

D.V.M. Student Handbook

This handbook contains important information and resources for University of Minnesota College of Veterinary Medicine D.V.M. students. As a D.V.M. student, you are responsible to review and understand the content in this document. If you have any questions, please contact the Office of Academic and Student Affairs at 612-624-4747 or dvminfo@umn.edu.

➤ **Academic Health Center Insurance Student Health Benefit Plan**

CVM students may opt to enroll in the University-sponsored AHC Student Health Benefit Plan (AHC-SHBP). The approximate cost of the insurance through the AHC-SHBP is \$1,590 per semester for the 2015-16 academic year. Costs for the 2015-2016 year have not yet been finalized. Spouse and dependent coverage is also available. Health cards are mailed to students in late August. More information about the AHC-SHBP and dependent coverage can be found here (<http://www.shb.umn.edu/twincities/ahc-students/ahc-student-health-benefit-plan.htm>) or by contacting the Office of Student Health Benefits at 612-624-0627 or 1-800-232-9017.

You may request to have the University-sponsored AHC Student Health Benefit Plan waived for two years if you are enrolled in one of the following groups:

- a United States-based employer-sponsored group health plan;
- the University-sponsored Graduate Assistant Health Plan; or
- Minnesota Care

To request a two year waiver, submit the following documentation by fax, mail, or in person to the Office of Student Health Benefits:

- Waiver Request Form (http://www.shb.umn.edu/waiver/Form_SHBP_Waiver.pdf)
- Certificate of Credible Coverage, also called a Letter of Active Coverage, from your insurance company. You must prove that you have other coverage by producing a Certificate of Credible Coverage obtained from your managed care organization or insurance company, or a letter to verify your enrollment from your current insurance company.

The Office of Student Health Benefits will contact you with the decision on your waiver request within two weeks of receiving all required documents. The deadline to request waiver from the plan coincides with the University of Minnesota Twin Cities Campus undergraduate class drop/add deadline each term. The fall 2015 deadline to request waiver from the plan is September 16, 2015.

Should you lose coverage during the period for which you have been waived, you must enroll in the SHBP within 31 days of losing coverage by providing proof of involuntary loss of coverage from your insurance company.

Students may alternatively opt to enroll in the Student Health Benefit Plan (SHBP) available for non-AHC students. There are important differences between the two plans including cost and

coverage. Please read the information posted on the [Office of Student Health Benefits web site](#) and make your selection carefully.

Disability Insurance

All Academic Health Center students will be enrolled in a long term disability insurance program. Unlike the SHBP, there is no 'opt out' option for this obligatory program. Your student account will automatically be billed approximately \$41.50 per semester for the insurance premium. More information can be found here (<http://www.shb.umn.edu/twincities/ahc-students/disability-insurance-plan.htm>).

Optional Dental Coverage

U of M students have the option of enrolling in the Voluntary Student Dental Plan. The cost of the plan is approximately \$384 for a full academic year, September 1, 2015, to August 31, 2016, and is billed to your student account. Enrollment on a yearly basis and must be completed prior to September 16, 2015. Those who do not enroll prior to that date will be unable to enroll until the next open enrollment period beginning in May 2016.

Visit the Voluntary Student Dental Plan web site

(<http://www.shb.umn.edu/twincities/students/voluntary-dental-plan.htm>) to review coverage details. Complete the online enrollment form to enroll in the plan.

➤ **Change of Address**

If you have an address change, you must update your record through One Stop using the form at: <http://onestop.umn.edu/forms> .Once you have officially changed your address with One Stop, you must also notify Academic and Student Affairs (ASA). You can call 612-624-4747, email Sara Dion at dionx032@umn.edu or stop by 108 Pomeroy Center. It is very important that you update your address with the CVM Office of ASA any time you move.

➤ **Change of Name**

If your name has recently changed, you must fill out the form through One Stop at: <http://onestop.umn.edu/forms> and submit the appropriate documentation to One Stop, including an updated social security card. Once you have officially changed your name with One Stop, you must also notify Academic and Student Affairs (ASA). You can call 612-624-4747, email Sara Dion at dionx032@umn.edu or stop by 108 Pomeroy Center. It is very important to notify both the ASA office and One Stop Student Services if you have legally changed your name while enrolled.

➤ **Disability Services**

University policy is to provide, on a flexible and individualized basis, reasonable accommodations to students who have documented disability conditions (e.g., physical, attention-based, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services and their instructors to discuss their individual needs for accommodations. Common accommodations include private testing rooms and extra time for exams. Students with disability accommodations during years 1-3 may need accommodations during the clinical year and should follow up with Disability Services to discuss.

The Disability Services Academic Health Center Liaison, Barbara Blacklock, will assist eligible students with obtaining documentation of disability conditions, determining and implementing reasonable accommodations, and providing information, referral, and consultation. All services are confidential and free. The Academic Health Center Liaison is located in the McNamara Alumni Center, Suite 180 and can be reached by calling 612/626-1333 (voice or TTY). Please visit <http://diversity.umn.edu/disability> for more details.

➤ **End of Term Grades**

Your grades will be available to you on the through the myU portal at: <https://idp2.shib.umn.edu/idp/umn/login> Only the Office of the Registrar can issue official University of Minnesota transcripts, which you can request through One Stop.

➤ **Email**

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

➤ **eProfessionalism**

The University of Minnesota has put together an online course to help you learn more about eProfessionalism and best practices for using social media. It is covered in one of the first year D.V.M. courses, and can also be found here (<https://e-professionalism.umn.edu/>).

The College of Veterinary Medicine also has a Social and Online Media Participation Policy, found here (http://www.cvm.umn.edu/education/prod/groups/cvm/@pub/@cvm/@education/documents/content/cvm_content_305072.pdf). You are responsible to know, understand and follow this CVM policy. It is recommended that you familiarize yourself with both of these resources.

➤ **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records; to establish the right of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. People who have access to student educational data in order to perform their job duties have a legal responsibility to protect the student education records in their possession. This means that, in general, University employees cannot release information from the student record to a third party, including parents, without written permission from the student.

FERPA was established by the federal government in 1974, and applies to all institutions receiving federal funding. It applies to both K-12 and post-secondary institutions, but students have different rights in K-12 than when in college. More information can be found online at: http://onestop.umn.edu/faculty/grades/records_policies.html.

➤ **Student Conduct**

The CVM Office of Academic and Student Affairs (ASA) is the primary point of contact for student conduct issues. When an issue is brought to ASA, they will determine whether it can be handled in-house, or should be referred to the Honor Case Commission or the Office for Student Conduct and Academic Integrity.

The Honor Case Commission is a student group that oversees the CVM Honor Code (http://www.cvm.umn.edu/education/prod/groups/cvm/@pub/@cvm/@education/documents/as/set/cvm_content_291055.pdf), to which all College of Veterinary Medicine DVM students are subject. Procedural appeals to the Honor Case Commission can be made to the Office for Student Conduct and Academic Integrity.

The Office for Student Conduct and Academic Integrity (OSCAI) is the central office for issues related to student conduct. The OSCAI has been entrusted with the responsibility of upholding the University of Minnesota Board of Regents Student Conduct Code (http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html) and administering the student discipline procedures. The mission of the office is to administer student discipline procedures that use educational and developmental strategies in resolving matters arising from alleged violations of the student conduct code in a fair and expedient manner.

➤ **Student Conflict Resolution Center**

The Student Conflict Resolution Center (SCRC) works with students to resolve campus-based problems and concerns. The services are free and confidential. Some of the common areas of concern that the SCRC can help with include academic incivility, grading disputes, instructional concerns, billing/financial aid dispute, scholastic dishonesty, academic program dismissal, behavioral allegations, and roommate conflicts. They also provide an advocate who can represent you in formal administrative hearings on campus, helping you prepare and assisting you in presenting your case. (<http://www.sos.umn.edu/>)

➤ **Student Policies**

It is your responsibility to familiarize yourself with U of M and CVM student policies. They are posted, for your convenience, on the CVM Current DVM Students web site: <http://www.cvm.umn.edu/education/currentstudents/policies/home.html>.

The Veterinary Medical Center also has several policies that you are required to review. They are posted here: <http://www.vmcinfo.umn.edu/policy/default.asp>.

➤ **Syllabi**

Each course has a syllabus which is, in effect, the “contract” between the course coordinator and the student. It is the student’s responsibility to read and understand the syllabus. Different courses have different grading, attendance and other policies and students are held accountable to these policies. If you have any trouble locating a particular syllabus, please contact the course coordinator.

➤ **University Counseling and Consulting Services (UCCS)**

University Counseling and Consulting Services offers assistance for a wide range of educational and psychological concerns such as learning and academic skills, career development and personal problems. This service is located in 199 Coffey Hall on the St. Paul Campus and 340 Appleby Hall on the Minneapolis Campus. Appointments can be made by calling 612-624-3323. Noon time appointments are available. More information at: <http://www.uccs.umn.edu>.

➤ **University Student Legal Service (USLS)**

University Student Legal Service provides legal advice and representation for full-time U of M students. Case types include landlord/tenant disputes, consumer, misdemeanor, family/domestic, employment and wills. Advice and consultation are available at no charge; nominal fees for court representation and preparation of legal documents are charged. The main USLS office is located at 160 West Bank Union Skyway on the Minneapolis West Bank Campus (612-624-1001). <http://www1.umn.edu/usls/>.