

PROCEDURES: Appeals of Committee Decisions

The Undergraduate Committee of the Department of Special Education and Rehabilitation consists of faculty who teach courses and advise students in the teacher education programs. The committee maintains high standards for teacher education consistent with federal legislation and school expectations. It enforces its policies regarding admissions, advising, coursework, practica, student teaching, and academic integrity.

The Undergraduate Committee is responsible to make decisions regarding student performance in these policy areas. It meets bi-weekly during the Fall and Spring Semesters only. Meetings are not held during summer months, holidays, or other periods exclusive of the academic calendar. During meetings, committee members may elect to hear student requests and student appeals of decisions.

- **Student requests** are written proposals for actions and include rationale, justification, and specific outcome(s). Example: Out of Area Student Teaching Application.
- **Student appeals** are written proposals for the committee to reconsider or reverse previous decisions and include rationale, justification, and specific outcome(s). Example: Retaking the math exam.

Procedures for student requests and appeals are described below:

1. Written proposals must be submitted to the undergraduate committee chair.
2. Written proposals must be received by the undergraduate committee chair no later than 72 hours prior to the next scheduled meeting. Late proposals will be returned to the student or addressed in the next regularly scheduled meeting. Proposals received during summer months, holidays, or other periods exclusive of the academic calendar will be returned with a description of upcoming meeting dates.
3. Committee decisions on requests and appeals will be disseminated to the student, the student's file, and other relevant personnel (e.g., department head, department advisor). These committee decisions will be disseminated within three working days of the undergraduate meeting.
4. Following committee decisions on appeals, students desiring to pursue further action must meet with the department head.
5. Copies of letters on decisions affecting the student's academic program will be placed in the student file.