

SCHOOL OF EDUCATION PROCEDURES FOR CONTESTING A FINAL GRADE

The following steps will be required of students who are contesting a grade:

- Step 1: Student conferences with the faculty member who has submitted the grade within 30 business days of receiving the final grade. The faculty member notifies the Program Director of the department in which the course resides.
- Step 2: If the student remains unreconciled he or she may appeal in writing within 15 business days of Step 1 to the Program Director of the program in which the course resides (Program Director A). Student must state reasons for appeal.

In the case where the instructor is also Program Director A, the appeal will be made to the Chairperson of Program Director A.

Program Director A will contact the Program Director of the program in which the **student** resides (Program Director B) to inform him or her regarding the student appeal. If the student's advisor is different than the Program Director B, the student's advisor is given a written copy of the appeal.

Program Director A will contact the instructor to discuss the appeal as well as provide an opportunity to meet with the student for clarification.

- Step 3: Program Director A will contact the student in writing within 15 business days of receipt of the appeal with the decision "mutually agreed upon" with the instructor. Program Director B and advisor will receive a copy of the written decision.
- Step 4: If the student remains unreconciled, he/she may appeal in writing within 15 business days of Step 3 to the Chairperson of the department of the program in which the course resides requesting a review of his/her appeal. In the case where the Program Director is also the Chairperson, proceed to step 5. The student's letter must include all steps previously taken and reasons for continuing the appeal.

The Chairperson will contact the instructor to discuss the appeal as well as talk with the student for clarification of concerns. The Chairperson contacts the student in writing within 15 business days of receipt of the student's written appeal with the decision "mutually agreed upon" with the instructor. Program directors and advisor will be notified of the decision. The Chairperson will notify the Dean of the School in which the course resides.

Step 5: If the student remains unreconciled, he/she may appeal in writing within 15 business days to the Dean, who will then judge the appeal in consultation with two appointed faculty members. The instructor and the appealing student will submit copies of all relevant materials to the Dean. The Dean will attempt to resolve the matter through consultation with the instructor, the student and the chairperson of the relevant department as needed. The Dean contacts the student in writing within 15 business days of receipt of the student's written appeal with the decision. The Dean will notify the Vice President for Academic Affairs or designee.

Step 6: Students may appeal the decision of the Dean in writing to the Vice President for Academic Affairs or designee. Written notification of the Vice President for Academic Affairs or designee's decision will be forwarded to all parties concerned within 15 business days of receipt of the student's written appeal. All judgements of the Vice President for Academic Affairs or designee are final.

Program Directors (Non-Education Depts.):

Art Education – Dr. Shannon Elliott
Business Education – Dr. Robert Marino
Music Education – Dr. Mary Carlson

Chairpersons (Non-Education Depts.)

Art Department – Mitch Messina
Business & Management – Jerry Zappia
Music Department – Dr. James Douthit

School of Education Program Directors

Early Childhood Inclusive Education – Kathy Russell
Childhood Inclusive Education – Dr. Kerry Dunn
Adolescence Inclusive Education – Dr. Jim Black
Computer Education – Dr. Jim Fenwick
Literacy Education – Dr. Naomi Erdmann
TESOL Education – Dr. Cindy McPhail

School of Education Chairpersons

Inclusive Adolescence Education Department- Dr. Craig Hill
Inclusive Early Childhood and Childhood Education Department - Dr. Kate DaBoll-Lavoie
Literacy Education, Computer Education and TESOL Department - Dr. Cindy McPhail
Social & Psychological Foundations Department (EDU 501/520 courses) – Dr. Poonam Dev

Vice Presidents & Deans

College of Arts & Sciences Dean (Music and Art Education) – Dr. Deborah Dooley
School of Education Dean - Dr. Timothy Glander
School of Management Dean – Jerry Zappia
Interim Assistant to the Vice President for Academic Affairs – Dr. Robert Marino
Vice President for Academic Affairs - Dr. Sara Varhus