

described above. The student's written notice of appeal must state whether the student is appealing the finding of dishonesty, the sanction, or both, and must describe in detail the grounds for appeal. Such an appeal may be considered by the Senior Vice President for Academic Affairs/Dean of Faculty or the Senior Vice President's designee, who will evaluate the matter to the extent considered appropriate under the circumstances. Grounds for appeal will be limited to alleged errors in procedures, misinterpretation of policies, or a clear discrepancy between a finding of liability and the sanction assessed. An appeal is not an evidentiary hearing or a reconsideration of the evidence, and the Senior Vice President for Academic Affairs/Dean of Faculty or designee need not, but may, interview the parties and accept supplemental written submissions or documentation. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty or designee on an appeal shall be final.

Where an appeal is taken regarding a serious sanction such as a grade of "F," suspension or expulsion, the sanction may, but need not, be stayed by the Senior Vice President's office pending the resolution of the appeal; no degree, certificate, or honors shall be awarded during the pendency of an appeal.

Where a faculty member disagrees with an academic dishonesty decision or a sanction assessed with respect to a student's work in the faculty member's course or under the faculty member's supervision, the faculty member may file an appeal with the Senior Vice President for Academic Affairs/Dean of Faculty, and this appeal shall be subject to the same time and notice requirements applicable to a student filing an appeal as noted above. A faculty member's appeal shall be heard by the Senior Vice President for Academic Affairs/Dean of Faculty or designee using the same process and limited scope of review applicable to a student's appeal. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty or designee regarding a faculty member's appeal shall also be final.

Academic grievance procedure

Academic disputes can arise relating to alleged mistakes or inequities in grading; application of due dates and extensions for late work; imposition of additional requirements after the course has begun; and similar issues. With respect to any academic grievance or dispute other than one involving academic integrity, a student should use the following grievance procedure.

Where a student has questions or concerns about any requirement relating to a course or to any grading issue, the student should first attempt to resolve the problem directly with the instructor. If the issue is resolved informally between student and instructor, the matter ends and no formal record need be maintained.

If an academic grievance is not settled informally, or if the student wishes to pursue the matter formally, the student must file a written grievance with the Dean of Students within 10 business days after the issue for complaint has occurred. The Dean of Students (or designee) will consider the grievance within ten business days, determine whether it merits continued review, and dismiss it if it does not. The student grievant will be notified in writing if the Dean or designee determines that the grievance lacks merit, and this written decision is final.

If the Dean of Students or designee concludes upon initial review of the grievance that continued consideration is warranted, the Dean (or designee) shall then conduct an appropriate investigation, discussing the matter with the complaining student and with the instructor at issue, permitting both such parties to submit written materials if appropriate, and undertaking any other necessary investigation. The Dean of Students or designee may effect a negotiated resolution between the student and faculty member at this stage, which resolution should be written, signed by the student and faculty member, and retained by the office of the Dean of Students.

Upon conclusion of such an investigation without a negotiated resolution, the Dean of Students or designee shall determine whether the grievance has merit and whether any relief is warranted. If the Dean of Students or designee finds that the grievance lacks merit or that no changes to the challenged grade or course requirements are warranted, the Dean of Students or designee shall so notify the grievant and the affected faculty member in writing, with a copy of such resolution to be sent to the Senior Vice President for Academic Affairs/Dean of Faculty. In this situation, the decision of the Dean of Students (or designee) shall be final.

If the Dean of Students (or designee) determines, after investigation, that a student's academic grievance has merit and that a change in a grade or course requirement may be warranted, the Dean of Students (or designee) shall prepare a written recommendation for the consideration of the Senior Vice President for Academic Affairs/Dean

of Faculty. The Senior Vice President for Academic Affairs/Dean of Faculty shall discuss the proposed recommendation with the student grievant, affected faculty member, and other members of the faculty or administration, as appropriate. The Senior Vice President for Academic Affairs/Dean of Faculty may also investigate the grievance.

If investigation is deemed appropriate, the Senior Vice President for Academic Affairs/Dean of Faculty may ultimately accept, reject, or modify the recommended resolution. The Senior Vice President for Academic Affairs/Dean of Faculty will notify the student grievant and the affected faculty member of the Senior Vice President for Academic Affairs/Dean of Faculty' decision upon the recommendation, which shall constitute the final decision on the grievance.

General grievance procedure applicable to other student grievances

The Academic Grievance Procedure set forth above does not apply to any issues relating to academic integrity, student discipline, or denial of accommodation, which are governed by separate, specific procedures set forth in this Handbook. With respect to any other disputed decisions or conduct by Erikson representatives, however, a student is free to file a grievance under the above Academic Grievance Procedure section, and a modified version of the investigation and resolution process set forth above will be used to resolve the disputed issue. The Institute reserves the right to modify its Academic Grievance Procedure as appropriate to the specific nature of the grievance; for instance, depending upon the nature of the grievance or the identity of the Erikson representative whose conduct is being challenged, the above procedure might be changed, or a different decision maker designated, to allow for full and fair resolution of a particular grievance. The student grievant and any other parties to such a grievance will be notified if modifications to the Academic Grievance Procedure are implemented for any particular grievance.

Where a grievance includes issues covered under one or more of the Institute's applicable grievance procedures, the Institute will determine which such procedure will apply to the particular grievance and will notify the grievant and other parties to this effect. Any questions about how a grievance should be filed or how it will be processed should be directed to the Dean of Students or the Senior Vice President for Academic Affairs/Dean of Faculty.

Handbook grievance and appeal procedures

All of the grievance, appeal, and disciplinary procedures set forth in this Handbook are intended as fact finding and dispute resolution mechanisms and do not afford students any contractual rights. The Institute reserves the right to modify these procedures at any time and, where circumstances warrant in a particular case and at the Institute's discretion, to modify, combine, or fashion a new procedure to address a particular case or dispute fully and fairly.

Academic probation: new students

Students admitted to a certificate program on academic probation will work closely with their program advisor over the course of the first two semesters of enrollment. They must receive a final grade of B or better in each course in the first two semesters. Students who do not meet these conditions will be dismissed from the certificate program.

Students admitted to a master's degree program on academic probation enter the three-year option of the Master of Science in Child Development or Master of Science in Early Childhood Education leading to initial early childhood teaching license. They will not be considered for admission to one of the specializations until they have successfully fulfilled the conditions of their probation.

Master's degree students admitted on probation must meet the following conditions.

1. During the summer prior to their enrollment, they are required to successfully complete a free four-week writing tutorial, "Academic Writing Preparation," to give them a head start on the types of reading and writing they will encounter in the master's program. Attendance is mandatory. At the conclusion of this tutorial, the instructor, in consultation with the Dean of Students, will decide whether or not the student will be allowed to enroll in the degree program.
2. Students who do continue will take a reduced course load during their first year and work closely with a writing tutor who is familiar with the content of the courses. During the first semester, they will take CHLD C421 Human Development I. They must complete all course assignments within the deadlines indicated by the instructor and course syllabus. They must receive a final grade of B or better. For assistance with course work and writing assignments, students may be required to meet