
Revision Responsibility: Professional Education Council (PEC)
Responsible Employee: Head of Professional Education Unit/College of Education and Psychology Dean

Purpose:

The purpose of this policy is to define the Professional Education Unit's role in the student grievance and appeal process for students applying to or enrolled in educator preparation programs at The University of Southern Mississippi.

The right of each student to resolve grievances with the University is affirmed, and specific appeal procedures are established below to ensure timely and appropriate consideration of each grievance.

Policy:

The policy of the Professional Education Unit is to attempt to resolve issues informally and then follow a formal University process, if necessary.

Procedures:

Informal Resolution

The first step in the appeal process is to discuss the issue with the University faculty or staff individual who is most involved with the issue. If that discussion is not satisfactory, a student should try to discuss the matter with that person's immediate supervisor. If the issue is still not resolved, the student should contact the Dismissal, Appeals, and Remediation (DAR) Committee Chair within the Professional Education Council (PEC). The purpose of the DAR committee is detailed in the PEC Bylaws:

- "DAR Committee, whose purpose is to (1) recommend to the PEC, where appropriate, tests and/or standards to determine if applicants who have been admitted to professional education should be allowed to remain in professional education, and (2) hear appeals of students denied admission to professional education or student teaching and/or removed from the professional education program and make recommendations to the PEC."

Should the student still not feel their issue is resolved, they may contact the Head of the Professional Education Unit/College of Education and Psychology Dean.

Formal Resolution

In those instances where an informal process is not applicable or where the result of that process is unsatisfactory, then the student must follow the University-wide Student Grievance Policy and Procedure (see Policy STUA-CS-002) regarding a formal grievance, which requires the submission of a written complaint. Policy STUA-CS-002 is available to students at the Office of the Vice President for Student Affairs, the Student Government Association Office, and in the Student Handbook. It is also posted on the website here <https://www.usm.edu/institutional-effectiveness/student-grievance-appeal-procedures> and here <https://www.usm.edu/student-handbook/university-grievance-policy>.