



America's Newest University

College of Education



Academic and Admissions Regulations Committee Guidelines and Policies

Updated: August 27, 2004

Approved by the College of Education Faculty August 27, 2004

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 Services. 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/officeofthedeans/studentguidebook>).

Nature of the Committee

Purpose

The purpose of the College of Education's Academic and Admissions Regulations Committee is to provide students with a fair and equitable process for admittance or academic action/decision appeals (also, see Scope of the committee below).

Membership

The committee is made up of seven (5) "in-unit" faculty members selected by their peers whom shall serve no less than a two year term. One member shall be from the Division of Undergraduate Studies and one member will be from the Division of Graduate Studies. A third member of the

committee may be from either division. The other two members of the committee shall include the College of Education academic advisors.

Committee membership will be determined early every Fall semester of each academic year. Faculty members may serve more than one term if they wish.

Chair

The chair of the Academic and Admissions Regulations Committee will be a member of that committee elected by fellow committee members. The chair will serve in this position for a one-year term and can be re-elected as chair for subsequent terms.

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 of each meeting which include letters to students with appeal results will be kept secure in the office of the Dean's administrative assistant.

Scope

The following outlines the general scope of the committee. Students who have questions regarding the appropriateness of their appeal should contact Dr. Russell Sabella, committee chair, at 590-7782 or via email at rsabella@fgcu.edu.

Admittance

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

Academic

1. Grades or other academic action taken by an instructor.
2. Grades resulting from an instructor's:
 - a. Alleged deviation from established and announced grading policy;
 - b. Alleged errors in application of grading procedures;
 - c. Alleged lowering 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), (2) a, b and c above.

Not included in the Scope of the Committee

1. Admission to practica or internship without first completing designated requirements should be discussed with the Division Chair.
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, other appropriate instructors, 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 fair, prompt, and open forum in defense of their action.
3. Students have access to published materials to help them become familiar with and understand procedures for handling appeals.
4. Resolution of student appeals should be made as speedily and informally as possible.
5. The university as an institution and its faculty are entitled to procedures which ensure the maintenance of academic standards.
6. The appropriate forum for discussion or alteration of academic matters pertaining to the College of Education is within the College.
7. The committee will function as an objective, fact finding body when examining all available and relevant information concerning the student's 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.
8. The maximum time allotted to complete course work and remove an "I" grade is one year from the semester the "I" was assigned. At the end of the predetermined time, if no grade has been reported by the instructor, the "I" grade will be changed to an "F" grade. Students should not re-register for a course in which they currently have an "I" grade. Also note that a written agreement between the student and instructor detailing the successful completion of the course must be on file.
9. Students solely have the responsibility of withdrawing from a given course, not the instructor.

Academic Appeal General Method

(adopted from Florida Gulf Coast University Student Handbook
section on Policies and Procedures)

1. College of Education student grade appeals by an instructor shall first be brought to the attention of the instructor of the course. The parties should attempt to resolve the problem in as speedy and satisfactory 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 appropriate Division Head (either Division of Undergraduate Studies or Division of Graduate Studies).
2. The Division Head and instructor should make every effort with the student to solve the problem at the informal level. This resolution shall take place within ten (10) school days of the appeal being brought to the program Division Head. At the time the Division Head notifies the student of this decision, s/he should also inform the student of the formal procedure for appeal. The Division Head's decision must be in writing.
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 program Division Head determines that an emergency exists requiring that the problem must be solved prior to the availability of the instructor (e.g. in a case of probable delayed graduation), the Program Division Head shall make every reasonable effort to apprise the instructor of the situation. The instructor may elect to submit a written statement and to 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, then the Division Head shall act on behalf of the instructor.
4. If the appeal is made against the Division Head in the role of instructor, then the student shall treat the initial appeal as the appeal to the Division Head of the program and proceed accordingly.
5. If not satisfied with the resolution of the appeal proposed by the instructor or Division Head, the student may proceed within ten (10) school days of receipt of the decision to file a written appeal with the College of Education Academic and Admissions Regulations Committee. The written appeal is to be submitted to the Committee **only** after informal resolution has failed. Students must clearly specify the action which they have already taken to resolve their problem in addition to what the student perceives as wrong. In turn, the Committee further investigate the case 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 or appeal and has had at least five (5) school days to submit, if desired, any information.
7. The student and faculty member may request to present at the appeal review meeting. Each shall be allowed adequate time to respond to the appeal (and material) as submitted as well as any questions from committee members. Additionally, each shall be able to present information needed to clarify the issues involved.
8. After careful consideration of all available information, the Committee shall develop its decision by two-thirds (2/3) vote. The Committee chair shall designate a member to record the committee's decision concerning the disposition of the case in the form of a written letter which 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 fifteen (15) working days from receipt of the letter, file a written request for review with the College of Education Dean stating the basis for review and the resolution sought by the student. The Dean shall make final decision on the matter within ten (10) working days of receipt of the student's request for review. Copies of the Dean's written decision and the basis therefore shall be sent to the Committee chair, the student, the instructor(s) involved, and any other involved parties deemed appropriate by the Dean.
11. If not satisfied with the College of Education Dean'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 shall make final decision on the matter within ten (10) school days of receipt of the student's request for review. Copies of the Vice President of Academic Affairs written decision and the basis therefore shall be sent to the student, the College of Education Dean, the Committee Chair, the Dean of Students, the instructor(s) involved, and other involved parties deemed appropriate by the Vice President of Academic Affairs.
12. In the event that an appeal is successful, further paperwork (e.g., grade change or course add form) with required signatures may be necessary.



America's Newest University

College of Education



Academic and Admissions Regulations Committee Petition

(Must be legible. Please use a ball point pen or type)

Send this completed form and attached supporting documentation to **Dr. Russell Sabella, Chair, 10501 FGCU BLVD South, Ft. Myers, FL 33965-6565** or drop it off with one of the secretaries in the College of Education located in Academic Building III. The recommendations of the committee and final decision of the committee chair or College of Education Dean will be mailed to the address indicated below. Please provide the original and 8 copies of this Petition.

Name _____ Student ID Number _____

Address: _____

City _____ State _____ Zip _____

Day Phone _____ Email Address _____

Planned graduation date _____ Under which catalog? _____

Are you currently enrolled? _____ If yes, your current academic load _____

Present Major _____ Classification: Fr. Soph. Jr. Sr.

Please check one:

_____ I DO request to also present my case in person at the scheduled meeting time (please attach times of availability for the next 4 weeks).

_____ I DO NOT request to also present my case in person at the scheduled meeting time.

I am petitioning the Academic Regulation Committee for **(be very specific; attach any letters or supporting documentation)**:

Student's Signature _____ Date: _____