



Revision Responsibility: Professional Education Council (PEC)
Responsible Employees: Head of Professional Education Unit
Dean, College of Education and Human Sciences

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 Recruitment, Progression, and Support (RPS) Committee Chair within the Professional Education Council (PEC).

The purpose of the RPS committee as it relates to this policy is detailed in the PEC Bylaws:

“At the discretion of the CEHS Dean, the Recruitment, Progression, and Support Committee may also hear candidate concerns or appeals related to progression.”

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 Student Grievance Policy (PolicyStat ID 15166858) regarding formal grievance, which requires the submission of a written complaint. This policy is posted on the website:

<https://usm.policystat.com/policy/15166858/latest>.

Date Adopted by PEC: April 4, 2017

Date Last Modified: February 12, 2019