



College of Education



Academic and Admissions Regulations Committee Guidelines and Policies

Updated: February 13, 2015

College of Education Vision/Mission

We envision our graduates, and those they influence, as the learners and leaders of today and tomorrow. As learners, our graduates will continue to grow and develop into leaders within their fields. As leaders, they will build upon the diverse backgrounds and perspectives they encounter to ensure that all individuals are able to construct the understandings necessary to become successful.

"Learners and leaders of today and tomorrow"

Our mission is to provide diverse environments of excellence that support dynamic learning experiences. In these environments, faculty and students reflect upon and engage in the applications of theory, research, and emerging technologies. These environments support the construction of knowledge, skills, and attitudes through collaboration and inquiry. As a result, faculty and students are empowered to create an enhanced quality of life within their respective communities.

This document is intended to assist current and prospective College of Education students who find the need to appeal an admittance or academic action/decision. All other appeals (e.g., financial aid, housing, student conduct, etc.) should be directed to the FGCU Office of Student Affairs. All appeals are reviewed in a timely fashion immediately after they are received by the committee chair. The College of Education Academic and Admissions Regulations Committee guidelines are consistent with the guidelines as set forth by Florida Gulf Coast University's Student Guidebook (see <http://studentservices.fgcu.edu/policies.html>).

Nature of the Committee

Purpose

Academic and Admissions Regulations Committee: (Informally known as Appeals Committee). The purpose of the College of Education's Academic and Admissions Regulations Committee is to provide students with a fair and equitable process for admission or academic action/decision appeals.

Membership

The committee consists of as many as six (6) elected faculty members who will serve two-year terms, with two members elected from each academic department. The committee membership will rotate, with one member representing each department serving in the second year of his/her term and each department electing a new member each year. Committee members may serve more than one term if they are reelected.

Chair

The chair of the Academic and Admissions Regulations Committee will be a member of that committee elected by fellow committee members during the fall semester of each year. The chair will serve in this position for a one-year term and can be re-elected as chair for subsequent terms. The chair will serve to moderate appeals meetings, and will vote on appeals only when necessary to break a tie.

Meeting Times

This committee meets on a need-to-meet basis, typically determined by any appeals that may need to be reviewed or other committee related tasks (e.g., policy updates).

Minutes

Minutes of the meeting are available to all College of Education Faculty and are otherwise confidential to the extent limited by Florida law. Minutes including letters informing students of appeal decisions will be kept secure in the office of the Dean's administrative assistant. Committee minutes will be maintained in a manner that insures compliance with both the Federal Educational Records Privacy Act (FERPA) and Florida Sunshine Laws.

Scope

The following outlines the general scope of the committee. Students who have questions regarding the appropriateness of their appeal should contact the Dean's administrative assistant for further guidance.

The committee reviews appeals related to the following:

Admission

1. Admission to the College of Education as either an undergraduate or graduate student

Academic

1. Grades or other academic action taken by an instructor that meet one or more of these criteria:
 - a. Alleged deviation from established and announced grading policy;
 - b. Alleged errors in application of grading procedures;
 - c. Alleged lower of grades for non-academic reasons.

NOTE: The professional judgment exercised by an instructor in assigning a grade or in conducting a class are excluded from the provisions of this rule except as noted in (1) a, b, or c above.

Not included in the Scope of the Committee

1. Admission to practica or internship without first completing designated requirements.
2. Admission to a class without first completing designated requirements (e.g., courses, tests, or assignments) are matters resolved with your program faculty advisor or the course instructor.
3. Appropriate transfer of courses taken outside of the College of Education and/or FGCU is determined by appropriate program faculty, the program coordinator of the student's program, or academic advisor.

4. Students are enrolled in independent studies by faculty who are willing to supervise them. Current College of Education policy concerning independent studies stipulates that independent studies:
 - a. Are usually reserved for degree-seeking students;
 - b. Are not intended to replace periodic course offerings, especially if the classroom course was offered in either the preceding or subsequent semester; and
 - c. Are planned with and supervised by full-time faculty and/or staff

Assumptions

1. Students are entitled to a fair, prompt, and open resolution of appeals.
2. Faculty members are entitled to a presumption of authority, and the student must prove his/her case to be successful in an appeal.
3. Faculty have a right to be present at any proceeding in which an investigation of their grading, conduct, etc. is discussed or when an appeals decision is being made or communicated to a student. The committee has an obligation to explain this right to any/all faculty members involved in an appeal.
4. The Dean's administrative assistant will provide students with a copy of this document to clarify the College of Education procedures for handling appeals.
5. Resolution of student appeals will be made as speedily and informally as possible.
6. The university as an institution and its faculty are entitled to procedures which ensure the maintenance of academic standards.
7. The appropriate forum for discussion or alteration of academic matters pertaining to the College of Education is within the College of Education.
8. The committee will function as an objective, fact finding body when examining all available and relevant information concerning the students' appeal of academic or admission actions. Such information shall include the student's written appeal, written and/or oral information provided by the instructor or relevant other, statements made by both parties before the committee, and any other information the committee may deem relevant.

Academic Appeal General Method

1. College of Education student grade appeals shall first be brought to the attention of the instructor of the course. The parties should attempt to resolve the problem in as quick and satisfactory a manner as possible. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal solution with the Associate Dean of the College of Education.
2. The Associate Dean, instructor, and student should make every effort to solve the problem at the informal level. This resolution will take place within ten (10) working days of the appeal being brought to the Associate Dean. The Associate Dean will notify the student and the instructor of the decision in writing and remind the student of the formal procedure for appeal.
3. When the instructor is not available to discuss the problem, if at all possible, the resolution should wait until such time as the instructor can return to the campus, but not longer than one semester. If the Associate Dean determines that an emergency exists requiring the problem to be solved prior to the availability of the instructor (e.g., in a case of probable delayed graduation), the she or he will make a reasonable effort to apprise the instructor of the

situation. The instructor may elect to submit a written statement and/or designate a faculty replacement to aid in solving the problem. If the instructor cannot be reached or does not elect to designate a replacement and the appeal must be dealt with promptly, the Associate Dean will document efforts to contact the instructor before acting on his or her behalf.

4. If the appeal is made against the Associate Dean in the role of instructor, and the student and Associate Dean cannot informally resolve the situation the student will appeal directly to the committee.
5. If not satisfied with the resolution of the appeal proposed by the instructor or Associate Dean, the student may proceed within ten (10) working days of receipt of the decision to file a written appeal with the College of Education Academic and Admissions Regulations Committee. The appeal is to be submitted to the Committee **only** after informal resolution has failed. Students must clearly specify the action(s) which they have taken to resolve their problem in addition to explaining what the student perceives as wrong. The Committee will investigate the case further and present recommendations for resolution.
6. The Committee shall not be officially convened to review the appeal until the faculty member involved, or replacement, has received a copy of the appeal and has had at least five (5) working days to submit, if desired, any information.
7. The student and faculty member will be invited to the appeal review meeting. Each will be allowed adequate time to respond to the appeal (and material) submitted as well as answer any questions from committee members. Additionally, each will be able to present information needed to clarify the issues involved.
8. After careful consideration of all available information, the committee will make its decision by majority vote. The Committee chair will designate a member to record the committee's decision concerning the disposition of the case, and a letter stating the decision will be sent to the student.
9. Copies of the letter will be sent to the College of Education Dean and to the faculty member(s) involved in the case.
10. If dissatisfied with the Committee's decision, the student may, within ten (10) working days, file a written request for review with the Vice President of Academic Affairs stating the basis for review and the resolution sought by the student. Acting as the University President's representative, the Vice President of Academic Affairs will make the final decision on the matter within ten (10) working days of receipt of the student's request for review. Copies of the Vice President of Academic Affairs written decision and the basis therefore will be sent to the student, the College of Education Dean, the Committee Chair, the Dean of Students, the instructor(s) involved, and other parties deemed appropriate by the Vice President of Academic Affairs.
11. In the event that an appeal is successful, further paperwork (e.g., grade change) will be initiated at the highest level of the appeal.