

Department of Teacher Development St. Cloud State University Student Appeal Process

Purpose

The Department of Teacher Development is committed to principles that govern democratic institutions. That commitment is stated in the department's philosophy and consistent with the University and College of Education mission statements.

Among the basic rights of individuals in a democratic society / institution is the right to due process. In an attempt to provide students with a process that would ensure their rights the department has established an appeals committee. The committee serves to hear and make decisions about student concerns regarding matters of fairness and equity. Students who think they have been unfairly treated can present their case to the appeal committee for resolution.

The committee deals with matters related to program and / or faculty-student relationships. It does not hear complaints / requests about student-student concerns. Appropriate areas of concern include, but are not limited to, admission requirements, grading, and unfair classroom practices.

The committee makes decision in the absence of department policy, when department policy is not clear, and / or the particular circumstances of an individual case warrant an exception to department policy.

Membership

The committee is composed of faculty representatives. Faculty committee members are selected by the Department of Teacher Development.

Meetings

Meeting dates are posted in Teacher Development, EB A132. All meetings are in EB-A132 Conference room. Students are strongly encouraged to attend. Appeal forms and supporting documentation (e.g. transcript) must be **submitted to the Teacher Development Office prior to the meeting by the posted specific due date and time**. Students with a gpa appeal should attend the meeting with a completed gpa calculation.

Process

1. The student completes an appeal form (available in the department office).
2. The student submits the appeal form and the supporting documentation (e.g. transcript and letter) to Teacher Development, EB-A132 to be considered at the next committee meeting.
3. A copy of the appeal form and the supporting documentation is available to committee members.
4. The committee meets regarding the appeal at the next committee meeting. The student is encouraged to appear to speak in support of his / her appeal.
5. The decision is recorded on the appeal form. Copies are mailed to the student, chair of the department, and other affected persons.