

Duquesne University
School of Education
Student Due Process
Policies and Procedures

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Mission Statement

The mission of the School of Education, as a renowned learning community for the mind, heart, and spirit, is to guide the formation of moral and ethical educational leaders, to advance innovation in teaching and scholarship, and to foster social responsibility. Within the context of the Spiritan tradition of caring and University vision, we will accomplish our mission by exemplifying the scholarly and ethical standards of our profession as we provide meaningful learning experiences, support scholarship, and sustain mutually beneficial partnerships.

Student Appeals, Due Process & Other Policies

Academic Integrity

Consistent with the Mission of the University to serve God by serving students through commitment to excellence, and a strong emphasis on moral and spiritual values, and the University's goal of educating the mind, heart and soul, the School of Education takes seriously its obligation to prepare students who continually strive for professional competence and maintain high ethical and moral standards. In this regard, academic integrity is inseparable from the University's Mission and goals, and fundamental to teaching, learning and scholarship. Students in the School of Education or students taking classes in the SOE are expected to, and are responsible for maintaining academic integrity with regard to class assignments, examinations, and any other requirements related to their courses of study.

Violations of Academic Integrity

Violations of Academic Integrity—whether or not they are the result of a deliberate intent to deceive—are subject to academic sanctions, including (but not limited to) oral and/or written reprimand; lowered grade or failure on an assignment; lowered course grade; failure of a course; suspension or dismissal from the class; and/or suspension or dismissal from the school or the University. Information regarding such violations will be maintained in student academic files and may be included in transcripts and other official University documents.

Violations of Academic Integrity may include, but are not limited to, the following:

Cheating

Cheating on quizzes, tests, examinations or projects may include giving or receiving assistance or using unauthorized assistance or material as an aid in the completion of the assignment or project. (Unauthorized material may include, but is not limited to, notes or other written documents, unauthorized calculators and/or formulas, palm pilots, cellular phones, computer programs, software, data, or text.) In other contexts (e.g., group projects, labs, field placements), cheating may include forms of deception intended to affect grades, evaluations or other outcomes (e.g., using without permission, other students or teachers' lesson plans and project designs, falsifying, distorting or fabricating data on research projects, logs, or journal entries). Cheating may include, but is not limited to, student use of sources beyond those authorized by the instructor in fulfilling assignments (e.g., writing papers, preparing reports, developing and designing lesson plans, developing course projects, or solving problems). Cheating may also include student acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff. Selling course material to another person and/or uploading course materials (including but not limited to slides, syllabi, tests, study guides, labs, etc.) to a third-party vendor without express written permission of the University and the Instructor is prohibited.

Plagiarism

Plagiarism in papers or other written, electronic or oral work, or student authored or designed computer programs/projects, or lesson plans (including essays, research papers, theses, dissertations, presentations, class projects, lab reports, or work for publication) may include, but is not limited to, student use—whether by summary, paraphrase, copying, direct quotation, or a combination—of the published or unpublished work or specific ideas of another person or source without full and clear acknowledgment (including the use of quotation marks to indicate the source's specific language). Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper or project copied from another student, or prepared in whole or in part by another person or agency engaged in providing or selling term papers or other academic materials. Plagiarism may also include the submission, without the instructor's approval, of work submitted for credit in another course.

Deceit in academic matters

Deceit may include, but is not limited to, furnishing false information regarding academic matters to any University instructor, official, or office with intent to deceive, or attempting to adjust a score or grade on a graded paper or test, or on the instructor's gradebook or recording system. It may include falsifying information on field placement evaluation forms, or forging the signature of field placement supervisors or others with the intent of deceiving school or University officials.

Misuse of documents

Misuse may include, but is not limited to, forgery, alteration, or improper use of any University document, record, or instrument of identification (written or computerized, including letterheads). It may also include misappropriation, mutilation, or destruction of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices.

Assistance in the violation of Academic Integrity

Assistance may include, but is not limited to, any knowing facilitation of intellectual dishonesty by another person or persons, e.g., assisting in acts of cheating or allowing another student to copy your work.

SOE Procedures for Adjudicating Alleged Violations of Academic Integrity

- The following guidelines are provided by the University Academic Integrity policy: All cases that result in sanctions including, or greater than, a failing grade for the assignment on which the violation allegedly occurred must be discussed with the instructor's department chair or program director within 5 business days. If the student is majoring in a different area from the one where the alleged violation occurred, the relevant department chair and Dean should also be notified. The faculty member should meet with the student to give notice and opportunity to respond. If the instructor determines that the sanction(s) to be applied is equivalent to or greater than a failing grade for the assignment, the instructor should inform the student of the sanction(s) in writing or via email, generally within 10 business days. At that time, the instructor should also inform the student that it is his or her right to appeal the instructor's finding of a violation and/or imposition of a sanction(s) to the Dean's Office which will initiate School-level Academic Integrity Appeals Committee procedures. The student should initiate any appeal within 10 business days after the instructor [or School of Education designee] has

communicated with her or him regarding a responsible finding of a violation and related sanction(s).

- University policy also states the following: ALL academic integrity matters that result in sanctions including, or more serious than, a failing grade for an assignment must be reported to the appropriate offices, including the Office of the Dean of the School in which the student is enrolled (see below) and the Office of the Provost, which maintains records of responsible findings of violations of academic integrity. Each School/College/Program should develop guidelines for contacting the Office of the Provost with inquiries about whether a particular student has committed a prior academic integrity violation and evaluating any information it receives.
- In cases where plagiarism is found in any document submitted by a student as part of course work, lab report, project or any assigned work, the assignment may receive a score of zero. Opportunity of a rewrite may be given at the discretion of the instructor.
- In cases of repeated plagiarism in documents produced by a student as part of course work, lab reports, computer programs and projects, or assignments, the student may be given a failure (F) for the course. In such a case, the allegations should be discussed with the program director if the program has a director, and/or department chair. If the department chair is in agreement with the instructor, the student should be informed, in writing, in advance of receiving their grade. Should the department chair disagree with the instructor, they (the instructor) have the right to appeal to the dean. The decision of the dean is final.
- In cases of cheating, as outlined in section one, the appropriate sanction will be at the discretion of the faculty member. Sanctions may range from a verbal warning to failure (F) of the entire course or suspension from the school, depending upon the severity of the offense. The allegations should be discussed with the student, in the presence of the program director if the program has a director, and/or department chair. If the department chair is in agreement with the instructor, the student will be informed, in writing, in advance of receiving their grade. Should the department chair disagree with the instructor, they (the instructor) have the right to appeal to the dean. The decision of the dean is final.
- In cases of plagiarism found in research papers submitted as requirement of a course or project, and intended for publication, the student may fail the course, and their work will not be submitted for publication without being re-written.
- In cases of plagiarism found in theses or dissertations, the student may not be awarded the degree, and their work will not be submitted for publication without being re-written.
- Cases of deceit or fraud should be communicated in writing to the dean of the SOE, and in cases where the student is not enrolled in the school in which the violation took place, the dean of the school to which the student is affiliated. Violation of the policy on deceit or fraud may result in failure of a course or suspension from the school after consultation with the instructor and department chair involved.

The Student's Right to Appeal

In cases where the sanction for a violation of academic integrity results in a reduced grade, or failure of the examination or course, the student has the right to appeal first to the instructor, then to the

program director, and then to the department chair. If, in the student's opinion, the matter has not been resolved, they have the right to appeal to the dean within 30 days of receipt of the grade. All appeals to the dean must be in writing. The dean in turn, will appoint an internal committee consisting of three members of the faculty. This committee will issue a final recommendation to the dean of the SOE. The decision of the dean is final. If the student is enrolled in a school other than the SOE, the dean of the school in which the student is enrolled will be involved at this stage of the appeal.

In cases where the sanction for a violation of academic integrity is greater than a reduced grade or failure of the examination or course, the student must be informed in writing of the sanction and the right to appeal to the dean, by the department chair. All appeals to the dean must be in writing. The dean, in turn, will appoint an internal committee consisting of three members of the faculty. This committee will issue a final recommendation to the dean of the SOE. If the student is enrolled in a school other than the SOE, the dean of the school in which the student is enrolled will be involved at this stage of the appeal. The student then has a period of 10 days in which they may appeal to the Provost if they wish to contest the findings of the SOE. The procedure for the handling of such an appeal by the Provost is outlined in the University catalog.

Resolution of Incomplete (I) & Failures (F) Grades for Graduate Courses

The SoE follows the [University policy on resolution of incomplete grades](#) as found in the graduate catalog. Please see that policy for extensive details.

Reaffirming the existing policy, a graduate student who has failed a course cannot graduate, regardless of whether the failed course is part of the program degree requirements. In order to graduate, the student must retake the course or take an equivalent course, consistent with any program policy that is in place. Individual graduate programs within the SoE may have additional policies on what constitutes a "failing" grade and procedures for resolving that grade.

Final Grade Appeal Policy

The purpose of this policy is to establish a clear, fair, and uniform process by which students may contest the final grade assigned to them for a course or other degree requirement. Final grades reflect exclusively the academic achievements of students and will be changed only in exceptional circumstances and only with the approval of the dean.

Grounds for Appeal

Grade appeals shall be based on problems of process and not on differences in judgment or opinion concerning academic performance.

The only acceptable grounds for a grade appeal are:

- An error was made in grade computation.
- The grade assignment was capricious or arbitrary. That is, the grade assigned was based on criteria other than the student's performance in the course; was based on standards different than those applied to other students registered in the same course at the same time; or constitutes a substantial departure from the published or announced grading standards for the course.

This Final Grade Appeal Policy does not address disputed grades resulting from alleged academic integrity violations or complaints of discrimination, which fall under other policies of the University.

- The University's Academic Integrity Policy is available in the University catalogs.
- Students who wish to report a violation of TAP 30 can contact the Director of Anti-Discrimination and Compliance may be contacted at (412) 396-2560.
- If a student has not been provided accommodations specified as required by the Office of Disability Services, they should contact the Director of Disability Services.

Steps to Appeal a Grade

Informal Appeal to the Faculty Member

A student who believes that they have grounds for an appeal shall first attempt to resolve the issue informally with the professor. If such an attempt at informal resolution fails, the student may wish to file a formal appeal.

First Level: Formal Appeal to the Faculty Member

A student who believes that she or he has grounds for an appeal shall first attempt to resolve the issue informally with the professor. If such an attempt at informal resolution fails, the student may wish to file a formal appeal.

A student who wishes to file a formal appeal shall do so within 10 business days of the day on which classes start for the fall or spring semester that immediately follows the award of the grade in question. Final grade appeals involving summer courses must be filed within 10 business days of the day on which classes start for the fall semester.

A formal appeal shall be submitted electronically in writing, dated and signed, and headed with the words "Final Grade Appeal." The student should articulate which of the above grounds for appeal is the basis for the appeal. The student may submit evidence and written testimony that directly supports the appeal. Via Duquesne email, the student shall submit one copy of these materials to the faculty member and a second copy to the dean of the college/school/program in which the faculty member holds her or his academic appointment and in which the course was offered. A student who wishes to appear in person for the First Level appeal must state that in writing as part of the appeal submission. In such a case, the faculty member must meet with the student within 5 business days.

Record of a Formal Appeal

Once the student has presented a formal appeal to the faculty member, that document becomes a part of the record of the appeal, which shall be maintained by the dean of the college/school/program in which the faculty member holds her or his academic appointment and in which the course was offered. The student's formal appeal document shall be presented in its original form at all subsequent levels of appeal. Any additional statements by the student or the faculty member, all evidence submitted relevant to the appeal, and all direct and supporting statements also become part of the record of the appeal and shall be produced at each level of appeal.

At each level of appeal, a written dated decision and accompanying rationale for the decision shall be provided to all affected parties (the student, the faculty member, and any person who has rendered a decision at an earlier level).

Right to Appear in Person

A student may choose to present her or his appeal in person at each level of appeal and may have an additional person present as an advisor at each level. However, that person may not serve as the student's representative and has no right to speak or otherwise participate in the appeal process.

A faculty member to whom a student appeal is presented may choose to respond in person to the student's appeal at the Second Level of the process and may have an additional person present as an advisor. However, that person may not serve as the faculty member's representative and has no right to speak or otherwise participate in the appeal process.

Final grade appeals are not akin to legal proceedings and do not involve participation by external legal counsel.

Within 5 business days of receiving the student's formal appeal or meeting with the student in response to their written request to appear in person, the faculty member shall prepare a detailed written decision that is responsive to the student's stated reason(s) for the appeal. This decision shall be emailed to the student at his or her university email address with a copy to the dean of the college/school/program in which the faculty member holds her or his academic appointment and in which the course was offered.

If the student receives no response from the faculty member within the specified timeframe or is dissatisfied with the faculty member's decision, she or he may proceed to the Second Level of appeal.

In rare circumstances, a student may wish to contest her or his grade in a course taught by a faculty member no longer employed by the University. In such circumstances, a grade may be changed by the Provost and Vice President for Academic Affairs upon the recommendation of the appropriate dean and department chair or division head.

Second (Final) Level: Appeal to the Dean

A student or faculty member who elects to proceed to the Second and Final Level of appeal shall notify in writing the dean of the college/school/program in which the faculty member holds her or his academic appointment and in which the course was offered. A student who wishes to appear in person for the Second Level appeal must state that in writing as part of the appeal submission. The student or faculty member must submit this notification within 5 business days following the faculty member's written decision regarding the outcome of the First Level of Appeal. Within 5 business days of receiving the student or the faculty member's notification, the dean shall notify the student, the faculty member and the faculty member's department chair, division head or program director that the appeal has proceeded to the Second and Final Level. The dean shall also ensure that all parties understand that they have right to appear in person at this level of appeal.

Within 5 business days after receiving the appeal or following the requested in-person appearance, the dean shall thoroughly review the record of the appeal and email a decision about the appeal to the student and the faculty member at their university email addresses. The dean's decision shall respond to the student's stated reason(s) for the appeal and to the faculty member's response, if one was provided to the student.

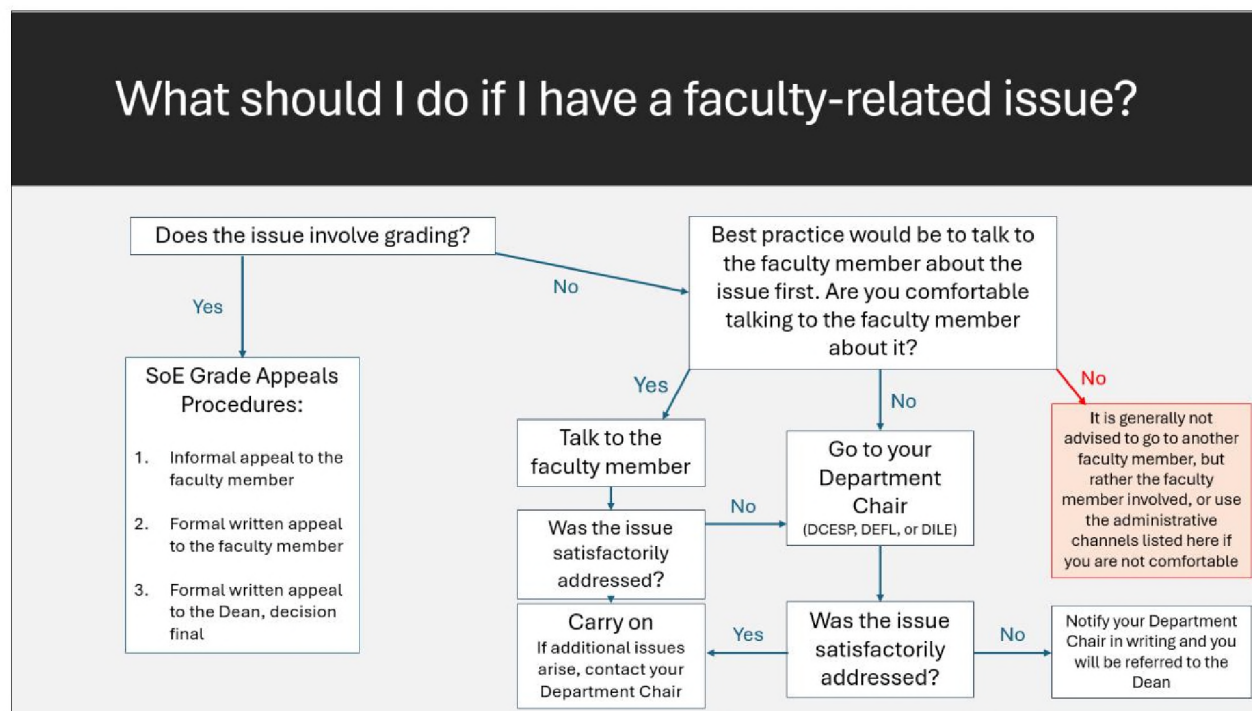
The decision of the dean is final.

Final Grade Appeals when the Faculty Member is no longer employed by the University

In rare circumstances, a student may wish to contest her or his grade in a course taught by a faculty member no longer employed by the University. In such circumstances, a grade may be changed by the Provost and Vice President for Academic Affairs upon the recommendation of the appropriate dean and department chair or division head.

Concern or Conflict Involving a Faculty Member: Student Guidance

This policy describes the steps students should follow when attempting to resolve a concern or conflict involving a faculty member. While it is typically advisable to first seek resolution directly with the faculty member, students who do not feel comfortable doing so may proceed using the steps outlined below.



Undergraduate and Graduate Student Program Dismissal Appeal Policy

If a student is being considered for dismissal from a program due to violation(s) of program policy, including lack of academic progress, poor professional behavior/dispositions, the student will be invited to meet with the program director and the department chair to discuss the circumstances prior to the dismissal decision being made. Note, if the student involved is engaged in undergraduate teacher preparation or the master's of arts in teaching (MAT) program, the Associate Dean for Teacher Education will act as the program director. If the student is engaged in a dual certification program involving special education, the special education program director will also attend that meeting.

If the decision is made to dismiss the student, the department chair will notify the student of that decision in writing and include notification to the student that they may appeal the decision to the dean. All appeals to the dean must be made in writing within 10 days of the date of the dismissal letter. The dean, in turn, will appoint an internal committee consisting of three members of the faculty. This committee will issue a final recommendation to the dean of the SOE. The dean's decision is final.

Additional Policies

Add/Drop Course Policy

At the beginning of each semester, a window of 5-7 days is provided for students to add or drop classes without penalty. At the end of the Add/Drop period published in the academic calendar for the

semester, students may no longer change their schedule and must then adhere to the University's published dates and policies on withdrawing from classes.

If a situation warrants a change in schedule after the deadline, the advisor must obtain signatures on the appropriate form for the situation and attach an explanation for the late change.

After all signatures have been obtained, it is the advisor's and/or department chair's responsibility to obtain the dean's signature on the appropriate form. After the dean signs the form, it will be delivered to the registrar's office for the change to be made.

Students who are in violation of the University's Academic Integrity Policy are not permitted to withdraw from a course to avoid sanctions. Under no circumstance may a student withdraw from a course after it has ended or after the final exam has been given.

Graduate Student Continuous Registration Policy

In order to qualify for continuous registration, master's (thesis) or doctoral students must have completed all required courses and have earned (or have previously registered for) all required thesis or dissertation credit. In order to maintain an enrolled status once all required credit has been earned, students must be registered for a Continuous Registration FT (GRED 702-01) class for required fall and spring terms of enrollment up to the point of graduation. Continuous Registration FT will be charged at the appropriate fee.

For master's or doctoral students who have missed required terms of continuous registration, retroactive continuous registration sections will be created and students charged the flat rate for the number of required semesters missed.

A student may not use continuous registration to enable full-time status while the student is still earning credit.

Graduate Student Academic Standing Policy

A minimum cumulative grade point average (GPA) of 3.00 is required to graduate from graduate programs in the School of Education. Individual graduate programs in the SoE may have student academic standing policies, including a policy regarding students whose cumulative GPA falls below this requirement in any given semester.

Statute of Limitations for Completion of Graduate Programs

The SOE follows the University policy on [Statute of Limitations](#) for graduate degree programs, with the following clarifications:

- The office of the ADRFA is responsible for approving extensions to the statute of limitations, and for notifying the student, as well as their advisor, in writing (electronically or via paper and pencil).
- Such extensions will ordinarily only be approved if a student has made considerable progress on their dissertation.