consent of the instructor.

2. Instructors have the right to impose additional restrictions on course materials in accordance with copyright and intellectual property law and policy. (See Board of Regents Policy: [Copyright](https://www.reg.pace.edu/records/policies/policies/1700), Board of Regents Policy: [Commercialization of Intellectual Property Rights](https://www.reg.pace.edu/records/policies/policies/2700) and Administrative Policy: [Copyright Ownership](https://www.reg.pace.edu/records/policies/policies/1500).)
3. While students hold the copyright to their own notes from a course, students may not engage in the widespread distribution or sale of transcript-like notes or notes that are close to verbatim records of a lecture or class presentation. Students may share such notes with other students in the same class.

4. The provisions of this policy are enforceable as University rules under Board of Regents Policy: Student Conduct Code.

5. If the faculty of a department or collegiate unit, as a group, or individual faculty in a particular course, have assented to or authorized the distribution of lecture notes or instructor-provided materials, such action does not violate this policy.

Cancellation and Tuition Refunds
Course cancellations are effective the day they are processed and strictly follow the dates listed on the refund schedule (exceptions are not made for classes that have not yet met for the week). See the University of Minnesota Academic Calendar included in this manual for specific dates.

A tuition refund will be based on the date the course is officially canceled (by canceling online or by taking a complete Registration and Cancel/Add form to a One Stop location), not on the date you stopped attending class. **Students are required to consult with a Program staff PRIOR to dropping a CLSP or prerequisite course.**

Exceptions to the Cancellation/Tuition Refund Schedule on the University Academic Calendar are handled by an appeal process through the University of Minnesota Academic Support Resources Office and One Stop. When a student has a documented extenuating circumstance to report the appeal should be filed using the Tuition Refund Appeal Form available on One Stop Forms Online (see Forms).

Class Picture
During the Senior CLS Student Program Introduction a photograph of each student will be taken for the following purposes:

- For faculty reference
- For student community building
- For identification and security at clinical sites

Each student must submit an Authorization for Photography, Videotaping, and Interviewing to CAHP.

Clinical Grade and Evaluation
Rating forms and criteria of performance have been developed for each clinical area and will be explained to the students upon entry into the area. Satisfactory performance will be indicated by a grade of S; unsatisfactory performance will be given a grade of N (no credit). A grade of S is required in all clinical courses for graduation. A grade of N must be made up by repeating the course. The rating forms are used in counseling and employment recommendations. Students should review the rating form with the clinical instructor or with an adviser in the CLS Office. CLS Program clinical experience is contingent upon satisfactory completion of prerequisite courses and program progression policies.
Clinical Rotation Assignments
After the year 4 curriculum is completed, clinical rotations will be assigned based on availability and academic achievement. Students admitted to year 4 may have a delayed schedule if necessary. Clinical rotations are assigned ANYWHERE in the State of Minnesota, meaning travel and housing expenses are ultimately the responsibility of the student and travel to a rotation site is a real possibility. CLS works closely with students to secure a desired location and funding when available. Students are strongly encouraged to seek One Stop counseling for Year 4 and clinical sequence financial aid options.

Lack of clinical rotation availability: The Program guarantees that students will be placed in all required clinical rotations as long as the student is in good academic standing. However, when there is a lack of clinical rotations available at a particular time, there may be a short delay in their schedule. The more flexible a student is, the earlier they will complete their clinical assignments.

Credits – 13-Credit Minimum for Students
Degree-seeking students at the Twin Cities Campus of the University of Minnesota are required to register for a minimum of 13 credits each semester.

Students whose life circumstances prevent them from being full-time are welcome at the University. These students will be able to petition their college either to be part-time students, or to take fewer credits for a short term (because of personal extenuating circumstances or because they need fewer credits to graduate). Refer to One Stop to request a reduced credit load or view frequently asked questions. Go to One Stop Forms on Line for the reduced credit load form.

Criminal Background Studies
Based on amendments to the Vulnerable Adult Act in 1995 and 1996, Minnesota Law requires that any person who provides services involving direct contact with patients and residents at hospitals, nursing homes and other health care facilities licensed by the Minnesota Department of Health have a background study conducted by this state agency.

Education programs are authorized to initiate the background studies on their students as an alternative to each licensed facility requesting the studies. When requested by an educational program, the study is valid for one year and may be sent to every clinical or fieldwork site where students are placed during the coming year.

If a student is disqualified from having direct patient contact as a result of the background study and this disqualification is not set aside by the Commissioner of Health through a reconsideration process, the student may not be accepted for clinical placement at licensed facilities, and therefore, may not be eligible for a degree in this program.

All CAHP students are required to complete an annual criminal background study during the completion of their program. Information about completing the study is emailed from CAHP Student Services, and the timing of the study varies by program. Completing the study is a requirement and those who fail to cooperate with the request are not able to complete the clinical and/or fieldwork components of the degree program. It is the student’s responsibility to keep a copy of the criminal background study certificate.
CLS Program Technology/Computer Requirements

Due to the hybrid curriculum delivery method in the CLS Program, admitted students are expected to be competent in using a computer to generate, type, edit, format, and print documents. All students in the CLS program must have consistent and reliable access to a computer and the Internet. The University of Minnesota offers a variety of hardware and software options to enrolled students, including certified laptop bundles, Microsoft Office software, and telephone/internet services through UMart. Visit http://www.oit.umn.edu/umart/ for complete details.

Technical Requirements

Students in the CLS Program must maintain a minimum level of capacity and flexibility with computer equipment and other technological issues.

• Equipment –
  o A Pentium-based computer running Windows XP SP3/Vista/7 and a printer
  o MAC with an Intel processor (1.66 GHz or greater) running OS X 10.5 or later and Parallels Desktop for Mac, 2 GB of memory, and 20 GB of free space on the hard drive for software installation and virtual machine space. You will also need a valid, licensed version of Windows XP SP3/Vista/Seven to install your virtual machine.

• Software – to support file exchange between students and the instructor
  o Microsoft Office including Word, Excel, and PowerPoint
  o Adobe Acrobat Reader
  o Internet Explorer or Mozilla FireFox (preferred) browser with Flash, Shockwave and Java plugins
  o If you need any additional software, it will be stated in the course syllabus.

• High-Speed Internet access (Cable or LAN). Dial-up Modem or DSL connections are insufficient to meet the course content requirements. Satellite internet service has not been tested.

• The ability to use the University web-based email program to send and receive messages and attachments

Dean’s List

Students in the Professional CLS Program are eligible for the Dean’s List. The list is defined each semester and is determined using a minimum GPA of 3.666 or better for the semester. The student must be enrolled for at least 12 credits.

Disability Services

The University of Minnesota is committed to providing all students equal access to learning opportunities. Disability Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with Disability Services, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. psychiatric, attentional, learning, vision, hearing, physical, or systemic), are invited to contact Disability Services for a confidential discussion at 612-626-1333 (V/TTY) or ds@umn.edu. Additional information is available at the DS website http://ds.umn.edu.
Each semester, students with documented disabilities and who are registered with Disability Services must provide a letter stating the required accommodations to each course director. Course directors are NOT able to provide accommodations in a course without documentation from Disability Services.

Cautionary Note: Due to the performance skills and abilities required for successful completion of the CLS program, not all accommodations are possible. Students must be able to individually meet the Essential Functions as described in the application form and Student Handbook. Please contact the CLS Program Director if you have questions or require an individual assessment of your situation.

Additional Courses During Year 4 or Clinical Experience
It is the policy of the CLS Program that students will not take any outside courses during the professional portion (Year 4 semesters) or the semester of their clinical experience. Students who wish to take courses outside the CLS Program must get written permission the CLS Program Director, however without extreme extenuating circumstances this will not be approved. The course(s) cannot conflict with required CLSP courses or clinical schedules.

Email
The University-assigned student email account is the official means of communication between CAHP, the CLS program and all students. Students are responsible for all information sent via the University assigned email account. Students should check email daily. If a student chooses to forward the University email account, he/she is still responsible for all the information, including attachments. Forwarding is not recommended.

Graduation and Honors
The minimum requirements for graduation from the University of Minnesota are completion of the curriculum requirements and a total of 120 credits with an average of 2.00 grade points. Upon satisfactory completion of the prescribed course of study, the Bachelor of Science degree will be conferred by the Board of Regents. Students with a cumulative grade point average of 3.75 or higher may graduate “with distinction,” those with a cumulative grade point average of 3.90 or higher may graduate “with high distinction.” To qualify for either a degree with distinction or a degree with honors, a student must have completed 60 or more semester credits at the University. Only University course work shall be counted. Application for a degree must be filed with the Office of the Registrar. Application forms are located at http://onestop.umn.edu. Go under forms on line for the “Application for Degree.”

Health Insurance Coverage
Health sciences students have demonstrated a unique and serious need for enhanced benefits to the existing University Sponsored Health Benefit Plan (SHBP). Students are often at locations other than on campus and out-of-classroom experiences put students at risk for infectious diseases such as influenza, hepatitis B, HIV, and other occupational health risks. All CAHP students are required to have health insurance while they are attending/participating in all course work including clinical and fieldwork rotations. Students will be automatically charged the AHC Student Health Benefit Plan fee each
semester, and it is the student’s responsibility to seek a waiver. Please note that ONLY the following insurance plans qualify for a waiver:

- U.S. employer-based
- MinnesotaCare
- University sponsored Graduate Assistant Health Plan

Private health insurance plans do NOT qualify for a waiver. For more information on the AHC Student Health Benefit Plan please visit the University of Minnesota Student Health Benefits Office at http://www.shb.umn.edu/twincities/ahc-students/index.htm.

Health Care During Extension of Clinical Rotation
If a student is enrolled in a clinical course and receives an incomplete, when the course is completed in a later semester, students are still responsible for their own personal health care. Check to be sure you are covered during this time. This pertains to those students not registered that term.

Health Insurance Portability and Accountability Act (HIPAA)
The University of Minnesota is committed to protecting the privacy of individual health information in compliance with all applicable laws and regulations. To achieve this end, the University has adopted policies and procedures to protect the privacy of individual health information. The University has provided for designation of a Privacy Officer and Privacy Coordinators to carry out such policies and procedures in an effort to assure the privacy and security of individual health information at the University.

To comply with the new HIPAA privacy regulations, and to fulfill the goals of fostering an environment at the University of Minnesota that is sensitive to the privacy of individual health information, 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.

HIPAA is a federal law and the requirements apply to all health care providers and insurers nationwide. The University online training will train students on HIPAA’s privacy requirements and computer security, will be a benefit to students in their experiential training, and will be attractive to future employers who are required to comply with HIPAA’s requirements. All AHC students will be required to view the HIPAA Privacy and Security video and complete the Safeguarding PHI on Computers online course. Additional training requirements 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.

Members of the University community who are required to complete training will receive an email from their Privacy Coordinator and/or a Human Resources representative with specific information regarding the training schedule. Your Privacy Coordinator will be able to assist you through the training process as needed. You should also refer to the frequently asked questions section of the University of Minnesota’s Privacy and Security Project website.
How to access training
CAHP students enter training through the "MyU" portal and receive notification via email when training is available online. Selected portions of the privacy and security training may also be incorporated into various CLS courses in the program.

Rights and Responsibilities for Persons who Access Individual Health Information
Certain members of the University community require access to individual health information in the course of carrying out their job role, conducting research or participating in educational programs. Persons with access have a responsibility to understand their obligation to protect the privacy of individual health information that has been entrusted to them and are responsible for complying with all relevant University of Minnesota policies and procedures, as well as all current state and federal laws.

Persons with access to individual health information are responsible for the following:

- Comply with all University policies and procedures and state and federal laws related to privacy of individual health information.
- Complete all required training on policies, procedures and state and federal laws related to privacy of individual health information.
- Use or disclose individual health information only as permitted or required by the University or health care component policies and procedures or state and federal law.
- Workforce members who perform duties for both a covered health care component of the University and non-covered component will not use or disclose PHI created or received in the course of work for the health care component in a prohibited manner.
- Consequences of Violations: Alleged policy violations will be referred to the appropriate University investigative or disciplinary units. Depending on the nature and severity of the offense, policy violations may result in loss of privileges,

The University has disciplinary action up to and including termination of student status and referral for criminal prosecution for violation of these responsibilities.

Additional responsibilities will apply for students who have access to individual health information in clinical settings or in the course of performing research. The University policies and procedures should be consulted for more comprehensive information about protecting individual health information at the University of Minnesota.

Immunization Policy and Requirements
All students in CAHP programs on all campuses are required to have immunizations and/or tests as a condition of enrollment. Expectations for health professions students are consistent with those of the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Minnesota state law for health care workers.

Entering students are expected to have this requirement completed prior to entering CAHP programs. A registration hold is placed on the student record if immunization requirements are not met. Complete information related to requirements and documentation can be accessed at [http://www.bhs.umn.edu/immunization-requirements.htm#ahc-student](http://www.bhs.umn.edu/immunization-requirements.htm#ahc-student). If information has been
provided to Boynton Health Service, a personalized immunization record is available for each student via MyU Portal.

CAHP students are responsible for maintaining copies of immunization records, and for providing documentation to affiliate health care organizations for clinical or fieldwork experiences. In accordance with federal law and University of Minnesota policy, CAHP programs that receive requests for student immunization from affiliate health care agencies/organizations will refer such requests directly to the student. CAHP Staff are not able to view specific information about a student’s immunizations, only that requirements have been met.

**Long-term Disability Insurance Coverage**

All CAHP students are automatically covered under a group long-term disability plan while an enrolled student. A charge of $39.78 – an average cost of $6.63 per month – for this coverage on the student account once at the beginning of fall and spring semester. Payment of this fee for two consecutive semesters provides year round coverage until graduation. For more information about the long term disability plan visit [http://www.guardiandisabilitymn.com/new/fosterklimacompanyllc/](http://www.guardiandisabilitymn.com/new/fosterklimacompanyllc/).

**Makeup Work for Legitimate Absences**

1. Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events (see Administrative Policy: *Intercollegiate Athletic Events during Study Day and Finals Weeks: Twin Cities*, which prohibits intercollegiate athletic competition during study and finals week except under certain circumstances), subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances also include activities sponsored by the University if identified by the senior academic officer for the campus or his or her designee as the basis for excused absences. Such circumstances do not include voting in local, state, or national elections.
2. It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements.
3. A student must notify instructors of circumstances identified in (1) as soon as possible and provide documentation to the instructor to verify the reason for the absence. In the event that the University declares a pandemic emergency (e.g., flu), the Senior Vice President for Academic Affairs and Provost or designee may waive the requirement that students are required to have documentation from a physician for illness.
4. If a student is absent due to circumstances identified in (1) and has complied with the notification requirement, the instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on the course grade.
5. The authority to determine what constitutes an excusable bereavement absence and religious observance rests with the Senior Vice President for Academic Affairs and Provost.
6. Instructors are expected to accommodate students who wish to participate in party caucuses, pursuant to Board of Regents resolution [See [http://www1.umn.edu/regents/minutes/2005/december/board.pdf](http://www1.umn.edu/regents/minutes/2005/december/board.pdf), p. 147]
7. This policy applies to all course requirements, including any final examination.
8. Colleges and academic units may establish specific criteria for notice and completion of work to implement this policy.

**Mandatory Attendance at First Class Session**

Students are required to attend the first class session to receive important information about the course from the instructor. In addition, because students can change their enrollment quickly on line, the list of registered students fluctuates. A student’s presence at the first class session is required to clearly indicate the number of students who are committed to taking the course. Instructors can then determine whether any students who were not able to register for a course because all seats were taken may take the place of students who registered but did not attend the first class session.

1. Students must attend the first class meeting of every part of a course in which they are registered (including, for example, labs and discussion sections), unless they obtain prior approval from the instructor (or department, if appropriate) for an intended absence before the first class meeting; without such prior approval, a student may lose his or her place in the class to another student. The registration materials should alert students to the fact that they must attend the first session of a course, whether that session is a lab, discussion section, lecture, or some other class meeting.

2. If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the student should contact the instructor as soon as possible. In this circumstance, instructors have the right to deny admission to the class if other students have been admitted and the course is full. However, instructors should consider extenuating circumstances (e.g., weather) that may have prevented a student from attending the first class session.

3. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the instructor must be notified in advance of the absence and the reason; in this instance, the place for the student will be retained. (See *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*).

4. Students must officially cancel any course for which they have enrolled and subsequently been denied enrollment. Instructors will fail any such student who does not officially cancel a course.

**Performance Site Transfer Guidelines**

Students requesting to transfer to another performance site must submit a Performance Site Transfer Request Form to the CLS Program Director. These transfer requests may be submitted to the Program Director at any time, but transfers will only be permitted between semesters. Transfers are considered on a first-come first-serve basis. Factors considered in granting such a transfer will include the size and capacity of enrollments at the requested performance site, size and capacity of enrollments at the current site, the availability of clinical sites, and the student’s academic standing in the program.

**Personal Electronic Devices in the Classroom**

Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the University establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom.
1. CLS instructors may restrict or prohibit the use of personal electronic devices in their classroom, laboratory or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or class work. **Electronic devices are strictly prohibited in the CLS teaching laboratories due to biosafety restrictions.**

2. Individual students will be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.

3. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.

4. The default provision is that students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor.

5. Students who fail to comply with an instructor's restrictions or prohibition will: a) be subject to the provisions of Board of Regents Policy: **Student Conduct Code;** b) may be asked to leave the class; and c) if disruptive to the class or the behavior is repetitive may face probation and/or dismissal from the CLS Program.

**Prerequisite Course Work & Suggested Curriculum Sequence**

**Prerequisite Course Work**
Prior to entering the junior year professional program, required courses include general biology, human physiology, two semesters of inorganic chemistry with laboratory, two semesters of organic chemistry, and two mathematics courses. Junior year students in the professional program enroll in microbiology with a laboratory, genetics, and biochemistry. Students applying to enter the professional program at the beginning of the senior year must have completed these courses. In response to U of M policy to ensure that graduating students will be up-to-date in the discipline, science courses older than seven years will be evaluated and may need to be repeated.

All students graduating from the University of Minnesota's CLS program must fulfill all the requirements of the CLS program as well as the requirements for a bachelor's degree from the University of Minnesota, as outlined in the Prerequisite Course Table. Students who are enrolled at a partnering university (such as St. Cloud, Mankato, or Winona State Universities) must complete all CLS senior year courses including all clinical experience courses (to be permitted to take the ACSP national certification examination) AND fulfill all the depth and breadth requirements of their home university.

**Suggested Curriculum Sequence for CLS Program**

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<th>Year Three</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>UBS 2032 (Micro) (4)</td>
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<td>LaMP 4177 (Path.) (3)</td>
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<tr>
<td>BioC 3021 (Biochem) (3)</td>
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<td>Biol 4003 (Genetics) (3)</td>
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<tr>
<td>Upper Div Writing Intensive (4)</td>
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<td>Core/Theme Elective (4)</td>
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<td>Core/Theme Elective (4)</td>
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| Year Four | | | |
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### Previous Degree

Students who have already received a U of M Bachelor of Science degree complete the Clinical Laboratory Sciences as a second major – not as a second degree. (Complete a second major form prior to the last term of registration. An application for a degree is not needed).

### Reference Requests

Students and alumni of the Program in Clinical Laboratory Sciences must submit a Reference Request and Authorization form prior to release of any information to employers, educational institutions, or organizations that provide awards or scholarships. Reference Requests should be submitted to CAHP Student Services for processing. Information will not be released without Reference Request on file.

### Sexual Harassment and Discrimination

The University has strong policies against sexual harassment and discrimination in any form. If you feel you are the victim of either, please contact your adviser, the Program Director or the Office of Equal Opportunity and Affirmative Action (612-624-9547).

Students are responsible for knowing the University of Minnesota, Board of Regents' policy on Student Conduct and Sexual Harassment found at [http://www.umn.edu/regents/polindex.html](http://www.umn.edu/regents/polindex.html).

Students are expected to be attentive during class, ask questions if he or she does not understand something, and participate in class discussions. Students are also expected to listen respectfully to other students and the instructor when speaking. Racism, sexism, homophobia, classism, ageism, and other forms of bigotry are inappropriate to express in the classroom.

### Snow Day Policy

When WCCO radio announces the Univ of MN (either Twin Cities OR Rochester) is closed due to a snow emergency, lectures are cancelled for both sites/campuses. In some cases only one campus will be affected by inclement weather. When this occurs the unaffected campus will remain open and students attending the unaffected campus will be expected to attend laboratory sessions as usual.

In the case of clinical rotations, any student on a CLS clinical rotation is not required to attend if the Twin Cities campus is closed due to a snow emergency. Clinical rotation instructors and supervisors have been informed of this policy. Students should call the clinical instructor to communicate the cancellation as soon as possible after the announcement has been made.
Student Record Access
Federal law, state law and Regents' policy govern access to student records. Violation of Regents' policy may result in disciplinary action. This is a brief summary of information that may, or may not, be released without the student’s consent. For further information see the web site at http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html

Directory Information
The following information is public information, unless the student has requested non-disclosure (suppress). Students may suppress (1) address, e-mail and phone information or (2) all information. On the PeopleSoft system, the “window shade” icon indicates that a student has suppressed his or her information.

A request to have information suppressed or a release of suppression must be submitted to the Office of the Registrar while an individual is an active student.

- Name
- Address
- Electronic (E-mail) address
- Telephone number
- Dates of enrollment
- Enrollment status (full/part time, not enrolled)
- Major
- Adviser
- College
- Class
- Academic awards and honors
- Degree received

Non-Public (Private) Information - Information other than the aforementioned directory information is not public and may not be released except under certain prescribed conditions. Non-public information includes but is not limited to:

- ID and social security numbers
- Birth date
- Gender
- Grades
- Courses taken
- Class Schedule
- Test scores
- Advising records
- Educational services received
- Disciplinary actions
- Photographs
Please note – all students in the CLS program must provide contact information to the program but may suppress this information in the general directory. The CLS program must have current contact information and emergency contact information due to the nature of the laboratory and clinical courses. Students must ensure that their contact information is complete and up to date.

**Student Record Access Examples**

1. A person identifying herself as the student's mother calls to request information. The parent insists that parents have the right to access their son or daughters record. What do you do?

   *Under some circumstances parents do have the right to access their student's record. Refer the caller to the Office of the Registrar (612/624-1111). We will let them know what documentation is required to access the information.*

2. A caller identifying himself as a child care provider calls. He says that it is an emergency and that he must get in contact with the child's parent (who is a student). What do you do?

   *Refer the caller to the Office of the Registrar (612/624-1111). We have a procedure in place to get emergency messages to students.*

3. An organization calls or writes. This organization wants the names and addresses of all the majors in a particular department. All of this information is public. What do you do?

   *We are not required to release "mailing lists," although anyone may access this information indirectly through the Student-Staff Directory. Before releasing any information it is imperative to check for any student records that have been suppressed.*

4. A student organization is attempting to recruit the top students in a department. They request the names and addresses of all the students who have a GPA of 3.0 or better. The department thinks this is a good cause and wants to help. What do you do?

   *Releasing the names would be against policy because GPA information is a part of the request. The department, however, may do the mailing on behalf of the organization. Or they could work with Institutional Research and Reporting to facilitate the mailing.*

**Note:** Information may be released within the University on a need-to-know basis. Thus advisers may see the transcripts of their advisees. Scholastic committee members may review academic progress of students within their college. However, looking at the record of a student in another unit is not permitted.

ID number, social security number, race and date of birth are not public information. This information is used to access other information and is particularly sensitive. Do not release or post these identifiers.

If you have any questions about the release of data, call One Stop Student Services at 612/625-1064 or 612/624-1111.
Students Managing Their Educational Records

Students should also take responsibility for their educational records. For complete details and guidance visit the UWide Policy Library at http://policy.umn.edu/Policies/Education/Student/STUDENTRECORDS_PROC04.html.

Student Performance | CAHP Collegiate Policies & Procedures

There are two components to the student performance policies and procedures section: CAHP Collegiate Policies and Procedures, and Academic Progress in CLS. The CAHP section provides the overarching tenets for student performance, and the CLS Program policies and procedures operationalize these tenets with specific performance standards and consequences.

CAHP and its programs are responsible for defining, educating, monitoring, reporting and upholding areas of student performance. This policy outlines the categories of student performance derived from both the University of Minnesota and the field of study, as well as the protocol for handling disputes related to student performance. CAHP Programs are responsible for outlining and publishing the specific details of program policies and processes in accordance with CAHP policy. CAHP policies and procedures align and do not supersede all related University of Minnesota Board of Regents and Senate policies.

Academic Performance

Policy Statement

CAHP programs are responsible for defining and upholding the academic standards of the degree program (i.e. degree requirements). Similarly, CAHP programs are responsible for educating students about the academic standards of the degree and monitoring progress towards degree completion. These standards should be published and easily accessed by students in the degree program and the University community.

Students are responsible for knowing the academic standards of the degree program. Students are also responsible for meeting the requirements of the degree program and making progress toward completing the degree.

CAHP programs will monitor student progress at least once per semester (including Summer and inter-sessions). Students who fail to maintain a program requirement at any time during a semester may be notified of the progress issue in writing from the Program Director or designee. Students have the option of requesting reconsideration of a decision of probation or dismissal; the request must be based on evidence of an extenuating circumstance not considered in the original decision (see Request for Reconsideration procedure).

CAHP Director will appoint a Student Scholastic Standing Committee (SSSC) to address formal appeals to probation and dismissal.

CAHP will appoint a Collegiate Officer to address formal appeals to probation and dismissal by a
program. The Collegiate Officer will be a faculty member with no other administrative appointment. The process for resolving academic complaints is outlined in Conflict Resolution Process for Academic Complaints.

Performance Benchmarks
CAHP policies and procedures related to Academic and Professional Performance have been adapted where appropriate from University of Minnesota Board of Regents and University Senate academic policies. These standards apply to all professional students within CAHP.

Academic performance is the set of criterion by which a student’s performance is measured in terms of completing the requirements necessary for the degree, as well as their professional behavior as part of evaluating any course, clinical or fieldwork components. CAHP programs may adopt a more strict policy on meeting degree requirements.

Grade Point Average, Grades and Professional Behavior
CAHP programs will set a minimum grade point average (gpa) and may set a minimum required course grade for maintaining degree progress in good standing. Undergraduate programs at the University of Minnesota have a minimum cumulative and semester gpa requirement of at least 2.0. All students in CAHP programs will be held to this standard or greater. CAHP programs may also set and measure students’ professional behavior standards as part of academic progress.

Students in CAHP programs will only be allowed to reattempt a course once; a withdrawal is considered a course attempt. Should a student fail to meet the course requirement on the second enrollment, he or she will be dismissed from the program.

Probation and Dismissal
Students who fail to meet their program’s gpa, grade and professional behavior requirements will either be placed on academic probation during the subsequent semester or dismissed. The latter is typically enacted when a student has more than one unsatisfactory completion, more than one semester with a deficit grade, or a combination of professional behavior and academic issues within a single semester. In the case of a “failed” course (failing to meet the grade requirement set by the program) the student who is retained on probation will be required to retake the course at his or her own expense.

Students will be required to meet the program gpa, grade and professional behavior requirements during the probationary semester, and every semester thereafter until degree completion. Should a student fail to meet the aforementioned program requirements he or she will be dismissed from the program.

Leave of Absence
Students in CAHP programs may request a leave of absence for up to one academic year; students with an approved leave of absence need not reapply for admission as a new student. However they will need to complete the online application process to request readmission, so that a review of their current situation can occur. Any probation or dismissal action will override a leave of absence. Additional information and procedures for requesting a leave of
absence can be found in Appendix C.

Conflict Resolution for Student Academic Complaints
The CAHP policy and procedure related to academic complaints has been adapted from the University of Minnesota Board of Regents Policy on Conflict Resolution for Student Academic Complaints and the Conflict Resolution Process for Student Academic Complaints: Twin Cities. All CAHP programs are based in the Twin Cities; therefore, this resolution process extends to students in CAHP programs at other performance sites.

Informal Request for Reconsideration
A student who wishes to contest a program’s decision to execute probation or dismissal must submit a request for reconsideration to the Program Director in writing within five calendar days of receiving written notification of the decision. Information on submitting a request for reconsideration should be outlined in the Program’s written notification to the student. A request for reconsideration must be based on evidence of an extenuating circumstance not considered in the original decision.

Formal Appeal
If an informal request for reconsideration is either not approved or irrelevant, students may seek formal appeal to decisions of the Program’s enactment of policy. This appeal must be sent to the Collegiate Officer within five calendar days of receipt of notification of the original action. The Collegiate Officer will first confirm whether the complaint falls within the Academic Complaint Policy. If it does an informal resolution is attempted. If no informal resolution is reached, the Collegiate Officer requests a written statement from the student and other respondents. This information is forwarded to the CAHP Director who then convenes the Student Scholastic Standing Committee (SSSC) within five calendar days. This Committee will recommend to the CAHP Director, who makes the final decision on the matter. http://www.policy.umn.edu/Policies/Education/Student/STUDENTCOMPLAINTS_PROC01.html

Student Questions About Grades
Students have the right to request and receive an explanation for a grade during and after the course, but have no right to challenge the academic merits of any grade. Students may seek an explanation for a grade until the end of the following semester (not including Summer session). The instructor is obligated to provide an explanation for a grade within a reasonable time if a request is made by the end of the following semester. The instructor is not obligated to reconsider the grade.

If a student does not receive an explanation for a grade from the instructor within a reasonable time of making a request, he or she may consult the Program Director for assistance in obtaining an explanation. Students may also seek assistance from the Student Conflict Resolution Center. An instructor’s judgment in assigning a grade is not a subject for a formal hearing.
Conflict Resolution Process for CAHP Student Academic Complaints

Introduction and Purpose
This procedure implements the University of Minnesota Board of Regents Policy: Conflict Resolution Process for Student Academic Complaints and outlines the student conflict resolution process at the Twin Cities campus. This procedure explains the process for complaints initiated by students against CAHP relating to CAHP and its programs’ provision of academic services and education.

The goal of this procedure is to provide a simple and fair process that allows for both informal and formal resolution of conflicts. See also: http://www.policy.umn.edu/Policies/Education/Student/STUDENTCOMPLAINTS.html

Scope and Relief Available
Student academic complaints are brought by students regarding the University’s provision of education and academic services affecting their role as students and must be based on a claimed violation of a University rule, policy, or established practice.

Student academic complaints do not include student complaints regarding:
- their University employment
- disciplinary action under Board of Regents Policy: Student Conduct Code
- grades
- University admission decisions

Relief Available
Resolution of complaints under this policy may include student reinstatement or other corrective action for the benefit of the student, including refunds, but may not award monetary damages or direct disciplinary action against any employee of the University.

This policy does not limit the University’s, CAHP, or the CLS Program’s right to change rules, policies, or practices related to the provision of academic services and education.

Student academic complaints:
- Must be based on a claimed violation of a CAHP program policy, rule or established practice
- If the student is alleging discrimination in a CAHP or program-student relationship, a complaint may be filed under this procedure or with the Office of Equal Opportunity and Affirmative Action, but not both.

Complaints not covered:
- University employment
- Disciplinary action under the Board of Regents Policy: Student Conduct Code, and under CAHP Professional Performance policy
- Grades
- Applicant complaints regarding CAHP program admission decisions

Students may bring concerns about an instructor’s judgment in assigning a grade to either a CAHP administrator or the program director, and applicants may address an admission decision to the
CLS Program Admission Committee, but this procedure is not available for those discretionary decisions. Students may wish to seek assistance from the Student Conflict Resolution Center.

Relief available under this procedure:
Resolution of complaints under this procedure may include student reinstatement or other corrective action for the benefit of the student, including refunds, but will not award monetary damages or take disciplinary action against any employee of the University.

Programmatic Resolution
The first step of any resolution should be at the programmatic level, between the parties involved or the parties and an appropriate third party (e.g. other faculty, program director, or administrator). Students may wish to consult the Student Conflict Resolution Center or CAHP Student Services for advice and possible mediation. When a student is notified of probation or dismissal, he or she may submit a Request for Reconsideration to the Program Director within five calendar days of the notification. A request for reconsideration must be based on evidence of an extenuating circumstance not considered in the original decision (see Request for Reconsideration Form).

If no informal programmatic resolution is achieved, a student may seek informal resolution through CAHP with the other party and the CAHP Collegiate Officer. If the issue is not resolved informally, the student may seek formal resolution.

Center Resolution
CAHP provides a review process appropriate to the issue raised by the student academic complaint as described below:
http://www.policy.umn.edu/Policies/Education/Student/STUDENTCOMPLAINTS_PROC01.html

1. **The College Appoints an Academic Complaint Officer.** Each collegiate unit must appoint an Academic Complaint Officer who will be a faculty member who holds no other administrative appointment. The Academic Complaint Officer may not have a direct interest in the dispute.

2. **The Student Files a Complaint.** A student must file a written student academic complaint to the CAHP Student Services Office. The complaint must identify the student, the respondent, the individuals involved, the incident, the rule/policy/established practice alleged to have been violated, and a brief statement of the remedy the student is seeking. The complaint must be filed within 30 calendar days from the occurrence or notice of the action being challenged. A complaint form is found in the Appendix.

3. **The Academic Complaint Officer Receives and Attempts to Resolve the Complaint.** The college Academic Complaint Officer will review the complaint. The Academic Complaint Officer will meet with the student and the respondent or other individuals involved to try to reach a satisfactory, mutually acceptable resolution.

4. **The Academic Complaint Officer Determines Whether the Complaint Falls Within the Scope of this Procedure.** If the student academic complaint is not informally resolved, the next stage is a hearing, if the complaint is covered by this procedure. A student is entitled to a hearing on "student academic complaints" as defined by this procedure. If the Academic Complaint
Officer determines that a complaint is not a "student academic complaint" subject to this procedure, the Officer will notify the student of that decision in writing. The student may appeal that decision to the senior academic administrator.

5. **The Respondent Provides a Written Response.** If the Officer concludes that the complaint falls within the scope of this procedure, the Officer will require the respondent to provide a written response to the complaint. The response is due within 15 calendar days after notice that a response is required, unless there are compelling reasons for delay.

6. **The Academic Complaint Officer Arranges for a Hearing.** The Academic Complaint Officer will be responsible for getting a hearing scheduled before a college hearing panel. Preparation for the hearing may include a prehearing conference to address such questions as the issues at stake, the witnesses expected to testify, the documents to be reviewed and exchanged between the parties, and other matters that will help the hearing proceed in a focused and efficient manner.

7. **The Hearing Panel is Set.** A hearing panel will be established to hear the complaint. Members of the hearing panel will be drawn from faculty, students, and academic staff. A chair, who must be a faculty member, will be appointed to lead the hearing panel. The hearing panel will have a minimum of three and a maximum of five members. On a panel of three, one will be a student. If membership exceeds three, it may include more than one student. In the case of graduate/professional school complaints, the student members will be graduate/professional school students. In the case of undergraduate complaints, the student members will be undergraduates. Parties must be notified of the hearing panel membership and given an opportunity to object to members who they allege have a bias or unfair interest in the case. Disputes about the membership of the panel will be decided by the CAHP Director.

Panelists will serve as neutrals, not advocates, and none will have a direct interest in the dispute. Panelists will give the student and the respondent's cases open-minded, fair consideration. Panelists will not have private conversations about the complaint with the parties, their advisors, or attorneys.

8. **The Hearing Panel Hears the Complaint and Issues Recommendations.** The hearing panel will provide a fair opportunity for the student and the respondent to present their views and information. The hearing panel will review the complaint and the response, and will review information and hear testimony where appropriate. Panel hearings are not court cases, and the rules of evidence do not apply, but the panel will exercise reasonable judgment in deciding the information to permit and to rely on in making a decision. Each party is responsible for presenting its own information and arguments and obtaining the appearance of its own witnesses. A party presenting documents must bring a sufficient number for each party and panel member. Witnesses are present only during their own testimony. Parties may be present throughout the hearing. Students may bring or be represented by an advocate or lawyer. In the event the student is represented by a lawyer, the respondent will be represented by the Office of General Counsel. The burden of proof is on the student to show that it is more likely than not that the action complained of violated a University rule, policy, or established practice.
The panel will prepare a written report, recommending findings and a resolution of the matter. The panel must submit its report within **15 calendar days** of the close of the hearing, unless there are compelling reasons for delay. The chair will send the report to the CAHP Director, who will distribute the report to the parties. If the complaint challenged an action personally engaged in by the CAHP Director, the senior academic administrator responsible for the college (either the Senior Vice President for Academic Affairs and Provost, or the Senior Vice President for Health Sciences) will appoint another administrator to fulfill the Director’s role under this procedure.

9. **Decision by the CAHP Director.** The CAHP Director will review the panel’s report and may review any other parts of the hearing record. The CAHP Director has full discretion to accept, modify, or reject the panel recommendations. Within **15 calendar days** of receipt of the panel report, the CAHP Director will issue his or her decision to the parties, unless there are compelling reasons for delay. The CAHP Director must inform the student of his or her right to appeal an adverse decision.

10. **Appeal.** If any party is not satisfied with the CAHP Director’s decision, the party may appeal to the appropriate senior academic administrator (either the Senior Vice President for Academic Affairs and Provost, or the Senior Vice President for Health Sciences). The purpose of the appeal is to determine whether the parties have been afforded due process. The party must file a written appeal to the senior academic administrator **within 10 calendar days** of receipt of the decision by the CAHP Director. The party must explain the basis for the appeal. The senior academic administrator has the discretion to decide how to process the appeal. The appeal may be handled by written submissions or oral presentations to the senior academic administrator or delegate, or the senior academic administrator may set up an appellate hearing panel to hear the appeal and provide a recommendation before making a decision. In any case, the senior academic administrator will provide a written decision to the parties. The senior academic administrator will issue a decision **within 30 calendar days** of the filing of the appeal, unless there are compelling reasons for delay.

This same process applies to appeals from a college's Academic Complaint Officer finding that a complaint falls outside the scope of this procedure under paragraph 4 above. The senior academic administrator may reverse the Officer’s decision and return the complaint to the college for a hearing, or the senior academic administrator may affirm the decision by the Officer that the complaint is outside the scope of this procedure.

The decision of the senior academic administrator is final and cannot be appealed further within the University.

**Professional Conduct and the Student Conduct Code**

**Policy Statement**

Student conduct and professional conduct may be covered under both the [University of Minnesota Board of Regents Student Conduct Code](https://www.regents.umn.edu/student-conduct), as well as the professional and ethical standards of each program. CAHP does not maintain its own code of conduct, except under the terms of program standards related to professional conduct. Professional behavior that is evaluated as part of a
course or other experiential component of the degree program falls into the academic category of student performance and is handled under the respective policies and procedures outlined in the Academic Performance policy.

Students in CAHP programs are responsible for knowing and upholding the Student Conduct Code, as well as the professional conduct and ethical standards of their degree program. CAHP programs are responsible for educating students about the Student Conduct Code and professional conduct and ethics standards, as well as consequences for misconduct, and procedures for appealing decisions related to violations.

The CAHP Director will appoint a Collegiate Officer to attempt effective facilitation of informal resolution when a student appeals a programmatic disciplinary action. The process for resolving behavioral complaints related to the Student Conduct Code or program professional standards is outlined in the Conflict Resolution Process for Professional Misconduct and Student Conduct Code Violations.

**Professional Misconduct, Student Academic Integrity and Scholastic Dishonesty**

Several areas of the Student Conduct Code and professional conduct are of particular importance to students enrolled in CAHP programs.

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else’s work as one’s own, can result in disciplinary action. The University Student Conduct Code defines scholastic dishonesty as follows:

*Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.*

*Within a course, a student found responsible for scholastic dishonesty can be assigned a penalty up to and including an "F" or "N" for the course. Students should consult the instructor of the course with any questions regarding the expectations for a specific assignment or exam, etc.*

CAHP programs should consider any behavior by a CAHP student that reflects on the student’s qualifications or potential to become a competent and ethical professional within the jurisdiction of the program. Aside from matters of academic integrity and professional responsibility in the classroom/clinic setting that are handled through the Student Conduct Code, the following behaviors constitute ground for discipline of students:
Conflict Resolution Process for Professional Misconduct and Student Conduct Code Violations

The process for addressing alleged violations of the Student Conduct Code is adapted from the University of Minnesota Board of Regents Student Conduct Code. This adaptation also includes the process for addressing issues of professional misconduct. The complete process guidelines are outlined in the next section.

Generally, when presented with an alleged violation of the Student Conduct Code, an alleged instance of academic dishonesty, or an alleged instance of professional misconduct a CAHP panel will conduct a hearing to determine whether the alleged misconduct occurred. This hearing will comply with University standards for due process or fundamental fairness in a student disciplinary matter. Students who are found guilty of a violation by a preponderance of evidence will be subject to sanctions imposed by the committee, including but not limited to: warning, required compliance, probation, or dismissal.

Appeals to disciplinary action by the CAHP panel will be addressed by the University of Minnesota Provost’s Appeal Committee. Accompanying the CAHP panel’s decision will be notification, in writing, of the appeal process. CAHP will use the following template language for their notification of the appeal process:

“
You have the right to appeal this decision. For more information on an appeal, go to the “Student Conduct Code Procedure: Twin Cities Campus” [URL], and the Provost’s Appeal Committee Hearing Procedures. [URL:] A request for an appeal must be made in writing and filed within ten (10) weekdays of receipt of this letter with:

Secretary, Provost’s Appeal Committee
234 Morrill Hall
100 Church St SE
Minneapolis, MN 55455

Read the procedures referenced above to see what should be included in your request for an appeal.”

Conflict Resolution Process for Professional Misconduct and Student Conduct Code Violations

The Center for Allied Health Programs process for resolving violations of professional conduct or the University Student Conduct Code is adapted from the Board of Regents Process for Resolving Alleged Student Conduct Code Violations. The purpose of the student disciplinary process is to provide a framework for resolving complaints about violations of Board of Regents Policy: Student Conduct Code, so that:
Informal resolution is encouraged. The disciplinary process encourages informal resolution of complaints where appropriate.

Student development is emphasized. The disciplinary process emphasizes the educational purpose in student discipline, including helping students understand and accept responsibility for their own behavior.

Community interests are met. While the emphasis of the disciplinary process is on responsible student self-development, the nature of the offense may require, in fairness to the community, the imposition of disciplinary sanctions.

Students receive fair treatment. Most disciplinary matters are resolved informally, with the agreement of the student. When the people involved are unable to reach agreement, however, Board of Regents Policy: Student Conduct Code requires that students have the opportunity to receive a fundamentally fair hearing and a campus-wide appeal.

Complaints of violation of Board of Regents Policy: Student Conduct Code may issue from the CAHP Director (or designee) the Program Director, or an instructor in the case of a grade sanction for scholastic dishonesty. In any case, students are entitled to notice identifying the alleged violations and explaining the basis for the allegations. Complaints should be made as soon as possible after the event takes place.

Designated collegiate officer. Colleges are expected to appoint a person in the college to be responsible for effectively facilitating informal problem-solving and for administrating the formal hearing process.

Subject matter. The University may bring complaints against students for disciplinary offenses under the Student Conduct Code. Such disciplinary complaints include complaints of scholastic dishonesty. When a Student Conduct Code complaint of scholastic dishonesty occurs entirely within CAHP the complaint may be resolved informally or through a hearing and then forwarded to the Office for Student Conduct and Academic Integrity (OSCAI). Other types of University-initiated complaints under the Student Conduct Code are resolved by the Office for Student Conduct and Academic Integrity in consultation with CAHP.

Informal resolution
The first step of any CAHP resolution process is between the parties involved or the parties and/or the CAHP Collegiate Officer. Students are encouraged to consult the Student Conflict Resolution Center or other services for support and advice. The parties and the Collegiate Officer should proceed in accord with a mutually agreed upon time-line. The informal process should conclude with one of the following: 1) a mutually agreeable resolution, 2) conclusion of informal efforts without resolution, or 3) withdrawal of the complaint.

Instructors
Allegations of scholastic dishonesty frequently are first raised by the affected instructor and are resolved simply by the assignment of a grade or other academic consequence in the class and the acceptance of that grade or consequence by the student. CAHP instructors should report all cases of scholastic dishonesty to the CAHP Director or designee. These reports will subsequently be reported to the Office for Student Conduct and Academic Integrity (OSCAI),
even if the matter is resolved. The OSCAI is the central repository for all reports of scholastic dishonesty violations.

CAHP Collegiate Officer
If an alleged violation takes place outside of the context of a course, or is otherwise not appropriately resolved as a matter of assigning a grade or other academic consequence, the resolution may be referred to the CAHP Collegiate Officer for review. The Collegiate Officer will contact the parties involved and gather information related to the alleged violation and make appropriate efforts to resolve the complaint informally. The Collegiate Officer may determine that the alleged complaint should be handled through the formal appeal process and will therefore refer the complaint to the CAHP Student Scholastic Standing Committee for review.

Formal Resolution
CAHP procedures for formal resolution are adapted from the Office for Student Conduct and Academic Integrity Guidelines for Colleges: Procedures for Resolving Complaints Under the Student Conduct Code. These guidelines address procedures for resolving complaints against students under the Board of Regents Policy: Student Conduct Code.

Formal conflict resolution processes may include two steps: (1) a hearing in CAHP; and (2) an appeal to a University-wide body. The CAHP fair hearing process includes the following:

Written complaint. The student should have fair written notice of the alleged Student Conduct Code violation, including the facts giving rise to the allegation.

Panel. CAHP will appoint a panel, and a Chair of the panel, for the hearing. The panel will most often be the Student Scholastic Standing Committee, but may in some cases be appointed on an “as needed” basis. No panel member will have a direct interest in the conflict. All panel members serve as neutrals and give the matter open-minded, fair consideration. The Chair directs the procedures before the hearing and directs the course of the hearing. The Chair will be a voting member of the panel, and will be discussed with the student at the pre-hearing conference.

Pre-hearing conference. A meeting among the parties and the Panel Chair or designated collegiate officer will take place to clarify the issues, determine what information or witnesses each side intends to present, establish ground rules and procedures for the hearing, and answer any other questions.

Hearing. A hearing will be scheduled for one half-day. The parties are responsible for presenting their own case. Each presentation may include the use of documents (with enough copies for each panel member and parties) and/or witnesses. All documents distributed at the hearing should be collected at the end of the hearing for shredding. Each party may be accompanied by an advocate or advisor (usually not an attorney, but when a student has an attorney, the University also will be represented by an attorney). The hearing is closed to those not directly involved in the case, and witnesses are present only during their own questioning. A hearing usually proceeds in the following order:
• Call to order by the Chair. Introductions of all present. Review of ground rules and any agreements reached. Witnesses are permitted to attend only for their testimony.
• Each party gives an opening statement, with the presenter on behalf of the University usually going first.
• The presenter presents information and calls witnesses. The student and then panel members follow-up with their questions.
• The student next presents information and calls witnesses. The presenter and then panel members follow-up with their questions.
• Each party makes a summary closing statement with the presenter usually going first.

Record. A formal record (e.g., tape recording) of the hearing should be made and, together with the documents submitted, kept in accordance with the University’s Record Retention Schedule either in an appropriate collegiate office or at the Office for Student Conduct and Academic Integrity. Parties have the right to obtain a copy of the record (which may be at their own expense) subject to University policy.

Panel decision or recommendation. A decision by the hearing panel is based on the information presented at the hearing. A majority of the panel issues the decision. The University has the burden of persuading the panel, through information and argument, that it is more likely than not that the student violated the Student Conduct Code. The panel’s decision should be in writing and provided to each party and to Office for Student Conduct and Academic Integrity.

Appeal. Accompanying the panel’s decision, the college must give the student notification, in writing, of the appeal process. An appeal from a panel’s decision in a student disciplinary matter under the Student Conduct Code goes to the Provost’s Appeal Committee, for ultimate decision by the Provost. CAHP uses the following template language for notification to the student of the appeal process:

“You have the right to appeal this decision. For more information on an appeal, go to the Student Conduct Code Procedure: Twin Cities Campus, and the Provost’s Appeal Committee Hearing Procedures A request for an appeal must be made in writing and filed within ten (10) weekdays of receipt of this letter with:

Secretary, Provost’s Appeal Committee
234 Morrill Hall
100 Church St SE
Minneapolis, MN 55455

Read the procedures referenced above to see what should be included in your request for an appeal.”

Academic (grade) decisions by the hearing body are implemented immediately, even pending appeal. Disciplinary sanctions affecting the student’s status/attendance at the University generally are stayed pending appeal.
**Interim student suspension**

The president or provost may impose an immediate interim suspension on a student or student organization pending a hearing before the CAHP hearing panel (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or provost on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed. The student must be informed in writing of the terms of the suspension, the reasons for it, and the opportunity to be heard on the limited questions described above. The underlying Board of Regents Policy: Student Conduct Code case will be heard and decided by the CAHP hearing panel, and the case generally will take precedence over other cases pending before that panel.
Academic Progress in the CLS Program | CLS Policies & Procedures

CLS academic progress policies and procedures are based on and in alignment with the CAHP Student Performance Policies and Procedures.

Advising & Registration Procedures
All students in the CLS Program, year 3 and 4, are expected to plan their class schedule each semester with Pat Solberg, CAHP Program Coordinator. Students should set up an appointment by contacting Pat via email at solbe002@umn.edu.

Students have a variety of options for enrolling or registering for courses. Registration instructions and information are available via One Stop in the “Registration” section.

Transfer of Previous Courses
The University of Minnesota accepts transfer credit from regionally accredited colleges or universities in the United States and from internationally recognized institutions of higher education in other countries.

Transfer credit will generally be given for coursework that is similar in level and content to courses that are offered at the U of M–Twin Cities campus. Standard liberal arts courses tend to transfer routinely (e.g., courses in the arts, humanities, mathematics, physical and biological sciences, and social sciences).

Vocational, technical, or skills-based courses generally do not transfer. In addition, courses usually do not transfer for subjects that are not offered for credit on the Twin Cities campus, such as aviation, restaurant or hotel management, or real estate. For more information on transfer course petitions, review the Transfer Course Petition Guide at http://admissions.tc.umn.edu/PDFs/TC_guide.pdf, and the University of Minnesota Transfer Credit Policy.

First Semester Registration
Students’ first registration in the CLS program always means a transfer of college, either internally or from outside the University of Minnesota. The following suggestions can help students avoid any problems related to registration during the first semester:

- Confirm enrollment by viewing Enrollment Summary online via One Stop.
- Confirm correct medical and immunization information through Boynton Health Services by calling (612) 625-8400.
- Confirm that registration is in the Clinical Laboratory Sciences Program.
- Confirm correct tuition charges by viewing Student Account Online via One Stop.

Refer any initial questions to One Stop by calling (612) 624-1111 or sending an email to helpingu@umn.edu.
Liberal Education & Writing Intensive Requirements
All students must complete liberal education requirements to obtain their degree. Information detailing the requirements, including specific themes and cores, is available via One Stop at http://onestop.umn.edu/degree_planning/lib_eds/index.html.

Each student has an Academic Progress Report (APAS) that specifically documents his/her progress towards degree completion. The APAS report is available on One Stop and should be used as an advising and degree planning tool. CLS students should refer to the APAS report when working with his/her CLS advisor to be sure degree plans are correct.

Transfer students may have questions about the MN Transfer Curriculum and can view detailed information about:

- Meeting U of M Liberal Education Requirements
- Institute of Technology Transfer Plans and Equivalents (science courses)
- Minnesota Transfer Curriculum
- Liberal Education Course Transfer Guides

Grades & Uniform Grading Policy
The University of Minnesota Uniform Grading Policy can be found at both onestop.umn.edu and in the UWide Policy Library at http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html.

All students in the CLS Program are expected to receive at least a grade of C in ALL courses taken.

Incomplete (I) Grade
An incomplete grade is permitted only in cases of exceptional circumstances and following consultation with the instructor. In such cases an “I” grade will require a specific written agreement between the instructor and the student specifying the time and manner in which the student will complete the course requirements. An “I” grade received in a CLSP course is expected to be completed by the end of the following semester. If this is not fulfilled, the grade reverts to an F. **Need the Incomplete Contract Form

N Grades
While in the professional program, probationary status may be assigned when a student receives a grade less than C or when a student has an overall GPA in the professional program of less than 2.0. CLS calculates an N grade as an F. For example, a 4 credit course with an N receives no grade points but is calculated as 0 in total GPA, e.g. A=4, B=3, C=2, D=1, N=0, F=0. If the course is repeated and a C grade earned, 4 credits (of C) are used to calculate the GPA.

GPA
All students in the CLS Program must maintain a cumulative GPA of 2.00 in order to be admitted to clinical rotations and to graduate.
Program Progression

Students are expected to maintain satisfactory academic progress in the Clinical Laboratory Sciences program. To be considered in Good Standing within the CLS Program students must receive grades of C or higher in ALL courses; maintain a semester GPA of 2.0 or higher; and maintain a cumulative GPA of 2.0 or higher to continue in the program and enroll in clinical experience courses.

A student’s work is considered unsatisfactory when she/he earns less than a C grade in any ONE course or less than a C (2.0) average for any credits earned in a given semester or cumulatively in the professional program.

Probation

Probation is enforced when a student receives a grade less than C in only ONE course. The course does not need to be a required course in the CLS program to cause the student to be placed on probation. A student may also be placed on probation if they earn less than a C grade average (2.0) in any ONE semester or when their cumulative GPA falls below 2.0.

Students on probation must complete an advising contract for academic performance, before continuing enrollment in the CLS Program. If a student receives a grade of less than C in one course, the student must repeat that course the next time it is offered.

Note: As the CLS curriculum is transitioning to a new delivery format, some courses may not be offered again for reenrollment (CLSP 4402). Individual plans for remediation will be developed for students in this situation.

Table 1

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<thead>
<tr>
<th>Introductory Course</th>
<th>Related (Clinical Rotation) Course</th>
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<tbody>
<tr>
<td>CLSP 4102, 4103 Diagnostic Microbiology CLSP 4101 Virology/Mycology/Parasitology CLSP 4402 Molecular Diagnostics</td>
<td>CLSP 4701 Applied Diagnostic Microbiology</td>
</tr>
<tr>
<td>CLSP 4201 Hematology I CLSP 4202 Hematology II CLSP 4203 Hemostasis</td>
<td>CLSP 4702 Applied Clinical Hematology</td>
</tr>
<tr>
<td>CLSP 4301 Urinalysis CLSP 4302, 4304, 4305 Clinical Chemistry</td>
<td>CLSP 4703 Applied Clinical Chemistry</td>
</tr>
<tr>
<td>CLSP 4501, 4502 Transfusion Medicine CLSP 4401 Immunology</td>
<td>CLSP 4704 Applied Transfusion Medicine</td>
</tr>
</tbody>
</table>

If a student is demonstrating unsatisfactory performance in one or more courses, he or she is strongly encouraged to contact and discuss the performance with the instructor(s), or Program Director BEFORE the course(s) has ended. Ideally the student should contact the instructor about the performance problem(s) as early in the course as possible. There may be assistance available during the semester, however once the course has ended CLS academic progress policies will be enforced with no exceptions.
Withdrawal from Courses
The CLS program is sequential and withdrawing or failing a course often has catastrophic effects on a student’s progress in the CLS course plan. For this reason, both Year 3 and Year 4 CLS students are required to seek advising from CAHP Staff when a withdrawal is requested PRIOR to withdrawing from the course.

ALL course withdrawals require approval by the course instructor and the CLS Program Director.

Withdrawing from a course is NOT a feasible strategy for avoiding an unsatisfactory grade.

Before withdrawing from a course, a student MUST contact the course instructor and exhaust all other options for completing the course prior to requesting withdrawal. Petitions to withdraw during the period when college approval is required will only be accepted if there is documentation from the course instructor that an alternate plan for completing the course is not available.

A student may withdraw from a course during the period when registration changes require college approval only once during his or her undergraduate enrollment without extenuating circumstances. Withdrawal petitions received during the period when registration changes require college approval are approved only under extreme circumstances and are reviewed on a case-by-case basis.

If a student withdraws from a lecture or laboratory course in the professional program, he/she must also withdraw from the corresponding lecture/laboratory course. There are no exceptions to this policy.

Procedure:

1. Students should continue to attend class and complete course work until official withdrawal decision has been communicated.
2. Submit a Petition for Undergraduate and Professional Students available on One Stop Forms online to:

   CAHP Student Services
   Main Office: PWB Room 15-194
   MMC 714, 516 Delaware St SE
   Minneapolis, MN 55455
   Fax: (612) 626-8127 | E-mail: cahpinfo@umn.edu

3. The Petition should include statement on desired action and explanation and documentation of extenuating circumstances.
4. Petition results are communicated via email, the University’s official communication, and student is responsible for cancellation of the course if the petition is approved.
5. Please note: petitions are NOT reviewed in person or while a student is waiting. Please allow 1-2 business days for review.
Withdrawal from the CLS Program
Students have the right to request a withdrawal from the CLS Program and should contact CAHP Student Services for information. If a student chooses to withdraw from CLS, readmission is required if he/she wishes to continue in the program at a later time. CLS students are responsible for providing written notification to course instructor(s) when a withdrawal request has been approved.

Leave of Absence
An official leave of absence is now required for all undergraduates who do not enroll for one or more semesters (excluding summer). Students who are absent one or more semesters without an approved leave of absence will not be able to register when they return and may need to apply for readmission into their program.

Students should consider a Leave of Absence in lieu of withdrawing from the CLS Program, if appropriate.

Dismissal
Dismissal is enforced when a student receives grades of less than C in TWO or more courses in the same or different semesters. The courses do not need to be required courses in the CLS program to cause the student to be dismissed.

Readmission
Students dismissed from the CLS Program have the option of reapplying, however readmission to the program is competitive with all other candidates for that year, and contingent on evidence that factors that led to the dismissal have been corrected. Students readmitted to the program that have been previously dismissed will ONLY be readmitted on a probationary status and will be expected to complete the terms outlined in the probation contract included with the offer of admission. Failure to complete probationary conditions in the probationary semester will result in immediate dismissal.

Non-Enrollment
Undergraduates who have not been granted a leave of absence and do not register for one (non-clinical) semester will be placed on inactive status. To regain active status, students must contact their college office for approval. Students in good academic standing at the time they became inactive are routinely allowed to return to active status if there is space in the program.

Students who fail to enroll for courses for more than two consecutive semesters (not including summer session) without a leave of absence or formal withdrawal will be expected to complete the program requirements in effect at the time of his or her reenrollment.
PETITION FOR STUDENTS IN UNDERGRADUATE AND PROFESSIONAL PROGRAMS

This petition is used to request an exception to college or University academic policies. Before submitting this petition, contact your college about any required documentation and/or timing of the process. Emergency problems requiring faster action should be called to the attention of your college’s Committee on Student Scholastic Standing. You should also meet with an advisor to discuss options, including taking incompletes in your courses. Do not assume approval of your request until you have received it. If an appeal is approved, W (for Withdrawal) will remain on your academic record for each cancelled course. **Student Athletes:** Meet with your athletic counselor in Intercollegiate Athletics (Blierman) before initiating this petition.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

<table>
<thead>
<tr>
<th>last name</th>
<th>first name</th>
<th>middle name</th>
<th>ID number</th>
</tr>
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<table>
<thead>
<tr>
<th>street address</th>
<th>city</th>
<th>state</th>
<th>zip code</th>
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<table>
<thead>
<tr>
<th>college</th>
<th>major</th>
<th>e-mail address</th>
<th>telephone number</th>
</tr>
</thead>
</table>

Expected Term and Year of Graduation: ☐ fall ☐ spring ☐ May session ☐ summer ☐ year__________

Request:

Reason/explanation (attach a separate sheet if more space is needed)

---

**Add Classes:**  
Term/Year: __________________________

<table>
<thead>
<tr>
<th>class number (call number) (64221, etc.)</th>
<th>grade basis A-F or S/N</th>
<th>units (credits)</th>
<th>subject, catalog number, section (Hist 1001, sec 2, CO2, etc.)</th>
</tr>
</thead>
</table>

<table>
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<th>units (credits)</th>
<th>subject, catalog number, section (Hist 1001, sec 2, CO2, etc.)</th>
</tr>
</thead>
</table>

Add classes: Term/Year: __________________________

**Cancel Classes:**  
Term/Year: __________________________

<table>
<thead>
<tr>
<th>class number (call number) (64221, etc.)</th>
<th>grade basis A-F or S/N</th>
<th>units (credits)</th>
<th>subject, catalog number, section (Hist 1001, sec 2, CO2, etc.)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>class number (call number) (64221, etc.)</th>
<th>grade basis A-F or S/N</th>
<th>units (credits)</th>
<th>subject, catalog number, section (Hist 1001, sec 2, CO2, etc.)</th>
</tr>
</thead>
</table>

Cancel classes: Term/Year: __________________________

☐ Cancel All Classes

Student signature ____________________________ Date ________________

---

**INSTRUCTOR, DEPARTMENT, OR ADVISER**

Instructor, department, or adviser comments/recommendation (not required for one-time withdrawal)

Signature ____________________________ Date ________________

Printed name ____________________________ Date ________________

---

**COLLEGE**

Committee comments ____________________________

Committee action:  
☐ approved  
☐ not approved

Signature ____________________________ Date ________________

---

*The University of Minnesota is an equal opportunity educator and employer.*
### UNIVERSITY OF MINNESOTA

## TUITION REFUND APPEAL

### INSTRUCTIONS:
Tuition refund appeals are granted only in cases of rare and extreme circumstances and are not granted for failure to cancel, nonattendance, or employment. Before completing this form, you should meet with an advisor to discuss options, including taking in completes in your courses instead of seeking a refund. If you decide to proceed with the appeal process, you must:

- Cancel courses before submitting this form;
- Complete Sections A through C below;
- Attach a personal statement that fully describes the circumstances that led to your withdrawal;
- Attach the required supporting documentation; and
- Submit this information to any One Stop center listed below.

If you have, or think you have, a disability related to this tuition refund appeal, consult with the Disability Services Office at 612-626-1333 or 180 McNamara Alumni Center prior to the completion of this form. If your appeal is approved, W (for Withdrawal) will remain on your academic record for each course. Undergraduates subject to the 13 credit policy must have an approved reduced credit load exemption from their college office before submitting this appeal. If you are an international student, contact International Scholar and Student Services, 190 Humphrey Center, before submitting this form.

The decision regarding your appeal will be mailed to you in approximately two to three weeks. Decisions are not available over the phone or by e-mail. Questions regarding this form or the appeal process can be directed to any One Stop center listed below.

### DEADLINE:
Your appeal must be received no later than August 31 of the academic year for which you are submitting the appeal because that is the end of the fiscal year. Accounting practices and compliance with regulations restrict our ability to process tuition refund appeals beyond the end of the fiscal year.

### SECTION A: Student Information

<table>
<thead>
<tr>
<th>student name: last</th>
<th>first</th>
<th>middle</th>
<th>telephone</th>
<th>student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>current address</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>term/year of cancellation</td>
<td></td>
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</tbody>
</table>
- fall 20___
- spring 20___
- May/summer 20___
| college (CLA, CCE, etc.) | list course(s) canceled |

### SECTION B: Reason for Appeal
Please check box for reason you are appealing and attach a personal statement regarding your reason for appeal, as well as the required documentation listed in the box below. Any documentation you provide is protected by Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

- Medical
  - Your physician must complete the medical supplement on the next page and you must sign the authorization for release of medical information on that page.
- Death in immediate family
  - Copy of death certificate required.
- Military activation
  - Copy of military activation orders.
- Academic advisement
  - Letter on University stationery from college office or adviser indicating that incorrect information was given by a University representative.

### SECTION C: Student Certification

- I am not receiving financial aid for the term/year listed in Section A. (Financial aid includes loans, grants, scholarships, tuition benefits, and fellowships.)
- I am receiving financial aid for the term/year listed in Section A. NOTE: If your circumstances require you to withdraw/drop from all courses, you are encouraged to contact a One Stop Counselor and your academic adviser so your decision will be based on a clear understanding of the consequences of withdrawing from courses. Questions may be directed to any One Stop center, below. I understand that in most cases retroactively canceling courses will result in being billed for financial aid that has been disbursed based on my original enrollment.

Please note that any approval resulting in a reduction or removal of the student services fee or the University-sponsored Health Benefit plan will make you liable for all Boynton Health Service clinic charges and any outside health insurance claims.

By signing this form, you are certifying that the information you provided is true. Misrepresentation of facts or documentation may be sufficient cause, in and of itself, for automatic denial of this appeal and may be in violation of the Student Conduct Code. If you have read and understood the statement above, sign and date the box below.

<table>
<thead>
<tr>
<th>student signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>for office use only</td>
<td></td>
</tr>
</tbody>
</table>

### Results of Decision

<table>
<thead>
<tr>
<th>approved?</th>
<th>results of decision</th>
<th>by</th>
<th>date</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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**One Stop Student Services Centers**

- 200 Fraser Hall
- 105 Pleasant St SE
- Minneapolis, MN 55455-0422
- 612-624-1111
- fax: 612-625-3002
- 130 Coffey Hall
- 1420 Eckles Ave
- St Paul, MN 55108-6054
- 612-624-1111
- 130 West Bank Skyway
- 219 10th Ave S
- Minneapolis, MN 55455-0427
- 612-624-1111

To request this form in an alternative format, please contact the Disability Services Liaison at 612-625-9578.

The University of Minnesota is an equal opportunity employer and educator.
TUITION REFUND APPEAL MEDICAL SUPPLEMENT

INSTRUCTIONS FOR PHYSICIAN: This form is to be used to help the student with documentation for an exception to the University of Minnesota's tuition policy. When completing this form, you will be asked to rate conditions on a scale of mild, moderate, or severe. Please use these ratings to indicate the usual state of severity of the conditions during the illness period. Mild is intended to indicate impairment in functioning greater than would be expected for a college/university student, leading to some impairment in studying and/or missing of classes. Moderate indicates further impairment in functioning that is not excessive or extreme. Severe indicates extreme difficulty in functioning and complete inability to attend class or study. If additional space is needed, attach a separate letter on letterhead providing further information.

<table>
<thead>
<tr>
<th>student name: last</th>
<th>first</th>
<th>middle</th>
<th>student ID</th>
</tr>
</thead>
</table>

**To be completed by physician/medical professional**

Patient was seen for medical condition on (list all dates):

List your diagnosis:

Length of treatment:

Was the student physically/emotionally incapable of attending classes during the term of the illness? □ Yes □ No

Rate the severity of how the illness impacted the student's daily functioning during the term of the illness:

□ Mild (less than 2 weeks) □ Moderate (2-6 weeks) □ Severe (more than 6 weeks)

List specific symptoms and how they prevented the student from attending class(es):

Extent of the illness or injury as it relates to the student's ability to participate in class:

□ Hospitalization (including day hospitalization) required (from ___ to ___)

□ Confined to bed (from ___ to ___)

If this condition is a continuation of a prior condition, did the student suffer a relapse, have complications, or require a change in medication that affected her/his ability to attend classes? If yes, explain and give the date this was diagnosed:

Rate how the student's illness affected the following daily functions:

Ability to concentrate: □ Mild □ Moderate □ Severe □ Not applicable

Ability to sleep: □ Mild □ Moderate □ Severe □ Not applicable

Ability to attend class or study: □ Mild □ Moderate □ Severe □ Not applicable

Energy level: □ Mild □ Moderate □ Severe □ Not applicable

Other: □ Mild □ Moderate □ Severe □ Not applicable

Did you recommend ongoing treatment/therapy? □ Yes □ No

If yes, how often is/was the required treatment:

□ Daily □ Weekly □ Monthly □ Other __________________________

When do you believe the student can/could resume daily activities, including attending class(es)?:

Other comments pertinent to the student's circumstances:

By signing this form, you are certifying that the information you provided is true to the best of your knowledge.

<table>
<thead>
<tr>
<th>Name/title</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Name of service provider/hospital/clinic</th>
<th>Phone number</th>
</tr>
</thead>
</table>

Signature of student authorizing release of medical information.

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Tuition Refund Appeal Medical Supplement
CAHP LEAVE OF ABSENCE REQUEST FORM

INSTRUCTIONS
The purpose of this form is outlined in the CAHP Educational Policies and Procedures manual, Section 1.1.3 Leave of Absence policy. Students should review this policy completely before submitting this request form.

This request must identify the student, the reason for the leave of absence, and any additional documentation. Incomplete forms will be returned to the student. If alleging discrimination in the CAHP or program-student relationship, may be filed under this procedure or with the Office of Equal Opportunity and Affirmative Action, but not both.

DEADLINE
The complaint must be filed within 5 calendar days from the occurrence or notice of the action being challenged, unless there are compelling reasons for delay (which may include an effort to informally resolve the complaint). Please contact the CAHP Office for Student Services at cahpinfo@umn.edu or (877) 334-2659 with any questions related to this form or process.

Please submit this form to:
Center for Allied Health Programs
University of Minnesota
MMC 714, 516 Delaware Street SE
Minneapolis, MN 55455

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Student ID #</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Current Mailing Address</th>
<th>University E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

| Program of Study | Performance Site | Term/Year (when incident took place) |

State the reason for the leave of absence request (attach additional pages if necessary):

Additional documentation included (if any):

By signing this form, you are certifying that the information you provided is true. Misrepresentation of facts or documentation may be sufficient cause, in and of itself, for automatic denial of this appeal and may be in violation of the Student Conduct Code. If you have read and understood the statement above, sign and date the box below.

Student Signature ____________________________ Date ____________

For office use: Date Received ____________ Date Processed ____________ Results of Decision ____________

CAHP Leave of Absence Request Form
REQUEST FOR CERTIFICATION

To complete this form online, open in Adobe Reader, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

*Student name (last, first, middle, former)

In the box below, print plainly the name and complete mailing address where you want your certification(s) sent. The address you provide will appear in a window envelope.

Student address
City
State
Zip

Student ID number or SSN
Student e-mail address
Date of birth (mm/dd/yy)
Day phone number

DIRECTIONS

- To ensure prompt processing, provide all information requested.
- Fill out one request for each address you are sending certification letter(s) to or attach a sheet listing additional addresses.
- If you are a current student, check your online enrollment summary to be sure that everything you want to have certified is currently listed; certification requests are not held for missing information.
- The Office of the Registrar will only certify coursework taken at the University of Minnesota.

TYPE OF SERVICE

☐ Regular. Sent at no charge. Mailed within 2-3 business days. Allow sufficient time for delivery by U.S. mail.

☐ Fax. $10 each letter. Faxed plus an original mailed same day if received by 2 p.m. Allow sufficient time for delivery by U.S. mail. Attach a check or money order payable to the University of Minnesota or provide credit card information (type of card, card number, and expiration date).

Fax number: ________________

Prepayment is required. Check the method of payment: ☐ Check or money order ☐ Cash—Indicate the amount attached: $______
☐ Charge to ☐ American Express ☐ Diners Club ☐ Discover card ☐ MasterCard ☐ VISA

Credit card number: ________________
Expiration date: ________________

This PDF will not allow you to type in your credit card number; you must fill it in by hand to protect the privacy of your information.

Complete billing address (billing address is where monthly statement is sent for card being used):

TYPE OF CERTIFICATION REQUESTED

☐ Loan deferment ☐ Good student discount

☐ Medical insurance ☐ Automobile insurance

TYPE OF INFORMATION REQUESTED

☐ Verification of attendance

☐ Cumulative GPA and credits

☐ Expected graduation date. You must specify date or term/year:

☐ Verification of Degree/Certificate awarded

☐ Degree GPA (GPA as of date your degree was conferred. Available for undergraduate degrees only.)

☐ Special instructions:

STUDENT SIGNATURE (required; please write)

Date

for office use only
certification mailed

date

Certifications, 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108-6054 (phone: 612-626-4432; fax: 612-625-4351)

To request this form in an alternative format, please contact the Disability Services Liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator.

Printed on recycled and recyclable paper with at least 10 percent postconsumer material.
Contract for the CLS Curriculum

A contract is an agreement that establishes both commitment and obligation. To be accepted into the Clinical Laboratory Sciences professional program, and for the purpose of making all responsibilities connected with this program clear, the following document needs to be read, agreed to, and signed. The Clinical Laboratory Sciences Student Handbook contains a copy of this contract.

This curriculum and its instruction will be challenging, and scientifically and technically exacting. Our responsibility, therefore, is to teach and help you become competent laboratory practitioners, adept in the art, science and value of this profession.

Students are responsible for their own learning. Faculty members are responsible for helping students acquire the knowledge, skills, and attitudes needed for successful practice now and in the future. Thus, we will provide various instructional methods including lectures, laboratory sessions, demonstrations, videos, online course materials, and the like to facilitate learning. It is each student’s responsibility to use all of these resources (including peer interactions) to achieve success.

These are the conditions of the curriculum contract:

- I understand and agree that this curriculum and its courses may be very different from previous coursework in which I have been enrolled. I understand that this curriculum is both a reflection of and preparation for work in the field of laboratory science in which I plan to engage following graduation.
- I agree to attend all laboratory classes for the full time that they are in session, unless in exceptional circumstances, such as illness. I agree to be in the assigned laboratory on time and fully prepared to participate in the laboratory lesson of the day. I promise to provide prior notice if I am unable to attend these laboratory sessions due to allowable circumstances.
- I agree to complete all the assignments and prepare for each laboratory exercise by the times specified in each instructor’s syllabus. I agree that by not preparing, I could be prevented from participating in a laboratory exercise, receive a poorer grade for the quizzes and laboratory exercises, or other parameters of the curriculum that the instructors have prescribed.
- I agree to participate in class sessions in an active, polite, and professional manner.
- I agree to hand in requested assignments, such as laboratory exercises, reports and examinations, at the time identified in each course syllabus or, where not specifically noted, by the professor. I understand and agree that incomplete or late work is unacceptable and will be dealt with by each instructor according to his/her criteria.
- I understand that a professor is available through e-mail and provides office hours for discussion. Thus, I am free to make an appointment convenient to us both, and that the professor will make every reasonable effort to talk with me. I agree to make the professor aware of any concerns about my progress, the course, or its instruction.
- I understand and agree that this curriculum and the contributions it makes to my education and experiences at the University are in my mind and hands, and I promise not to seek blame or redress without contacting each professor about any concerns. I recognize that other administrative avenues as specified in the Clinical Laboratory Sciences Student Handbook are available to me.
- I will always report the actual data, as obtained from my laboratory analyses, and record the numbers or interpretations as I observed. These values include standards, controls and unknown (patient) results. I am aware that failure to be perfectly honest (in all aspects of my interactions with instructors) can result in my dismissal from the course, program, and/or university.
- I understand and agree that the grades earned by me for assignments, laboratory exercises, examinations, and courses per se are the sole discretion of the instructors and that information about the criteria for these grades can be obtained from these instructors.
- I understand that I must earn a grade of C of better in all courses to continue in good standing in the CLS Program.
- I understand that I must comply with the computer and technology requirements of the program.

I understand that the decision to enroll in this curriculum is mine alone. I further understand that violation by me of any of the conditions listed above will remove instructors of all obligations and may result in probation or dismissal from the program.

The above conditions, I agree to, with full knowledge of their intent, content and consequences.

Print Name ____________________  Signature ____________________  Date ____________

CLS Contract for the Curriculum
CAHP Student Academic Complaint Form

INSTRUCTIONS
The purpose of this form is outlined in the CAHP Educational Policies and Procedures manual, Section 1.1.3 Conflict Resolution Process for Student Academic Complaints. Students should review this process completely before submitting this complaint form.

This complaint must identify the student, the respondent, the individuals involved, the incident, the rule/policy/established practice alleged to have been violated, and a brief statement of the remedy the student is seeking. Incomplete forms will be returned to the student. If alleging discrimination in the CAHP or program-student relationship, may be filed under this procedure or with the Office of Equal Opportunity and Affirmative Action, but not both.

DEADLINE
The complaint must be filed within 5 calendar days from the occurrence or notice of the action being challenged, unless there are compelling reasons for delay (which may include an effort to informally resolve the complaint). Please contact the CAHP Office for Student Services at cahninfo@umn.edu or (877) 734-2659 with any questions related to this form or process.

Please submit this form to: Center for Allied Health Programs
University of Minnesota
MM C 714, 516 Delaware Street SE
Minneapolis, MN 55455

E-mail: cahninfo@umn.edu
Fax: (612) 626-8127

<table>
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<tr>
<th>Student Name</th>
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<th>Middle</th>
<th>Student ID #</th>
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<td>Current Mailing Address</td>
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<td>University E-mail Address</td>
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<td>Preferred Telephone</td>
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</tbody>
</table>

| Program of Study | Performance Site |
| Term/Year (when incident took place) |

| Respondent (e.g. faculty person, program committee, etc.) |
| Parties Involved: (e.g. faculty members, advisor, student, etc.) |

Rule, policy and/or practice that has allegedly been violated (attach additional pages if necessary):

Brief statement of sought remedy:

Additional documentation included (if any):

By signing this form, you are certifying that the information you provided is true. Misrepresentation of facts or documentation may be sufficient cause, in and of itself, for automatic denial of this appeal and may be in violation of the Student Conduct Code. If you have read and understood the statement above, sign and date the box below.

Student Signature Date

<table>
<thead>
<tr>
<th>For office use:</th>
<th>Date Received</th>
<th>Date Processed</th>
<th>Results of Decision</th>
</tr>
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</table>

CAHP Student Academic Complaint Form
# CAHP REQUEST FOR RECONSIDERATION FORM

**INSTRUCTIONS**
The purpose of this form is outlined in the CAHP Educational Policies and Procedures manual, Section 1.13 Conflict Resolution Process for Student Academic Complaints. Students should review this process completely before submitting this request form.

This request must identify the student, the requested action, the reason for the request, and documentation of any extenuating circumstances. Incomplete forms will be returned to the student. If alleging discrimination in the CAHP or program-student relationship, may be filed under this procedure or with the Office of Equal Opportunity and Affirmative Action, but not both.

**DEADLINE**
The request must be filed within 5 calendar days from the notice of action (e.g. dismissal), unless there are compelling reasons for delay. Please contact the CAHP Office for Student Services at [cahpinfo@umn.edu](mailto:cahpinfo@umn.edu) or (877) 334-2659 with any questions related to this form or process.

**Please submit this form to:**
Center for Allied Health Programs
University of Minnesota
MMC 714, 516 Delaware Street SE
Minneapolis, MN 55455

<table>
<thead>
<tr>
<th>Student Name</th>
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<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<th>Program of Study</th>
<th>Performance Site</th>
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<th>Preferred Telephone</th>
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<th>Term/Year (when action took place)</th>
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**Briefly state your request (attach additional pages if necessary):**

**State the reason for your request:**

**Describe extenuating circumstances (if any):**

**List additional documentation (if any):**

By signing this form, you are certifying that the information you provided is true. Misrepresentation of facts or documentation may be sufficient cause, in and of itself, for automatic denial of this appeal and may be in violation of the Student Conduct Code. If you have read and understood the statement above, sign and date the box below.

**Student Signature**

<table>
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<th>Date</th>
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**For office use:**

<table>
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<tr>
<th>Date Received</th>
<th>Date Processed</th>
<th>Results of Decision</th>
</tr>
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</table>

CAHP Request for Reconsideration
Authorization for Photography, Video and Recording

Date __________________________

Name ____________________________________________

Address _____________________________________________________________________________________

_______________________________________________________________________________________________

Home Phone ___________________ Work Phone ____________________________

E-mail ______________________________________________________________________________________

I hereby expressly grant a representative of the Center for Allied Health Programs the right to photograph, video or audio record, and/or interview me.

In addition, I grant the University of Minnesota the right to use or publish my likeness and interview information for educational or communication purposes such as courses, pamphlets, video and audio programs, slide shows, or Web sites.

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Signed ____________________________________________ Date

Witnessed ____________________________________________ Date
**Contract for Completion of Incomplete Work**

The Program in Clinical Laboratory Sciences requires use of this form when faculty and students are considering assignment of a grade of **Incomplete** (“I”).

Definition: The grade “I” indicates that the instructor 1) has a reasonable expectation that the student can successfully complete the unfinished work on his/her own in time to allow the student to successfully progress in concurrent coursework, and no later than one year from the last day of classes and 2) believes that legitimate reasons exist to justify extending the deadline for course completion.

Each instructor’s policies for awarding an “I” must be included in the course syllabus.

Students who are assigned **Incomplete**s must complete the unfinished work by the date agreed upon with the instructor.

Students are expected to make up the work on their own. If completion of the work requires the student to attend class in substantial part a second time, assigning an “I” is **NOT** appropriate.

A student who receives a grade of “I” has one year to complete the work and receive a passing grade. If the unfinished work is not made up in one year or if the work is inadequate, the Instructor shall resubmit an “I”, or after evaluating completed coursework shall submit an “F” (if the student registered on the A-F grade base) or “N” (if the student registered on the S-N grade base).

---

____________________________________________________  will receive an “I” in

(Student’s name)

_____________________________________________________  for __________________________

(Course designator and number)  (Semester/year)

_________________________________________________

(Reason for incomplete)

**CONDITIONS FOR MAKING UP UNFINISHED WORK**

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Instructor’s signature  Current Date

Student’s signature  Current Date

Copy sent to advisor (NAME)  Current Date