



COLLEGE OF
EDUCATION & HUMAN SERVICES
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE



Joining together to understand and improve
the lives of children, youth and adults...

Undergraduate Student Handbook

2010 – 2011

College of Education and Human Services
Southern Illinois University Carbondale

www.ehs.siu.edu

Southern Illinois University Carbondale
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Welcome to the College of Education and Human Services

We in the College of Education and Human Services Advisement Office are pleased that you have decided to attend SIUC and pursue an academic major with us. It is our wish that we serve you well and help make your experience a pleasant one. As advisors, we will assist you in planning your academic career and selecting appropriate courses to meet degree, University, and State requirements for graduation and certification. We can also help you choose options for course registration. Further, we can assist you with referral services, transfer information, important dates and deadlines, graduation information, and changes in programs or procedures.

Feel free to contact us if you have any questions or concerns regarding your academic career. We have purposely scheduled “walk-in” time for each advisor. Please stop by and help us become better acquainted with you.

This handbook is designed to provide information and serve as a reference while you pursue your undergraduate degree in the College of Education and Human Services (COEHS). It also includes information on specific degree requirements, major course requirements, the Teacher Education Program (TEP), State certification, and University and College policies and rules. It also provides helpful advice on advisement, registration and completion of a degree in a timely manner.

Be sure to stop at the Advisement Office (WHAM 122) and pick up a curriculum guide for your major (or go to http://web.coehs.siu.edu/Public/undergrad_progs.php). It will help you keep track of courses taken, grades received and requirements remaining for graduation. Because the College offers certification and non-certification degrees, individual major requirements are quite different.

Academic Calendar
Southern Illinois University Carbondale
2010 - 2011 Calendar

Summer Session 2010

Eight Week Session Begins	Monday, June 14
Independence Day Holiday	Monday, July 5
Final Examinations	Thursday, August 5 and Friday, August 6
Commencement	<u>TBA</u>

Fall Semester 2010

Semester Classes Begin	Monday, August 23
Labor Day Holiday	Monday, September 6
Veterans Day Holiday	Thursday, November 11
Thanksgiving Vacation	Saturday, November 20, 12:00 Noon through Sunday, November 28
Final Examinations	Monday, December 13 through Friday, December 17
Commencement	Saturday, December 18, 2010

Spring Semester 2011

Martin Luther King, Jr.'s Birthday Holiday	Monday, January 17
Semester Classes Begin	Tuesday, January 18
Spring Vacation	Saturday, March 12, 12:00 Noon through Sunday, March 20
Honors Day	Sunday, April 17
Final Examinations	Monday, May 9 through Friday, May 13
Commencement	Friday, May 13 and Saturday, May 14, 2011

All Breaks begin officially at 10:00 p.m. the night before and end at 7:30 a.m. the morning after the respective beginning and ending dates listed, unless otherwise noted.

OFFICE OF RECORDS AND REGISTRATION		
REGISTRATION CALENDAR		
Summer 2010 and Fall 2010		
	<u>Summer 2010</u>	<u>Fall 2010</u>
Registration*	Tuesday, March 16 – Sunday, June 13	Tuesday, March 16 – Sunday, August 22
Statements of Account produced for advance registered students (1st bill of the semester)	May 15	July 15
Tuition and Fee payment deadline for 1st bill	Thursday, June 10	Tuesday, August 10
SEMESTER BEGINS (late registration fee assessed)	Monday, June 14	Monday, August 23
Late Registration and Program Changes	Monday, June 14 – Sunday, June 20	Monday, August 23– Sunday, August 29
Deadline to Register or Add (without Dean’s signature)	Sunday, June 20	Sunday, August 29
Deadline to send Major changes for Current term	Friday, June 25	Friday, September 3
Last day to <u>drop a course</u> to be eligible for a credit/refund; last day to change credit/audit status. Last day to <u>withdraw</u> from the University with a full refund**	Sunday, June 27	Sunday, September 5
Last day to drop a course online using Salukinet (for students)	Sunday, July 11	Sunday, October 17
Last day to submit paperwork to the Registration office related to the last day to drop or withdrawal (CRF’s and withdrawal forms)	Friday, July 9	Friday, October 15
Semester Ends	Friday, August 6	Friday, December 17
Prepayment is no longer required. *Students with a past-due of \$500 or greater will not be allowed to register. **Students dropping a course after week 2 will have a W indicated on their record. ***Students may not drop a semester length course after week 8 (week 4 in Summer).		

***Please note, students who register will be considered officially enrolled and will be liable for charges. If you are not attending classes, you must [withdraw](#) or risk receiving failing grades.*

BURSAR BILLING CALENDAR	
Statement of Account: (mailed the week of)	Payment Deadline: (to prevent service charge assessment)
June 15, 2010	July 10, 2010
July 15, 2010* *first bill of Fall '10 term	August 10, 2010
August 15, 2010	September 10, 2010
September 15, 2010	October 10, 2010
October 15, 2010	November 10, 2010
November 15, 2010	December 10, 2010
December 15, 2010* *first bill of Spring '11 term	January 10, 2011

College of Education and Human Services
Academic Advisors

Bob Simpson
Chief Academic Advisor
(e-mail: bobbo@siu.edu)
Wham Building, Room 122
(Ph. 618-453-6340)

Special Education

Natalie Branca
(e-mail: nbranca@siu.edu)
Wham Building, Room 122
(Ph. 618-453-6340)

Art Education
Biological Sciences
Early Childhood
Health Education

Jaci Chapman
(e-mail: jaci3@siu.edu)
Wham Building, Room 122
(Ph. 618-453-6340)

Kinesiology
Exercise Science
Physical Education Teaching
Sport Administration

Recreation
Leisure Services
Therapeutic Recreation

Jolanta Dziegielewska
(e-mail: joladz@siu.edu, Tuesday, Thursday, &
Friday Quigley Room 3(453-1235)
Monday & Wednesday Wham 122 (453-6340)

History
Social Sciences
Social Work

Angela Cummings-Hunter
(e-mail: ahunter@siu.edu)
Wham Building, Room 122
(Ph. 618-453-6340)

Communication Disorders and Sciences
English
Mathematics
Rehabilitation Services
Workforce Education and Development
Business, Marketing and
Computer Education
Education Training & Development
Family and Consumer Science
Health Careers
Human Resources
Technology Education

Andrea Middleton
(e-mail: arestoff@siu.edu)
Wham Building, Room 122
(Ph. 618-453-6340)

Elementary Education
English as a New Language
French
German Studies
Spanish

Minimum Requirements for Bachelor of Science Degree*

Total Hours:	120 Semester Hours
Residency Requirement:	Last 30 Semester Hours <u>OR</u> Total of any 90 Semester Hours
Senior Institution Hours:	60 Semester Hours at Senior (4-year) Institution
Grade Point Average:**	2.0 SIUC GPA <u>AND</u> 2.0 Major GPA

- * **NOTE: Please be aware that these are the MINIMUM hours and GPA required by SIUC for graduation. Be sure to check with your academic advisor regarding specific requirements for your major.**
- ** **TEACHER EDUCATION PROGRAM: Requires a 2.75 OVERALL GPA (All college work, including transfer credit, is calculated) for admission and a 2.75 Major GPA to be eligible for Student Teaching. An Alternative Admission Standard is available for those students whose GPA is below 2.75.**

Registration Procedures for the College of Education and Human Services

Advisors:

Your College of Education and Human Services advisor is a trained professional who is cognizant of the rules and regulations pertaining to University, departmental and State requirements. The role of the advisor is to assist you in meeting your academic and career goals.

Advisement:

Before registering for specific courses, you must see your College of Education and Human Services advisor. At this meeting, you will discuss course options, prerequisites, major requirements, University core requirements and academic progress. You and your advisor will work in a partnership atmosphere attempting to meet your individual needs and time schedule prior to arranging a definite program. It is critical to make an early appointment for academic advisement if you want to build a schedule that reflects your needs.

The University stresses the importance of the academic advising function. Insistence on receipt of transcripts and ACT or SAT scores prior to admission serves not only to determine admission but also provides information upon which to base program decisions. You and your advisor may use these scores to determine the level of difficulty of your courses or if you should attempt to proficiency some courses through institutional exams or CLEP.

Advising individual students about program requirements and progress to degree is a service provided to you. It does not relieve you, the student, of the responsibility for knowing your

program requirements. You must confer with your advisor if you have questions about your program or progress to degree.

Registration:

After you and your advisor have selected classes, you will register for classes via online registration. This will secure your enrollment in specific course sections. New students will need a Registration User Number (RUN) before they can register for classes.

Mere attendance does not constitute registration in a class, nor will attendance in a class for which a student is not registered be a basis for asking that a program change be approved permitting registration in that class. Students should complete the registration process before classes begin.

Add/Drop:

After you register, you will have the opportunity to make changes in your schedule. If you want to drop a course, add a course, or change a section, you must do so online. Check on Saluki Net or in this handbook for deadline dates.

Withdrawal:

If you have officially registered for classes and find you are unable or unwilling to attend or complete the semester (prior to Week 8), you must officially withdraw. Simply leaving school does not constitute a withdrawal. Discussion of procedures may be found in the SIUC Undergraduate Catalog or you may discuss your options with your advisor. The Office of Transitional Programs handles this process. They are located in Woody Hall A102 and their phone number is (618) 453-7041.

Course Drops. Students officially drop courses through the program change process. This process is initiated with the academic advisor. It is the student's responsibility to ensure that the drop process is officially completed. It is probable that a student, who does not drop by the deadlines, but stops attending during the second half of the semester, will receive a grade of *WF*.

Note: Ceasing to attend a course may also affect a student's financial aid eligibility. The *WF* counts as an *F* in the calculation of the GPA. Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund.

Teacher Education Program

The Teacher Education Program (TEP) at SIUC is fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and by the State Certification Board. The Teacher Education Program is administered through the College of Education and Human Services and includes majors from the College of Education and Human Services, the College of Science, the College of Liberal Arts, and the College of Agricultural Sciences. Teacher education programs are offered at the undergraduate level in early childhood education, elementary education, special education, secondary education, and in majors which lead to the special certificate to teach K-12.

Admission to the College of Education and Human Services **DOES NOT** guarantee admission to the Teacher Education Program. ALL students seeking state teacher certification must first be admitted to the Teacher Education Program. Listed below are the specific requirements for admission. Application packets and information are available in Wham 135 or online at: <http://tep.ehs.siu.edu/apply.htm>.

Admit Dates:

Students are admitted three times a year to the Teacher Education Program. Deadlines for completed applications are September 1 for spring semester admission, and February 1 and June 1 for fall admission into the TEP.

Admission Policy:

A student is eligible to make formal application for admission to the teacher education program when the following criteria have been met:

1. *A minimum of 30 semester hours of completed college work;*
2. *an overall grade point average of 2.75 or better (4.0 scale);*
3. *completion of ENGL 101, ENGL 102 and EDUC 210 with a grade of "C" or better;*
4. *two recommendations from college/university faculty;*
5. Special Education majors must provide documentation of one-hundred (100) clock hours of experience, paid or unpaid, working with individuals with disabilities;
6. a copy of the official score sheet showing a passing score on the Illinois Basic Skills Test;
7. a complete application packet (see link above)

The admission packet may be submitted only when the application is completed and all the requirements have been fulfilled.

The program coordinator and/or department chair in the following majors must also admit students as part of the TEP admissions process:

Agriculture	Business Education
Biological Sciences	English
Foreign Languages	Mathematics
Music	

Students in these majors need to contact the program coordinator in the respective departments or the TEP website before the admission deadline to obtain a signed departmental approval to submit with their TEP application.

College of Education and Human Services

Teacher Certification Areas

Non-Certification Areas

Type 03: Elementary Education (K-9)

Communication Disorders & Sciences

Type 04: Early Childhood (Age 0-Grade 3)

Curriculum and Instruction

Child & Family Services

Type 09: Secondary Education (6-12)

*Agricultural Education**

Kinesiology

Business Marketing & Computer Education

Exercise Science

*English Language Arts Education**

Sport Administration

Family & Consumer Sciences

Health Careers

Health Education

Recreation

*Mathematics Education**

Leisure Services Management

*Science – Biology**

Therapeutic Recreation

*Social Science / History**

Technology Education (Industrial Arts)

Rehabilitation Services

Type 10: Special (K-12)

Social Work

*Foreign Language – French**

*Foreign Language – German Studies**

Workforce Education and Development

*Foreign Language – Spanish**

Education, Training & Development

Learning Behavior Specialist

Human Resources

(LBS1/Special Education)

*Music Education**

Physical Education

*Visual Arts (Art Education) **

**in collaboration with other colleges.*

College of Education and Human Services Student Organizations

Involvement in student organizations is an important part of college life. This involvement allows students the opportunity to meet peers with similar interests, develop leadership skills, and build a resume and network for employment after graduation. Listed below are Student Organizations found in this college.

Association of Teacher Educators (ATE):

The Association of Teacher Educators was founded in 1920 and is the only national, individual membership organization devoted solely to the improvement of teacher education for both school and campus-based teacher educators. For more information and details on how to become a member of ATE, contact the Department of Curriculum and Instruction at 618-536-2441. You may also visit their website at: <http://www.ate1.org/pubs/home.cfm>


Chi Sigma Iota:

Chi Sigma Iota is the international honor society for counselors-in-training, counselor educators, and professional counselors. For more information contact Brett Zyromski or Julia Champe, Educational Psychology & Special Education at 618-536-7763. You may also visit their website at: <http://web.coehs.siu.edu/public/studentorgs/chisignalota.php>.

Delta Pi Epsilon:

Delta Pi Epsilon is a national honorary professional graduate society for men and women in business education. Please contact the SIUC Department of Workforce Education and Development at 618-453-3321. You may also visit their website at <http://web.coehs.siu.edu/public/studentorgs/deltapiepsilon.php>.

educ8kdz:

 advocates for the whole child within the global community. It is committed to the education of future early childhood educators through professional development and leadership. With respect to the diverse background and abilities of children, it promotes developmentally appropriate practices within the classroom, the home, and the community. Call 536-2441 or contact Christie McIntyre at cherimc@siu.edu.

Elementary Education Student Organization (EESO):

EESO is a student organization dedicated to providing professional opportunities for students through monthly meetings, evening programs on special topics, and involvement in professional conferences. For more information call 618-536-2441.

Eta Sigma Gamma (HED):

Eta Sigma Gamma is the national professional health education honorary. Its goals are to elevate the standards, ideals, competence, and ethics of professionally trained men and women in health education. For further information, contact the SIUC Department of Health Education and Recreation at 618-453-2777.

Illinois Education Association (IEA):

IEA is an association of 128,000 members composed of Illinois elementary and secondary teachers, higher education faculty and staff, educational support professionals, retired educators and college students preparing to become teachers. The IEA was founded in 1853 to serve the interest of public education in Illinois. The IEA became an affiliate of the National Education Association in 1857, an organization currently totaling 2.7 million teachers and school employees. The group offers benefits such as; liability insurance, state conferences, student scholarships, mini-resumes, professional publications, grants, mentoring programs and workshops. For more information visit www.ieanea.org or contact Dr. Jackie Cox in Wham 323B.

National Association of Black Social Workers:

The SIUC Chapter of the National Association of Black Social Workers became a registered student organization in March 2000. The organization is housed in the School of Social Work and the faculty advisor is Dr. Saliwe Kawewe. You may contact Dr. Kawewe at 618-453-2243.

National Student Speech, Language & Hearing Association (NSSLAH):

The National Student Speech, Language & Hearing Association was created because of students' desire for closer affiliation with professionals in the discipline of human communication sciences and disorders. For further information on this organization, contact the siu Department of Communication Disorders and Sciences at 618-453-4301.

Omicron Tau Theta:

Omicron Tau Theta is an honor society for those interested in Vocational Education. For more information, contact the Department of Workforce Education and Development at 618-453-1949.

Organization of Multi-Ethnic Students in Education (OMESE):

The purpose of the Organization for Multi-Ethnic Students in Education (O.M.E.S.E.) is to promote communication among culturally diverse students in education and the SIUC staff and faculty. Further, OMESE shall serve as a networking tool for culturally diverse students in the field of education. For more information contact Angie Cummings-Hunter at 618-453-6340.

Phi Beta Lambda (WED):

Phi Beta Lambda is an association of student members preparing for careers in business. For more information you can contact SIUC Department of Workforce Education & Development at 618-453-3321 or visit their website at:

<http://web.coehs.siu.edu/public/studentorgs/phibetalambda.php>

Phi Delta Kappa:

Through membership in Phi Delta Kappa, you will receive services that come directly to you and will have access to other programs and services to use at your discretion. For further information, call 618-536-2441. You may also visit their website at: <http://www.siu.edu/~pdk/>.

Physical Education Teachers and Coaches Organization (PETC):

PETCO is an organization for any students interested in teaching, coaching, or related area. For more information on PETCO, contact the SIUC Physical Education Department at 618-536-2431. You may also visit their website at:

<http://web.coehs.siu.edu/public/studentorgs/physicalhealtheducationclub.php>

Pi Omega Pi:

Pi Omega Pi is an honor society for those interested in Business Teacher Education. For more information, contact the Department of Workforce Education and Development at 618-453-1949.

Social Work Student Alliance:

The Social Work Student Alliance is a group of students who grow together; experience new adventures together and make a difference in people's lives. Membership forms can be obtained in the Social Work Advisement Office (Quigley, Room 3) or in the Social Work Student Lounge. You may also contact the Social Work Office at 618-435-1235 or visit their website at:

<http://web.coehs.siu.edu/public/studentorgs/swsa.php>

Student Council for Exceptional Children (SCEC):

The Council for Exceptional Children is the largest professional international organization for special educators serving students with disabilities. For further information, contact the

Department of Educational Psychology and Special Education at 618-453-1819. You may also visit their website at: <http://www.cec.sped.org/>

Student Leadership Program (SLP):

The COEHS SLP is for top students in the College. Selected students will serve as official representatives of SIUC and the College in public relations, student recruitment and retention programs and other outreach efforts. For more information, contact Jodi Miley at 618-453-7314 or e-mail to jmiley@siu.edu.

Student Recreation Society:

The Student Recreation Society is a registered student organization serving both undergraduate and graduate students interested in pursuing a degree or career in the field of recreation. For more information, contact the SIUC Department of Health Education and Recreation at 618-453-2777. You may also visit their website at: <http://www.siu.edu/~recre8/>.

For more information, visit: <http://web.coehs.siu.edu/public/studentorgs.php> or contact the Student Development Office at 618-453-5714.

Issues that Create Problems for Students

Often, problems arise that could easily have been solved “if only...” The following are examples of some of the issues that create problems for students:

Not asking questions: If you have a question, no matter how trivial you might think it is, ASK!!

Not reading: Important information regarding rules, regulations, deadline dates, etc., may be found in the SIUC Undergraduate Catalog (<http://registrar.siu.edu/eval/catalog.htm>) and the SIUC Schedule of Classes (<http://registrar.siu.edu/records/schedclass.htm>).

Listening to other students: Students can receive misleading information from other students due to differences in majors, colleges, etc. If you hear something and think it concerns your major, ASK YOUR ADVISOR.

Advisement Appointments: Advisement appointments for advance registration are important to you. Be sure to (1) Schedule an appointment as soon as possible and (2) KEEP YOUR APPOINTMENT. If you find that you are unable to keep your appointment, contact your advisor before your scheduled appointment time to reschedule.

Teacher Education Restricted Classes: (1) REMEMBER, you MUST register for Student Teaching! (2) There are several courses in the Professional Education sequence that are restricted. AFTER you see your advisor, you must obtain the proper authorization from your academic advisor to enroll in these courses. They include: EDUC 312, 313, 316, 400 and 401.

Addresses: It is vital that the University has your correct address. **It is important that we have your local telephone number or cell phone number and your current e-mail account address.**

Resources and Services University Counseling Center and Career Services

Career Counseling at the Counseling Center:

- *Become more aware of available majors and minors
- *Explore careers within a certain major
- *Narrow career choices down to a few possibilities
- *Confirm a choice of a major or career
- *Learn more about your interests, abilities, and work values
- *Discuss the influence of others on your career choice
- *Discover how to begin and advance along a chosen career path
- *Talk through a decision to change a major
- *Work through indecisiveness or fear of choosing the wrong major

Trained career counselors can help you to explore your career concerns as well as more personal concerns that may be affecting your career decision. Career counseling may involve the following career tests: The Strong Interest Inventory, the Myers-Briggs (Personality) Type Indicator, and The Self-Directed Search (for interests). Other resources include various card sorts: The Values Card Sort to help you to examine your work values, The Vocational Interest Card Sort, and the Majors Card Sort to familiarize yourself with all SIUC majors. Available activities and handouts include: Personal Skill Checklists, Career Myths and Beliefs, Assessment of Decision-Making Outlook Handbook, "What Can I Do With This Degree?" binder, majors information file, and more. Counselors can also help you get connected with SIUC Alumni serving as volunteer career advisors.

The Counseling Center is located in Student Health Center, Room 253 (phone 618-453-5371) and information is also available at their website: www.siu.edu/offices/counsel.

University Career Services:

- *Explore internship possibilities
- *Attend a career fair
- *Learn how to write a resume and cover letter
- *Practice your interviewing skills
- *Discover job search strategies for your major and career field
- *Become aware of job vacancies
- *Have your resume referred to employers
- *Interview on campus for jobs
- *Learn more about how to apply to graduate school
- *Complete undergraduate, graduate, technical, professional, and certification exams
- *Research companies and gather other career information

University Career Services has trained placement counselors available to help you with job search strategies for your specific career field. Counselors keep an up-to-date listing of workshops, career fairs, testing dates, and jobs. Free registration is available to freshmen, sophomores, and juniors for internship opportunities. In addition, University Career Services staff offer assistance in resume writing, cover letters, interviewing skills, applying to graduate school, and job search strategies. There are also a number of career fairs throughout the academic year.

To take advantage of credentials files maintained for job searching or graduate school application, mailing services, on-campus interviewing, and referral services a \$26 fee is required. The Career Resource Library contains company literature, directories, job bulletins, and outlook salary reports.

Information Access

ListServe:

The College of Education and Human Services ListServe provides students with up-to-date information concerning: registration, advisement, deadlines, departmental news, teacher education information, scholarships, career information, and general university information. The College of Education and Human Services faculty, staff, and students are encouraged to participate in the EDADVNOW ListServe. The list is made available for the sharing of information between parties associated with the College. Proper listserve etiquette is expected.

Interested parties need to send e-mail to listserv@siu.edu, with the message “subscribe EDADVNOW-L” (no quotes) in the message area. You will get a message back telling you how to send messages to the list. If you have questions about the list or problems completing the subscription process, please contact your academic advisor at 618-453-6340.

Contact Information

College of Education and Human Services (COEHS)

www.ehs.siu.edu

- Dean's Office – 618/453-2415
- Advisement – 618/453-6340
- Office of Teacher Education – 618/453-2354

Supplemental Instruction

- Tutoring – 618/453-1369
- Writing Center :
 - Faner Hall, Room 2281 - 618/453-6863
 - Morris Library, Room 30 – 618/453-1457
 - Trueblood Hall Learning Resource Center – 618/453-2927
 - Lentz Hall Learning Resource Center – 618/453-2573

Student Health Center

- Medical Clinic – 618/536-2391
- Pharmacy – 618/453-4417
- Dental Services – 618/536-2421
- Counseling Center – 618/453-5371
- Dial-A-Nurse (After Hours) – 618/453-3311

Bursars Office, Woody Hall B-6 – 618/453-2221

Financial Aid, Woody Hall B-Wing, Third Floor – 618/453-4334

Information Technology, Northwest Annex, Bldg.A, Room 137 – 618/453-5155

COLLEGE OF EDUCATION AND HUMAN SERVICES
UNDERGRADUATE STUDENT GRIEVANCE POLICY

Undergraduate students in the College of Education and Human Services, Southern Illinois University Carbondale shall have the right to appeal for redress of grievances through established channels under the conditions stated below. Access to these channels is restricted to complaints by students alleging that some member of the College of Education and Human Services community has caused the student to suffer some specific harm related to: 1) the award of a course grade; 2) admission to and/or retention in the Teacher Education Program (TEP); 3) academic advisement; or 4) graduation. Grievances which have been brought to a hearing under another campus grievance procedure shall not be brought to a hearing under this procedure.¹

GRIEVANCE OF A COURSE GRADE

With respect to students' complaints alleging capricious grading, the following guidelines shall apply: instructors are expected to evaluate student work according to sound academic standards. Equitable requirements should be required of all students in a class, and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process. Grounds for appeal include: (1) the application of non-academic criteria in the grading process, as listed in the University's nondiscrimination and affirmative action statements: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) the assignment of a course grade by criteria not directly reflective of performance relative to course requirements; and (3) the assignment of a course grade by standards different from those which were applied by the instructor to other students in the course.

Academic Grievance Procedure

An undergraduate student seeking redress through grievance (appellant) must first attempt to resolve the matter informally by contacting the party against whom redress is sought (respondent). If the dispute is not resolved at this stage, the student should contact the respondent's unit chair/director, who will attempt to resolve the dispute. In the event that the dispute is not resolved informally, a student may ask for and receive a hearing at the unit level. If a final grade has been assigned, the grade must be changed to an "incomplete" until the grievance process has been completed. If the incident occurs during the spring semester and the student will not be in residence for the summer semester, she/he may request an extension of the deadline to the fall semester following by petitioning the unit chair/director in writing. Such a request shall normally be granted as long as the petition is received on or before the 10th

¹Cases involving academic dishonesty will be handled according to the Student Conduct Code. Matters involving graduate students will be handled according to the Academic Grievances Procedures in the *Graduate Catalog*. Separate grievance procedures exist for cases covered by the University Policy on Sexual Harassment, the Policy Accommodating Religious Observances of Students, the Policy on Release of Student Information and Access to Student Records at Southern Illinois University, the Policy on Immunization of Enrolled Students, the Policy on the Determination of Residency Status, and the University's response to comply with *Americans with Disability Act*. These procedures are published in the Undergraduate Catalog. Undergraduate students employed as student workers are covered by a student worker grievance procedure, which is administered by the Financial Aid Office.

day of classes of the summer term following; however, the final decision is that of the unit chair/director.

The request for a hearing must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name and title of the person(s) against whom the grievance is being filed.
4. Current address and phone number of the grievant.
5. Statement of the grievance including descriptions of the incident(s) involved, dates(s) of occurrence, what remedy is being sought, as well as any supporting documents.

Unit Action On Grievance

Upon receiving a written request for a hearing regarding an academic grievance, the unit chair/director shall send the respondent a copy of the grievance, who will provide the unit chair/director with a written response within fifteen days. The unit chair/director shall then consider the grievance and response, or forward the grievance and response to the unit's grievance committee for consideration. If the matter will be heard by a grievance committee, the unit chair/director shall notify the parties of the identity of the individuals who have been selected to serve on the grievance committee.³ The participation of any committee member may be challenged for cause. If the unit chair/director determines that the challenge is valid, she/he shall name a substitute.

The unit chair/director or committee chair shall request of both parties copies of any documents and a list of witnesses they wish to introduce. These must be submitted within fifteen days of receipt of the request. The unit chair/director or committee chair shall convene a hearing within fifteen days of receipt of the substantiating documents. These documents shall be available to both parties at least five days prior to the hearing.

The hearing shall be conducted by the unit chair/director or by the committee according to the hearing procedures which are outlined in the Appendix. In the absence of compelling circumstances, the unit chair/director shall render a decision within fifteen days, or the grievance committee shall make its recommendation on the grievance to the unit chair/director within fifteen days after the conclusion of the hearing.

²hereinafter 'day' refers to all days when classes are in session excluding holidays and weekends.

³Unit Undergraduate Student Grievance Committee: A unit undergraduate student grievance committee will be advisory to the unit chair/director and will submit its findings and recommendations to the chair/director. The committee shall consist of three members. The unit chair/director may designate an existing department committee to serve in such capacity (subject to the qualifications listed herein), or may appoint an ad-hoc undergraduate student grievance committee. The members of the committee shall be appointed whenever possible from the unit in the college in which the grievance arose. Of those members, two shall be appointed from the full-time faculty and one shall be appointed from the undergraduate student body in good academic standing. The undergraduate student grievance committee shall meet and elect its chair from among the faculty membership. Any faculty member involved in the dispute shall not be appointed to the grievance committee.

Upon receipt of the committee's recommendation, the unit chair/director shall decide to accept or reject the committee's recommendation and render a decision on the grievance within fifteen days. The decision and the reasons for it shall be submitted in writing to the parties, to the committee members, if any, and to the Dean of the College of Education and Human Services at the same time.

The unit chair/director shall advise the parties of their right to appeal to the Dean of the College of Education and Human Services. Hearings of appeals will not be automatically granted. Dissatisfaction with the decision shall not be sufficient grounds for appeal. The appellant must demonstrate that the decision at the unit level was in error.

GRIEVANCE OF ADVISEMENT OR ADMISSION/RETENTION/GRADUATION DECISIONS

With respect to students' complaints relating to admission to and/or retention in the Teacher Education Program, the Director of Teacher Education, College of Education and Human Services, will hear the student's complaint. Complaints concerning academic advisement and graduation will be heard by the Chief Academic Advisor, College of Education and Human Services. The Director of Teacher Education or the Chief Academic Advisor will consider evidence, render a decision, and notify the student of the decision in writing within fifteen days of the meeting with the student. A student who wishes to appeal the decision of the Director of Teacher Education or the Chief Academic Advisor must follow the appeals process within the College of Education and Human Services listed in this document.

APPEALS OF DECISIONS BY THE UNIT, DIRECTOR OF TEACHER EDUCATION, OR CHIEF ACADEMIC ADVISOR TO THE DEAN, COLLEGE OF EDUCATION AND HUMAN SERVICES

Filing An Appeal

If an undergraduate student wishes to appeal a decision of the unit, Director of Teacher Education, or Chief Academic Advisor, she/he must file a written appeal with the Dean of the College of Education and Human Services within twenty days of receipt of the lower decision. The appeal must state the following:

1. Name of the appellant.
2. Program in which the appellant is enrolled.
3. Name and title of the person(s) against whom the original grievance was filed.
4. Current address and phone number of the appellant.
5. Copies of the original statement of grievance, the response by the person against whom it was filed, supporting documents, as well as a statement of what remedy is being sought.
6. Summary of grievance proceedings held at the unit level and the decision(s) rendered at that time.
7. Statement of why the previous decision may be in error.
8. Request, if desired, for either an administrative or grievance appeal hearing.

Upon receiving a written appeal, the Dean⁴ shall determine whether or not the appeal has merit (sufficient grounds) and should move forward. If so, the Dean will at the same time, determine whether the hearing agent will be administrative or a committee. If it is determined that the appeal does not have merit, the Dean will inform both parties in writing of the reason(s) for denial within fifteen days.

Procedures for Appeal Hearing in the College of Education and Human Services

The Dean of the College of Education and Human Services is responsible for making the final decision in the appeal of a grievance decision by the unit chair/director, Director of Teacher Education, or Chief Academic Advisor. If the appeal will be heard by a committee, the Dean will direct the College Advisory Committee to select a hearing committee to hear the case and submit a recommendation to the Dean. This is done according to the following procedures:

- a. The College Advisory Committee selects a hearing committee composed of at least three faculty members, along with one graduate and one undergraduate student. While members of this committee will usually be members of the Advisory Committee, it may be necessary, in some instances, to select members from outside the committee. The hearing committee shall meet and select a chair from the faculty membership.
- b. All parties have the right to present evidence on their behalf. Any new evidence introduced in the appeals process must be on file with the chair of the College Advisory Committee one week prior to the student's scheduled hearing. All new materials will be distributed to both parties involved in the appeals process at that time.
- c. All parties have the right to bring witnesses. The student may bring an advisor who will not be permitted to address the committee directly on appeals from the chairs. In the following three situations only, the student may have advice and assistance in preparing and presenting the appeal:
 - d. The hearing committee meets within fifteen days of the receipt of the student's appeal, and the student is sent notification of the time and place of the hearing by the committee chair no later than five days prior to the hearing.
 - e. The hearing committee arrives at a decision on the basis of a simple majority. The recommendation of the committee is relayed in writing by the committee chair to the Dean of the College of Education and Human Services within fifteen days of the conclusion of the hearing.

⁴The Dean may appoint a designee to assume his/her responsibilities pertaining to all matters relating to a grievance appeal.

- (1) Appeals concerning admission to the Teacher Education Program,
- (2) Appeals concerning retention in the Teacher Education Program; or,
- (3) Appeals concerning recommendation for certification.

- f. The hearing committee, as described above, is not expected to meet during the first two weeks nor the last two weeks of a semester, nor will it usually meet during vacation periods or summer. During these times, an administrative hearing officer chosen by the Dean may substitute for the committee, or the Dean may choose to hear the case.
- g. The Dean of the College of Education and Human Services makes the final decision within the College of Education and Human Services and notifies the student, in writing, of the decision within fifteen days of the receipt of the committee's recommendation.

**APPEAL OF THE DECISION BY THE DEAN OF THE
COLLEGE OF EDUCATION AND HUMAN SERVICES**

If the individual is not satisfied with the decision of the Dean of the College of Education and Human Services, a written argument stating the reasons for such dissatisfaction may be submitted to the Vice Chancellor for Academic Affairs and Provost, Southern Illinois University Carbondale, within fifteen days after the date that delivery of the decision was tendered by the U.S. Postal Service to the individual. Such written argument shall be attached to the Dean's decision and remain therewith throughout the remainder of the process.

APPENDIX

UNIT HEARING PROCEDURES

1. The principal parties to the grievance shall have the right to be accompanied by an advisor of their choice. The advisers may speak on behalf of their clients only with the approval of the unit chair/director, the Dean of the College of Education and Human Services, or the grievance committee.
2. All hearings shall be open unless either of the parties requests that the hearings be closed. If the hearing is closed, only the parties, their advisers, and either the unit chair/director or the Dean or the grievance committee shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony if the hearing is closed.
3. All hearings shall be audio recorded. The recording will be deposited in the office of the unit chair/director at the conclusion of the hearing. These recordings shall be stored for five years after which time they will be destroyed.
4. Each party may call witnesses to present evidence. Each party shall have the right to examine any witness called by the opposing party. If a witness is unable to appear, the committee may allow depositions. If the presence of a witness is required to ensure fairness to all parties and the witness is physically unable to attend, the hearing will not be postponed. Rather, while testimony of such witnesses by audio recording, by telephone conference, by letter, by facsimile, by email, or by video conferencing is considered less viable, it may be allowed.
5. The grievance committee will arrive at a decision based on a simple majority vote. However, the unit chair/director or the Dean may reject the recommendation by the committee. The unit chair/director or Dean will decide all matters, procedural and substantive.
6. Each party may make an opening and a closing statement.
7. Decisions by the unit chair/director or the grievance committee will be based on the preponderance of the evidence.

NOTE: The undergraduate student grievance policy presented in this document was adapted for use in the College of Education and Human Services, Southern Illinois University Carbondale from the undergraduate grievance policy published by the College of Liberal Arts, Southern Illinois University Carbondale with the permission of Dr. Alan Vaux, Dean of the College of Liberal Arts provided on January 15, 2010.

Glossary of Terms

Advance Registration: that period of time (usually in October-December, and February-May) when all students have the opportunity to advance register for classes for the next semester.

Advisement Appointments: 30-minute advisement sessions in which the student and the advisor plan semester schedules and discuss other issues of concern.

Audit: For courses that are audited, no credit is earned and no letter grade is received. A grade of "AU" will appear on the transcript. For further details, see the [SIUC Undergraduate Catalog](#).

CDS: Abbreviation for Communication Disorders & Sciences

Center for Academic Success: This office offers help to students who need to strengthen their academic skills. Location: Woody Hall C109.

CI: Abbreviation for Curriculum and Instruction. This department houses the majors of Elementary Education, Early Childhood and Social Studies.

CLEP: College Level Examination Program. This program allows students who are proficient in an academic area to earn academic credit for their knowledge.

Closed Class: A section of a class that has reached the maximum number of students that the section is able to accommodate.

Closed Class Card: A card which is signed by the instructor of a closed class allowing a student to enroll in that course even though it is listed as closed.

COEHS: Abbreviation for College of Education and Human Services

Continuing Education: Houses the Individualized Learning Program (ILP) through which courses can be taken outside of a classroom setting.

CRF: Abbreviation for Course Request Form. Official form used by the student to request courses and to make course changes.

Dean's List: A list of students in COEHS who have achieved academic excellence as demonstrated by a GPA of 3.75 or above (Full-time status required).

ECHD: Abbreviation for Early Childhood

ELED: Abbreviation for Elementary Education

Graduation Applications: The graduation application must be submitted to the Office of Records/Registration in Woody Hall A117 by the end of the FIRST WEEK of the semester in which the student plans to graduate.

Half-Semester Class: A full credit class offered for half the term. Add/drop and attendance dates vary. Consult the [Schedule of Classes](http://registrar.siu.edu/records/schedclass.htm) (<http://registrar.siu.edu/records/schedclass.htm>) for information.

HED: Abbreviation for Health Education.

HER: Abbreviation for the department of Health Education and Recreation.

Honors Program: A university-wide program for academically talented undergraduate students which provides specially designed and challenging courses and other services - <http://www.honors.siuc.edu>.

Incomplete (INC): A grade given, with the instructor's approval, when a student with a passing grade is unable to complete the course work in the time allotted due to extenuating circumstances. A student with an "INC" must not re-register for that course. If not completed within one year, the "INC" will be automatically changed to an "F".

Independent Study: An opportunity for students to study a particular topic individually with a faculty or staff member.

Internship: An opportunity for students to gain practical experience in their major fields. The majors of Recreation, Health Education, Social Work, Rehabilitation Services and Early Childhood (Child & Family Services) each have internship requirements.

Intersession Class: A class, which is offered between the end of one semester and the start of another.

KIN: Abbreviation for Kinesiology.

Major GPA: Grade Point Average for only courses required by your major.

Negative Points: See "Points System"

Office of Transitional Programs: Helps student with special problems including processing student withdrawals from the University. Located in Woody Hall A102. Phone (618) 453-7041.

Overall GPA: Grade Point Average for all college courses.

Overload: The maximum number of credits which a student is allowed to enroll during a regular semester is 18; during summer session, 9. A student who wants to take more credits than the maximum must get permission from advisor and/or Chief Academic Advisor. NOTE: Students on probation are limited to 14 or fewer hours per semester; 7 or fewer per summer).

Points System: Grade Point Average can be expressed as Positive (+) or Negative (-) points. This is a common system used to indicate the number of positive (+) grade points above a "C" average or the number of negative (-) grade points below a "C" average. To compute your points, use the following technique:

$$\begin{array}{r} A= +2 \times 3 = +6 \\ B= +1 \times 3 = +3 \\ C= 0 \times 3 = 0 \\ D= -1 \times 3 = -3 \\ F= -2 \times 3 = -6 \end{array}$$

Positive Points: See “Points System”

Prerequisite: A course listed in the Schedule of Classes, which must be satisfactorily completed before taking the subsequent course. For example, English Comp I must be satisfactorily completed with a “C” or better before taking English Comp II.

Proficiency: An examination which proves knowledge in an area and for which college credit is granted upon passing.

REC: Abbreviation for Recreation

Residence: The residence requirement refers to the number of credit hours of SIUC work required for a Bachelor’s Degree. The satisfactory completion of any 90 hours at SIUC or the un-interrupted satisfactory completion of the last 30 hours at SIUC will meet the residence requirement.

Satisfactory Progress Policy: Requirement that each student receiving financial aid completes a baccalaureate degree within a specified period. The length of time will vary according to the source of the aid. See <http://www.siuc.edu/~fao/>.

Specialization: A specialized course of study available within some majors, such as Exercise Science within the Physical Education major.

SPED: Abbreviation for Special Education

TEP: Abbreviation for Teacher Education Program

UCC: University Core Curriculum

WED: Abbreviation for Workforce Education & Development

Withdrawal: Must occur when a student wishes to stop attending classes. If a student is dropping one or more courses but still plans to attend at least one course, a Registration Form must be processed. The student who wishes to discontinue attendance from all courses must officially withdraw from the University through the Office of Transitional Programs.