

GRADUATE PROCEDURES FOR GRADE APPEALS OR PROGRAM DISMISSAL APPEALS

Nazareth College is committed to resolving all grade appeals or program dismissal appeals in a timely fashion. In some programs, continuation in some or all coursework, per departmental requirements, is contingent upon specific GPA requirements and/or satisfactory performance in prerequisite coursework. In these circumstances, the Accelerated Timeline for Appeals listed below must be followed.

Note - in programs where continuation in some or all coursework is *not* contingent upon the appeal outcome, students may choose either the *General Timeline for Appeals* (found on the next page) or the Accelerated Timeline for Appeals listed below.

ACCELERATED TIMELINE FOR GRADE APPEALS OR PROGRAM DISMISSAL APPEALS

Policy for Registration/Enrollment

- 1) In cases where a deficit grade and/or insufficient GPA results in either the inability to continue in some or all classes *or* dismissal from the program:
 - a. The Registrar, at the direction of the department, will remove students from impacted classes. Students cannot attend those classes pending resolution of any appeal.
 - b. The Department, including instructor(s) and chair (or program director if applicable) will collectively review the student's record, and any notification to the student will reflect a departmental decision.
- 2) Students seeking re-enrollment for the upcoming term must adhere to the timeline listed in the chart below to ensure final resolution of the appeal process prior to the end of the first week of classes of the upcoming term. *See Note regarding Department Handbooks & Electronic Communication Policy at the bottom of page 2.*
- 3) Re-enrollment in classes after the first week of the semester is not permitted, and cannot be appealed.

| <i>Steps in the Appeals Process</i> | <i>Timeline</i> |
|---|--|
| Student will be notified via email of program dismissal and/or removal from some or all coursework in the upcoming term. | <u>Fall Term: Over the holiday break</u> Spring and Summer Terms: within 2 business days of when grades are due |
| <i>Step 1</i> - Student submits appeal with any supporting documentation via email to instructor and program director and/or chair (<i>see chart on page 3</i>) | <u>Fall Term: First day the college reopens after the holidays</u> <u>Spring Term: Monday after commencement</u> <u>Summer Term: Monday of the week after grades are due</u> |
| <i>Departmental decision</i> of appeal is sent to student via email | <i>All terms: within 2 business days</i> of receipt of appeal |
| <i>Step 2</i> - If student remains unreconciled, student submits appeal via email with any supporting documentation to the Dean | <i>All terms: within 2 business days</i> of receipt of Departmental decision |
| <i>Dean decision</i> of appeal is sent to student via email | <i>All terms: within 2 business days</i> of receipt of appeal |
| <i>Step 3</i> - If student remains unreconciled, student submits appeal via email to the Vice President for Academic Affairs or designee, providing any supporting documentation | <i>All terms: within 2 business days</i> of receipt of Dean decision |
| <i>VPAA or designee decision</i> of appeal is sent to student via email | <i>All terms: within 2 business days</i> of receipt of appeal |
| <i>All decisions of the VPAA or designee are final and cannot be appealed</i> | |
| <i>Appeals between Summer Session I and Summer Session II will follow a mutually agreed upon timeline</i> | |

GENERAL TIMELINE FOR GRADE APPEALS OR PROGRAM DISMISSAL APPEALS

Note – the appeals process is aligned with the program/faculty of the course under appeal, following these steps: Instructor → Program Director* → Chair* → Dean → VPAA.

Step 1 - Student conferences with the faculty member who has submitted the grade within 30 business days of receiving the final grade.

Incomplete Grades - any appeal for a course in which an incomplete grade was given must be made within 30 days of receipt of the new grade.

Step 2 - If the student remains unreconciled, s/he she may appeal in writing within 15 business days of Step 1 to the Program Director and Chair with any supporting documentation. Student must state reasons for appeal.

Step 3 - Program Director and Chair will contact the student in writing within 15 business days of receipt of the appeal with a decision.

Step 4 - If the student remains unreconciled, s/he may appeal in writing within 15 business days to the Dean. 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 all parties concerned as needed. The Dean contacts the student in writing within 15 business days of receipt of the student's written appeal with the decision.

Step 5 - Students may appeal the decision of the Dean in writing to the Vice President for Academic Affairs or designee. Written notification of the decision of the Vice President for Academic Affairs or designee will be forwarded to all parties concerned within 15 business days of receipt of the student's written appeal. All judgments of the Vice President for Academic Affairs or designee are final.

*Selected graduate programs do not have oversight by a Departmental Chairperson, and in these cases, the appeal would go from the Program Director to the Dean. In the case of the Department of Social and Psychological Foundations, there is not a Program Director, so the appeal would go directly to the Chairperson. See chart on the next page for a list of programs and contact information.

Note: Consult departmental handbooks, if applicable, for program policies to which students must adhere based on program requirements, as well as licensing and accreditation guidelines.

Electronic Communication Policy: All faculty, staff and students are provided a Nazareth College email account (@naz.edu), which is one of the College's official methods of communicating important and time-sensitive information. All are expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications from the Nazareth College Community in a timely manner. All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

COLLEGE OF ARTS & SCIENCES

| Program | Program Director | Chair |
|---|--------------------|------------------------|
| American Studies | Dr. Scott Campbell | N/A, next step is Dean |
| Art Education | Dr. Samantha Nolte | Mr. Ron Netsky |
| Higher Education Student Affairs Administration | Dr. Diane Enerson | Dr. Tim Bockes |
| Music Education | Dr. Mary Carlson | Dr. Beverly Smoker |

SCHOOL OF EDUCATION

| Program | Program Director | Chair |
|---|-------------------------|---------------------|
| Early Childhood & Childhood Inclusive Education | Dr. Ellen Contopidis | Dr. Shanna Jamanis |
| Adolescence Inclusive Education | Dr. Jim Black | Dr. Meg Callahan |
| Educational Technology | Dr. Jim Fenwick | Dr. Jim Fenwick |
| Literacy Education | Dr. Naomi Erdmann | Dr. Jim Fenwick |
| TESOL Education | Dr. Cindy McPhail | Dr. Jim Fenwick |
| International TESOL | Dr. Rui Cheng | Dr. Jim Fenwick |
| Social & Psychological Foundations of Education | N/A, next step is Chair | Dr. Timothy Glander |

SCHOOL OF HEALTH & HUMAN SERVICES

| Program | Program Director | Chair |
|---------------------------|----------------------------|----------------------------|
| Art Therapy | Dr. Renee van der Vennet | Dr. Bryan Hunter |
| Music Therapy | Dr. Bryan Hunter | Dr. Bryan Hunter |
| Occupational Therapy | Dr. Linda Shriber | Dr. Linda Shriber |
| Physical Therapy | Dr. Mary Ellen Vore | Dr. Mary Ellen Vore |
| Social Work | Dr. Carol Brownstein-Evans | Dr. Carol Brownstein-Evans |
| Speech Language Pathology | Dr. Dawn Vogler-Elias | Dr. Cathy Rasmussen |

SCHOOL OF MANAGEMENT

| Program | Program Director | Chair |
|---|------------------|------------------------|
| Management, Human Resource Management, Human Resource Development | Mr. Al Cabral | N/A, next step is Dean |
| Integrated Marketing Communications | Mr. Mark Weber | N/A, next step is Dean |

DEANS AND VICE PRESIDENT

Dean, College of Arts & Sciences: Dr. Dianne Oliver
 Dean, School of Education: Dr. Kate DaBoll-Lavoie
 Dean, School of Health & Human Services: Dr. Brigid Noonan
 Dean, School of Management: Mr. Gerard Zappia
 Vice President for Academic Affairs: Dr. Sara Varhus