



## GRADUATE PROCEDURES FOR GRADE APPEALS

Nazareth College is committed to resolving all grade appeals in a timely fashion. The college has made provisions for a **General Timeline** as well as an **Accelerated Timeline** for grade appeals. The Accelerated Timeline is available to students for whom *continuation in coursework* or *financial aid eligibility* (because of the deficit grade) is contingent upon the outcome of the appeal. In these cases, the student must state in their initial submission of the appeal if they are choosing to follow the *General Timeline* (found on the next page) or the *Accelerated Timeline* (listed below).\*

**\*NOTE** - In some programs, continuation in some or all coursework, per program/departmental requirements, is contingent upon satisfactory performance in prerequisite coursework. *In these circumstances, the Accelerated Timeline for Appeals listed below must be followed if the student is seeking to complete the appeals process prior to the start of the next term.* See policy below for information about removal of some or all coursework in the subsequent term, pending outcome of appeal.

### *Policy for Registration/Enrollment*

- 1) In cases where a deficit grade in a course (which may result in an insufficient overall GPA) prohibits students from continuing in some or all classes:
  - a. The instructor of the course in question will apprise the program director and chair/Associate Dean of the deficit grade for program/departmental review and determination of next steps that result from the deficit grade.
  - b. The Registration and Records Office, at the direction of the program/department, will remove students from impacted classes. Students cannot attend those classes pending resolution of any appeal.
- 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 Program/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.

## ACCELERATED TIMELINE FOR GRADE APPEALS

<b><i>Steps in the Appeals Process</i></b>	<b><i>Timeline</i></b>
Student will be notified via email of any changes to program status based on the grade(s) in question as well as subsequent removal from some or all coursework in the upcoming term.	Fall Term: By the start of the holiday break
	Spring and Summer Terms: <b>2 business days</b> after grades are due
<b>Step 1</b> - Student submits appeal <i>with supporting documentation</i> via email to instructor <b>and</b> program director <b>and/or</b> chair/Associate Dean ( <i>see chart on page 3</i> ). Student must state reasons for the appeal.	Fall Term: First day the college reopens after the holidays
	Spring Term: within <b>2 business days</b> after receipt of Program/Departmental decision
	Summer Term: Monday of the week after grades are due
<b>Program/Departmental decision</b> of appeal is sent to student via email	<i>All terms</i> : within <b>2 business days</b> after receipt of appeal
<b>Step 2</b> - If student remains unreconciled, student submits the appeal via email to the Dean. Student must send all previously submitted documentation.	<i>All terms</i> : within <b>2 business days</b> after receipt of Program/Departmental decision
<b>Dean decision</b> of appeal is sent to student via email	<i>All terms</i> : within <b>2 business days</b> after receipt of appeal
<b>Step 3</b> - If student remains unreconciled, student submits the appeal via email to the Provost or designee, providing all supporting documentation	<i>All terms</i> : within <b>2 business days</b> after receipt of Dean decision
<b>Provost or designee decision</b> of appeal is sent to student via email	<i>All terms</i> : within <b>2 business days</b> after receipt of appeal
<i>All decisions of the Provost 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

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

**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, they may appeal in writing within 15 business days of Step 1 to the Program Director and Chair/Associate Dean. Student must state reasons for appeal, with supporting documentation.

**Step 3** - Program Director and Chair/Associate Dean 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, they 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 Provost or designee. Written notification of the decision of the Provost 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 Provost 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 & Associate Dean to the Dean.

School of Education notes: 1) instead of Chairperson, appeals are directed to the Associate Dean of Student Affairs; 2) grade appeals for SPF courses, if unresolved after *instructor* review should be sent directly to the Associate Dean of Student Affairs; 3) grade appeals unresolved after *instructor* review should be directed to the *director of the program in which the course resides*, rather than the student's home program (e.g., an inclusive childhood student taking a literacy course would send the appeal to the Literacy Program Director if unresolved after *instructor* review).

See chart on the next page for a list of programs, contact information, and appeal pathways.

**Note:** Consult program/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.

**APPEAL PATHWAY INFORMATION**–Posted below are general grade appeal pathways. All grade appeals must start with the instructor before proceeding to Program Director. *Click on the PROGRAM link (program in which the course resides) from the list below, and scroll to end of the page to locate Program Director contact information.* The Program Director will provide the student, as needed, with additional names, titles, and contact information for the appeal (e.g., Chair or Associate Dean if applicable, linked to the course under appeal). Contact information for Deans and the College’s Provost is provided via links below for each program.

### COLLEGE OF ARTS & SCIENCES

<b>Program*</b>	<b>Appeal Pathway</b>
<a href="#">American Studies</a>	Instructor → Program Director & Associate Dean → <a href="#">Dean</a> (Liberal Arts & Sciences) → <a href="#">Provost</a>
<a href="#">Art Education</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> (Vis. Perf. Arts) → <a href="#">Provost</a>
<a href="#">Higher Education Student Affairs Administration</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> (Liberal Arts & Sciences) → <a href="#">Provost</a>
<a href="#">Music Education</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> (Vis. Perf. Arts) → <a href="#">Provost</a>
<a href="#">Music Performance &amp; Pedagogy</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> (Vis. Perf. Arts) → <a href="#">Provost</a>

### SCHOOL OF EDUCATION

<b>Program*</b>	<b>Appeal Pathway</b>
<a href="#">Adolescence Inclusive Education</a>	Instructor → Prog. Director & Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Early Childhood Inclusive Education</a>	Instructor → Prog. Director & Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Childhood Inclusive Education</a>	Instructor → Prog. Director & Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Literacy Education</a>	Instructor → Prog. Director & Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">TESOL Education</a>	Instructor → Prog. Director & Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">TESOL/Adolescence Education</a>	Instructor → Prog. Director & Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>
Social & Psychological Foundations ( <i>SPF courses only</i> )	Instructor → Assoc. Dean for Student Affairs → <a href="#">Dean</a> → <a href="#">Provost</a>

### SCHOOL OF HEALTH & HUMAN SERVICES

<b>Program*</b>	<b>Appeal Pathway</b>
<a href="#">Art Therapy</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Music Therapy</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Occupational Therapy</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Physical Therapy</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Public Health</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Social Work</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Speech Language Pathology</a>	Instructor → Program Director & Chair → <a href="#">Dean</a> → <a href="#">Provost</a>

### SCHOOL OF BUSINESS & LEADERSHIP

<b>Program*</b>	<b>Appeal Pathway</b>
<a href="#">Global Business &amp; Leadership</a>	Instructor → Program Director & Associate Dean → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Leadership &amp; Organizational Change</a>	Instructor → Program Director & Associate Dean → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">Marketing Communications Leadership</a>	Instructor → Program Director & Associate Dean → <a href="#">Dean</a> → <a href="#">Provost</a>
<a href="#">People Analytics &amp; Leadership</a>	Instructor → Program Director & Associate Dean → <a href="#">Dean</a> → <a href="#">Provost</a>