Procedure for Addressing Concerns

This document outlines the steps of the procedure used for addressing concerns in the Department of Communication Sciences and Disorders. This procedure is designed to provide students with a mechanism for communicating directly with those who can assist them. Students are encouraged to take responsibility for resolving their concerns without additional faculty, staff, and peers becoming involved. If you have any questions about the procedure outlined below, please don't hesitate to discuss them with the Department Chair or the Clinic Director.

Concerns Specific to a Particular Course or Professor:
1. First, contact your professor and try to resolve the concern(s).
2. If a student believes that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

Concerns Specific to the Program of Study or Other Academic Areas:
1. First, contact your advisor and try to resolve the concern(s).
2. If a student believes that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

Concerns Specific to a Clinic Placement, Clinical Educator/Supervisor or Other Clinical Areas:
1. First, contact your clinical educator/supervisor and try to resolve the concern(s).
2. If a student believes that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Clinic Director.
3. After seeking advice from the Clinic Director, if a student believes that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

If students have followed the procedure outlined above without resolution of their concerns, they may make an appointment with the Dean of the College of Health Sciences.

If students have exhausted the steps outlined above without resolution of their concerns, they may utilize the student grievance and appeal policies and procedures at Appalachian: http://academicaffairs.appstate.edu/student-grievance-and-appeal-policies-and-procedures