

Pittsburg State University
Pittsburg, Kansas

DEPARTMENT OF MUSIC

Student Handbook

Dr. Craig Fuchs, Chair

Revised Fall 2009

Welcome!

As Chairperson of the Department of Music, I take great pleasure welcoming you to your major. You have selected one of the most challenging, but most rewarding career paths to travel. Music is an abstract art form and therefore many abstract concepts will be brought to you in your studies. Indeed, you will be intellectually challenged on a daily basis to not only understand, but to apply these concepts within the context of all areas of the curriculum. It is this very dimension which makes the study of music such a specialized discipline that few can understand.

The time demands will be great as you pursue the degree, but the musical rewards will be even greater. As musicians, we have the unique opportunity to experience many wonderful emotional and uplifting musical moments as we perform, whether as a soloist or as a member of a group. Our charge as musicians is to share our musical knowledge and ability with those who attend our performances. You should think of concerts and recitals not only as a culmination of the work done in rehearsals, but also as a sharing time where you provide an artistic and cultural contribution to the community.

I wish you the best of luck as you pursue your dreams and please know that the faculty and staff of the Department of Music are here to provide guidance and support throughout your degree program. Please read this handbook in detail to make sure you understand the procedures and policies in place in the department.

Dr. Craig Fuchs
Chair, Department of Music
Pittsburg State University

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***Advice From An Alumna,
Jo Anne Taylor, B.M.E. 1977***

“How do you get to Carnegie Hall?”
“Practice, practice.”

This old joke now appears on T-shirts in the Carnegie Hall gift shop. The message is simple, yet profound: No amount of talent, luck or political clout can replace toil in the practice room, if you want to make it to the top.

As a teacher, I know that students must perform a new skill *correctly at least once* before true practice can even begin. As a performer, I know that the difference between a talented amateur and a professional musician can frequently be measured in the consistency of repeated performance. The best cure for stage fright, by the way, is adequate preparation. The pro knows how to give confident performances of consistent quality time after time, having correctly, relentlessly practiced.

It's impossible to practice too much. But you don't need to wear out your fingers, embouchure, or throat to do it. Use your practice room time to work on technique, scales, and difficult passages. Then spend hours practicing in your head. Learn the music in your brain, as well as in your muscles. Study scores. Translate texts word for word. Analyze harmonies and form. Discover, to paraphrase Robert Shaw, not only why the composer chose the notes you see, but also why the composer left out all the *other* possibilities.

Music touches us at the very core of our human existence. You owe your audience the very best musical experience you can offer. If you would surpass those who are merely talented or driven, if you would make music that reaches the soul, you must prepare yourself with diligent, consistent effort.

Practice, practice, practice.

Jo Anne Taylor teaches in the North Kansas City School District, conducts two children's choirs and sings with the Kansas City Chorale. She has appeared as soloist with the Kansas City Symphony, the Kansas City Camerata, and the Kansas City Chamber Orchestra. She has performed twice at Carnegie Hall under the direction of Robert Shaw.

***Still More Words of Advice to Incoming Students,
from Justin Writer ('98)***

- A music major takes longer than four years; it is not a four-year degree. Expect to spend five years completing it, especially if you are in music education.
- Music is a seven-day-a-week undertaking. Often times you will have classes from 8:00 a.m. to 5:00 p.m., either in music or general education. Plan accordingly.
- Immediately begin taking General Education classes.
- It is very, very difficult to hold down a job and be a successful musician. You must be willing to devote several hours a day practicing your major instrument. Successful musicians practice a lot; it takes a lot of time out of your daily schedule. But if you are serious, you will make the time.

First-year students: Upperclassmen can be some of the most important sources for you in learning about what works and what does not. Ask them for advice about finding practice time, setting priorities, and effective study skills. Learn from them about the ins and outs of the department. If you have a mentor, ask him/her for help.

PHILOSOPHY AND OBJECTIVES

The goals of the Department of Music are aimed toward fulfilling the educational and cultural needs of four interdependent groups of people: music students, the university community, area public schools, and residents of our four-state area.

One of the department's primary functions is to prepare students for elementary and secondary music teaching and to serve students pursuing objectives leading to college teaching and professional performance. We endeavor to provide optimum opportunities for the achievement of excellence in both the applied and academic music subjects in all degree programs.

The cultural life of Pittsburg State University and the area which it serves is enriched by the many musical performances presented by Department of Music faculty recitals, student recitals, chamber music concerts, concerts by our large ensembles, opera productions and the Solo and Chamber Music Series. As a student, you are an important part of sustaining these cultural offerings.

The goals of the department and its surrounding public schools are clearly inter-related in seeking to strengthen the musical education of our students. Some of the educational services provided by the department include clinics, master classes, workshops, instrument demonstrations, concerts, guest conducting, teacher consultation, pre-college applied lessons, Music Festivals for students from elementary schools through high school, PSU Jazz Festival, Four State Band Festival, adjudication, and program evaluation. Cooperative services provided by public school teachers involve supervising student teachers, providing opportunities for class observation, participating in student MENC seminars, and working with student tutors.

The department attempts to maintain a balance among its many diverse functions while striving for excellence in each area.

MISSION STATEMENT

The mission of the Department of Music is to:

- instruct and inspire those whose professional goals include the creation, performance, critical assessment, and teaching of music;
- to offer courses to the general student body that will enhance their understanding as well as appreciation of all music;
- provide leadership within the University and the four-state region in all matters pertaining to the musical art and to music;
- make available to the university community and area residents opportunities to participate in musical activities. These include individual and group study and performance for pre-college and college students, as well as continuing music learning and performance experiences for the music faculty and those in the surrounding region;
- maintain and enhance our outreach and program of service and assistance to area public schools and other educational/professional organizations by acting as adjudicators, clinicians, guest conductors, and consultants; and
- contribute to the enhancement of the cultural life of the university and the region through the performance and sponsorship of frequent and varied concerts and recitals.

ENROLLMENT

Advisors and Advising

Although your faculty advisor will assist you in developing your program, the *final responsibility for meeting all degree requirements is yours*. Your advisor can help you succeed only when you take an active role in shaping your own future. You should consult your advisor whenever adding or dropping courses, when you may be having academic difficulty, or when you have a question about your academic standing or your curriculum. Advisors will be assigned at pre-registration; if you don't know who your advisor is, see the Department Chairperson.

Your advisor will provide you with information necessary for you to graduate in a timely fashion. This information will include general education requirements, an ideal sequence for courses, a spreadsheet for completion of courses, and many other pertinent details.

Academic Load Limitations

All undergraduate students are expected to consult with their advisors not only during enrollments, but during any changes requiring a Drop or Add. The recommended academic load for undergraduates is fifteen to eighteen hours during the fall and spring semesters and six hours for the summer session. Total recommended academic load includes both on- and off-campus enrollment. *Academic loads in excess of these recommended loads should be taken only after careful consultation by the student with his advisor.*

Degree Checking

Upon completing 85 hours of credit (including current enrollment) you should apply for a Degree Check in Room 102 Russ Hall. This check is for the purpose of insuring progress toward your degree. Your advisor will receive a degree audit of your progress every semester during Early Enrollment. If you have 16 or fewer hours remaining in your degree program, you may apply for Senior/Graduate Status. In order to receive the graduate hours you must complete the undergraduate enrollment during that semester. For further information check with your advisor.

Program Guides

Available in the Music Office and online for each degree offered, these will enable you to keep track of courses you have taken. They are not official confirmation of completing degree requirements; such a document (a Degree Audit) comes from the Degree Checking office in Russ Hall. The guides will help you and your advisor track your progress, however.

Attendance

It is recognized that regular class attendance is vital for success in college. If you are absent from class, it is your responsibility to learn what was covered in the class(es) you missed. Absence from class will not be accepted as an excuse for not knowing the material. It is the instructor's responsibility to set and to communicate to you the attendance requirements of each course. If these are unclear, please ask your instructor for clarification.

In instances requiring absence for three or more consecutive class periods, a student may call the Office of Student Affairs to report absences. This office will receive the message and communicate any unusual circumstances to the instructor. However, this in no way relieves the student of the responsibility of later clearing the absence with his/her instructor.

Student Affairs does not excuse students from attending class nor will the office report absences of less than three days unless they are for a university-sponsored activity and are requested by a faculty member.

Grades and Grade Point Average (see also Scholarship, Ensemble, Applied Lessons, Professional Semester)

A grade of “C” or better in Music Theory and Class Piano is required before you may take the next level. Students should read “Requirements for all Baccalaureate Degrees” and “General Education Requirements for all Baccalaureate Degrees” (P.S.U. Catalog) for more specific information on university policies. Music Education Majors: see also “Admission to Teacher Education” and “Admission to Professional Semester” in the P.S.U. Catalog.

Class Piano Requirements/Piano Proficiency

All music majors, with the exception of piano majors, are required to enroll in Class Piano (Music 131/132 and Music 231/232) to prepare them to pass the Piano Proficiency Examination. This examination is usually taken at the end of their 2nd year, but can be delayed until the student feels they are sufficiently prepared, as long as they continue to enroll in Class Piano 231/232.

Once the student takes and passes the exam, they are no longer required to take piano. Students who achieve a “partial pass” on the exam are required to enroll in Music 225: Piano Proficiency to continue working on those elements they have not passed. They must continue to enroll in Music 225: Piano Proficiency until they pass the rest of the exam. Students who are dropped from 225 for any reason or fail the course are not allowed to take the exam that semester.

Students who have **partial passes** will be left on the books for a maximum of 3 years from the time they initially were given the partial pass. Once that time expires, they will have to retake the entire exam.

Students who do not successfully complete 131/132/231 will enroll in a “XXX-40” section the following term and then re-enroll in the course they did not complete the next semester. The “XXX-40” sections do not count as an official enrollment in the course.

BME majors must pass the proficiency exam before they are allowed to student teach. BM majors must pass the exam before they are allowed to give their Senior Recital.

Summer Session

Many students enroll in one or two summer sessions to lighten their normal load and/or to allow additional non-required courses to be taken during the regular academic year. It is an ideal time to enroll in General Education courses.

APPLIED LESSONS, JURIES

Scheduling of Lessons

Each studio teacher will publish their own policy for scheduling lessons. Please see your assigned studio teacher for this information.

Duration

The duration of lessons depends on the number of credit hours:

1 credit hour = 1/2 hour lesson weekly, for minors/secondary area

2 credit hours = 1 hour lesson weekly, for education majors

3 credit hours = 1 hour lesson weekly, for performance majors

Applied Lesson Course Numbers (for Ensemble Course numbers, see “Ensemble Requirements”)

Major Applied Area

B.M.E., M.M. = 2 credit hours

B.M. = 3 credit hours

(1 hour lesson per week)

Secondary Applied Area

1 credit hour

(1/2 hour lesson per week)

250 = Freshman/Sophomore level

450 = Junior/Senior Level (must pass Junior Qualifying Exam before enrolling)

Applied Grades

Applied grades are left to the judgment of each applied faculty member, but generally include attendance, progress, non-required solo performances, jury grades, practice, and weekly lesson preparation. A student may be dropped by a teacher if he/she misses 3 lessons in a row.

Jury Examinations

At the conclusion of each semester, a committee of music faculty members listens to the progress you have made during the semester. These committees are referred to as “Juries.” Their intent is to provide a structured opportunity for you to display the new skills learned during the semester. It also allows faculty members in your applied area the opportunity to review your progress. Your jury grade will constitute a minimum of 25% of your semester applied music grade.

Scheduling Juries

One week before finals a jury sign-up sheet will be posted on the main music bulletin board. You should then sign up for the jury time on the appropriate sheet.

Repertoire Sheets

It is your responsibility to secure a “Repertoire Sheet” from the web site and complete in as much detail as possible the information requested on the form. The Repertoire Sheet must be presented to all attending faculty at your jury exam. It will become a part of your permanent record file. Repertoire Sheets are available online in the student documents section.

Junior Examinations

In order to register for the 450 level in applied music you must pass a Junior Examination. Unless directed otherwise, you should sign up for 2 consecutive jury times. Three faculty members must be present at the jury. With approval of the committee, a solo public performance may be substituted for this.

This “exam” usually occurs at the end of the sophomore year, or after the first semester of the junior year for transfer students. During the summer a special request is needed to complete this requirement. Please see your applied teacher for the details of the Junior Examination process.

ENSEMBLE REQUIREMENTS

All full-time music majors must be enrolled in either Band, Choir or Orchestra every semester of enrollment with the exception of the Professional Semester (student teaching). Each voice major must enroll in Choir, each string major in Orchestra, each wind, brass or percussion major in Band. Keyboard majors select their major ensemble according to their applied minor or music education emphasis.

Grade requirements are set by each of the ensemble directors. Students should ask the directors for a copy of their grading procedures. Ensemble course numbers are as follows.

	Freshman/ Sophomore	Junior/ Senior
Band	156	356
Jazz Ensemble	157	357
Orchestra	176	376
Chamber Ensemble	178	378
Univ. Choir	187	387
Chorale	188	388
Music Theatre Workshop	279	479

Small ensemble experience is not required for the education major but is always encouraged. (Music performance must fulfill an ensemble requirement; please see the Catalog). At present, small ensemble experience includes the following activities: Chamber Music (178/378), Jazz Ensemble, and ad hoc chamber ensembles formed for the purpose of performing on student and/or faculty recitals.

THEORY PLACEMENT EXAM

Freshman students and transfer students will be given the opportunity to take the Advanced Theory Placement Exam. Based on the result of that exam, students will be placed either in Fundamentals or Theory I.

ADMISSION TO TEACHER EDUCATION

All students who wish to prepare to teach and meet Kansas licensure requirements are required to apply for admission to teacher education. This application is to be made

during the sophomore year, or in the case of community college transfers, early in the first semester of the junior year. Generally, students complete the application process during the first week of class in MUS 241, Introduction to Music Education. Please see the Teacher Education office in Hughes Hall for specifics in this area.

RECITALS

Recital Hour

Each full-time undergraduate major must enroll in Recital Hour during each enrollment period, or for seven semesters, whichever is less. Students should carefully adhere to the attendance policy of the course. A syllabus will be presented at the first class meeting. Recital hour course numbers are as follows.

Freshman/Sophomore - 191

Junior/Senior - 391

Graduation Requirements

B.M.E. students must present a Senior Recital which is at least 30 minutes in duration (25 minutes of music). B.M. students must present a Junior Recital of at least 30 minutes in duration (25 minutes of music) and a Senior Recital of at least 60 minutes in duration (50 minutes of music). Please see the document "So you are going to give a Senior Recital" which can be found on the web site under student documents for details about the Senior Recital.

BUILDING REGULATIONS AND RESOURCES:

Building Hours

Monday through Sunday: 7:00 a.m. - 11:00 p.m.

Hours between academic sessions are 8:00 a.m. to 4:30 p.m., Monday through Friday.

The building will not be open between academic terms on weekends.

Students may obtain a "Late Pass" from the music office if needed.

Telephones/Office Computers

The telephone and office computers in the Music Office are provided for faculty use. Student calls should be placed through the pay phone located by the east door. Students should use the computers in the lab or in campus computer labs to check email.

Listening Library

The Music Department Listening Library, Room 205 McCray Hall, is open to all students. Hours of operation will be posted on the door.

Main Library

The Leonard Axe Library houses books, miniature scores, and music not included in the performing ensemble libraries. The numbering system used is the Dewey Decimal Classification of Music and utilizes the following code:

780 - Music (includes History)

781 - General Principles and Considerations (includes theory and music education)

782 - Dramatic Music and Production of Musical Drama

783 - Sacred Music

- 784 - Voice and Vocal Music
- 785 - Instrumental Ensembles and Their Music
- 786 - Keyboard Instruments and Their Music
- 787 - String Instruments and Their Music
- 788 - Wind Instruments and Their Music
- 789 - Percussion, Mechanical, Electrical Instruments

Performing Ensemble Libraries

The Band, Choir, Jazz Ensemble and Orchestra have separate libraries which include the performing editions in their particular areas. For access to these libraries, please see the ensemble directors.

Practice Rooms

Practice rooms are open for all students to use. They are located on both the east and west wings of McCray Hall, 3rd floor.

Grand pianos in the west wing are reserved for piano majors and require a special key for access. There should be no eating, drinking, smoking or smokeless tobacco in the practice rooms.

For security reasons, windows in the doors should not be covered. *Do not leave your instrument, books, or equipment unattended.*

Pianos

Please report any damage or problems with pianos immediately to the Department Chair.

Equipment

It is your responsibility to take care of any instrument loaned to you by the Department. Failure to return instruments, keys, music, uniforms, etc. will result in a "HOLD" being placed on your transcript and grades. If an instrument is lost or stolen, it will be the sole responsibility of the student to replace the instrument.

PSU Wind and String Instrument and Locker Issue

Instruments owned by Pittsburg State University are available for use by students and faculty. These stipulations are necessary for the protection of valuable equipment and to ensure that instruments remain available for use when needed. In order to check out an instrument, please see Mr. Whitten (Wind) or Dr. Giray (Strings).

General Locker and Key Issue

- A. Lockers which are not assigned will be available for issue, with priority given to members of instrumental performing ensembles.
- B. No more than one locker will be issued per student.
- C. The maximum single term of issue for a locker is two semesters. The locker key must be returned promptly at the end of the term of issue, if not before. Otherwise, the Registrar's Office will be requested not to release the student's transcript nor allow future enrollments until the key has been returned.
- D. Any materials which remain in the locker following its term of issue will be discarded.

STUDENT ORGANIZATIONS

CMENC (College Music Educators National Conference)

This is the student branch of MENC. Students who are preparing for a career in teaching are urged to join each year. Included in membership are subscriptions to the Music Educators Journal and the Kansas Music Review. CMENC sponsors a number of programs and activities each year.

Kappa Kappa Psi

This is a national honorary band fraternity open to all band members. The Delta Eta chapter at PSU was founded in July 1997.

Sigma Alpha Iota

Sigma Alpha Iota is an international professional fraternity for women in the field of music, founded on June 12, 1903, at the University School of Music, Ann Arbor, Michigan. Today there are over 175 college chapters and in excess of 56,000 members across the U.S. Each year SAI participates in State Day and national conventions.

Phi Mu Alpha Sinfonia

The Beta Delta Chapter of Phi Mu Alpha Sinfonia was re-chartered on November 4, 2001 on the campus of Pittsburg State University. The chapter is involved in a number of on-going projects each year including sponsoring donuts and coffee every Wednesday morning, singing the National Anthem at various athletic events, holding the annual American Music Recital, and providing numerous service projects as called upon within the department and community. The group is made up of men who are active in the department in a variety of ways, but who share the same love of music and music-making.

Pi Kappa Lambda

The Society of Pi Kappa Lambda is the only college honor society in music, and is so recognized by its membership in the Association of College Honor Societies. Since its establishment more than seventy years ago, Pi Kappa Lambda has consistently adhered to the principles of its founder in honoring scholarship, musicianship, and personal character.

The Society is convinced that, by recognizing and honoring persons who have enhanced their talents by serious, diligent, and intelligent study; others will be stimulated to do the same. Moreover, the Society feels that it serves the interest of the student capable of meeting its criteria by granting a charter to institutions that provide the atmosphere conducive to musical achievement and academic virtue.

Chapters of the Society annually extend invitations to membership in Pi Kappa Lambda to the highest ranking students from junior, senior, and graduate classes.

SNATS (Students of National Association of Teachers of Singing)

The purpose of this organization is to bring together students of classical singing in order to expand their knowledge and appreciation of the vocal arts. In addition, through various fund-raising efforts, members will raise money to be applied to the

participation/competition costs of the annual National Association of Teachers of Singing Convention.

SIAJE (International Association of Jazz Educators, Student Chapter)

The purpose of this organization is to bring together students interested in jazz music and to provide opportunities for educational and musical experience. Open to any P.S.U. student, all students are encouraged to join. Included in the membership is the valuable NAJE Journal and discounts on many jazz related materials and music.

PERSONAL LIBRARY

During your career as a student you will begin developing a professional library of books, music, pamphlets, hand-outs, magazines and sound recordings (CD's, tapes, etc.). You are strongly encouraged to retain your music texts as part of this library. Such a library will be of great value in your professional career.

Professional Magazines

A number of magazines are available to music students at group rates. Here is a sampling:

Music Educators Journal
The Instrumentalist
IAJE Journal
The Choral Journal
American String Teacher
International Trombone Association
International Tuba and Euphonium Association
Tuba Universal Brotherhood Association
International Trumpet Guild
Horn Call
Brass Bulletin
Flute Talk
Clavier
Piano and Keyboard
Musical Quarterly
Journal of Singing
The American Organist
Journal of Singing
American Music Teacher
Piano and Keyboard

DEPARTMENT DEVELOPMENT (Recruiting)

Good students are the life-blood of our department. If you know of potential students please share this information with the appropriate area head.

DEPARTMENT REGULATIONS (Exceptions)

Any set of regulations is established with your best interests in mind; however, we recognize the occasional need for an exception. If you wish to be exempted from a regulation, submit in writing a petition to the Department Chair. This petition should include all pertinent information.

Pittsburg State University Policies

EQUAL OPPORTUNITY POLICY

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, age, marital status, ancestry or disability.

STUDENT ABSENCE POLICY

As stated in the PSU University Catalog:

Regular attendance in class is important to success in college. If occasions arise when a student has to be absent from class, it is the student's responsibility to clear this absence with his/her instructor. Each instructor has the responsibility to make his/her absence policy known to his/her students and to make his/her telephone available for notification. In those emergencies requiring a prolonged absence from class, such as death in the family or illness, the student shall call the Student affairs Office, 208 Whitesitt Hall, (316) 235-4233, to report these absences. This office will receive the message and communicate any unusual circumstances to an instructor after an absence of three days. Advisors may register student organizations' absences but the Student Affairs Office will not send out notices. Notification by the Student Affairs Office does not relieve the student of the responsibility of later clearing the absence with the instructor. If, in the judgment of the instructor, a student has been excessively absent, the instructor may drop a student from class and report this to the Registrar's Office. It is suggested that the instructor send a registered letter to the student prior to this action giving him/her a chance to explain or to make up absences.

SPECIAL LEARNING NEEDS

Students who want assistance with course requirements because of physical disabilities must contact the EOE/AA Director, ext. 4185.

Students who want assistance with course requirements because of learning disabilities must contact ext. 4966.

Assistance for learning disabled students is coordinated through the Learning Center, Student Center Room 105, ext. 4309.

Once the student registers his/her need, the appropriate University official will inform the instructor of any special accommodations to be offered to the student.

SEXUAL HARASSMENT POLICY

Sexual discrimination in the form of sexual harassment, defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation by a member of the University community of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature, shall be a violation of Pittsburg State University's Affirmative Action Policy.

POLICY ON CONSENTING RELATIONSHIPS

1. Decisions concerning grades, degrees, promotions, evaluations, merit increases, and awards must be made free from any trace of bias or favor. Such decisions become suspect when made by those who have a consenting (romantic or sexual) relationship which is beyond the purely professional or academic one with those who are the object of those decisions. Even the mere appearance of bias may seriously disrupt the academic or work environment affecting others who are a part of it.
2. Commonly accepted standards of professional behavior and ethics require that faculty members not hold evaluative power over any student with whom they have a consenting (romantic or sexual) relationship. Faculty members should not initiate or accept such a relationship with a student over whom they have an evaluative role. Should such a relationship exist between a faculty member and a student, the faculty member must remove him/herself from the evaluation of the student's work.
3. Commonly accepted standards of professional behavior and ethics require that administrators, supervisors, coaches, and other unclassified personnel not hold evaluative power over any student or employee with whom they have a consenting (romantic or sexual) relationship. A supervisor who is in a consenting (romantic or sexual) relationship with another individual over whom he or she has evaluative responsibility must remove him/herself from personnel decisions concerning that individual, such as appointment, retention, promotion, discipline, tenure or salary.
4. When complaints arise from situations where such relationships are not handled as described in items 2 and 3, the faculty member, administrator or supervisor shall be considered to be in possible violation of the University policy on Affirmative Action and the complaint processed as provided in said policy.

STUDENT GRIEVANCE FORM: APPEALING A GRADE

Below is the procedure for appealing a grade. It is the obligation of the student to make an earnest effort to resolve grievances concerning grades with the instructor. Since the instructor has primary responsibility for assigning grades, an appeal for a grade change will not be considered without contacting the instructor unless compelling evidence of discrimination, deferential treatment, or significant irregularities of procedure are found. **A disagreement merely with the judgment of the instructor is not a valid basis for an appeal.** Appeals must be made according to the procedure listed below.

Procedure

1. Before you may appeal a grade to the department chair, you must have attempted to resolve your complaint with the instructor who gave you the grade.
2. Complete the attached form using additional sheets of paper if necessary. Return the completed form to the department chair.
3. If you wish, you may set up an appointment with the department chair to review the grievance procedure. This is not an interview to air the details of your grievance. Your grievance will be reviewed in the basis of the paperwork you submit, i.e., this form and any other supporting documents, as well as witness testimony (if any).
4. The department chair will review your appeal. If, in the opinion of the chair the appeal has merit, the chair will contact the instructor and, possibly, form a committee to review the materials further and comment on your appeal.
5. The chair will inform you of her decision in writing. It will be mailed to the address that you submit on the grievance form.