

Pittsburg State University

Pittsburg, Kansas

DEPARTMENT OF MUSIC

Student Handbook

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Advice From Several Alumni

From my time at Pittsburg State University and McCray Hall I learned that time management is an absolute **MUST**. You will never fit everything in one day and you will experience burnout if you try to do everything at once. Take time for yourself, as you are like an athlete and you can overdo it. You should always be eager to learn more each and every day from your professors as well as have an urge to research new things about your pieces, composers, etc. Broaden your genre horizons! It's nice to play your favorite pieces and genres but expanding and learning new repertoire outside of your comfort zone is such an amazing way to grow as a musician. Juries are not the end of world, junior barrier exams are not as scary as they sound, and you will pass piano proficiency!

- Devon Turner

BM '20

Piano and Harpsichord Performance



To my future Music Education colleagues,

From time to time I am asked, “What is one thing you wish you would have known before you graduated college about being a music teacher?” Overachiever that I am, here are my top 5:

1. That I would love my students more than I love music itself (I didn't know that was mathematically possible until I became a teacher), how beautiful and profound those musical moments with my students are because of that, and how fierce of an advocate for students and music I would become because of that.
2. Music is a part of a well-rounded education, and that I need to support my students in their non-musical needs and interests so they can grow up whole. Sometimes that means I lose time with students or even the students themselves, and that is really hard.
3. My program survives by the grace of my colleagues because we teach the same kids. Building peer relationships and respecting my colleagues' disciplines and their time with my students is very important.
4. College doesn't teach you everything about how to do the career—its function is to give you the tools to survive your first year by covering the basics, introducing you to a body of people with a wealth of expertise who are in your corner even after you graduate, and by showing you how to ask good questions and make connections. On day one of your first job, it is your responsibility to seek insight and development to flesh out the information that college simply doesn't have the time or foresight to answer in the ever-changing landscape of education.

5. If you have to do this thing with no support and not enough tools, you will find a way and you will do it well—because you are a human, because you are a musician, and because of #1.

So what do these things mean for us as music education majors? It means that learning to build great relationships is paramount. Make lasting connections with new friends, teachers, and mentors—and not just within the walls of McCray Hall. Get involved on campus and in the community because it takes lots of kinds of people working together to help you and your future students be successful. And the flip-side of that idea is, be very good at something. Whatever your area of expertise—percussion, voice, technology, orchestration, conducting, writing, community connections—become exceptional at it, because one day very soon, people are going to need your advice in that area, just as you need their help from time to time.

- Andrea Dinkel

Andrea Dinkel is the band, guitar, and world percussion teacher for Galena USD 499, where her students have achieved many musical “firsts” in their school’s history. Her Pittsburg State highlights include a performance of “Concerto in D minor for Flute and Orchestra,” by Aram Khachaturian, as winner of the 2007-2008 Concerto Aria Competition, and later becoming the Associate Director of the MidAmerica All-Star Marching Band. She served as the SEKMEA District President from 2019-2021, and can often be found speaking with college students and young educators through the KMEA Mentoring Network and NAFME Collegiate events. Additionally, she enjoys being a local artist/craftsperson and a reed and accordion player for local musical theater.

Still More Words of Advice to Incoming Students:

- The music degree is set up to be completed in four years. This means staying on track with all of your classes.
- Music is a seven-day-a-week undertaking. Often times you will have classes from 8:00 a.m. to 5:00 p.m., either in music or general education. Plan accordingly.
- Immediately begin taking Pitt Pathway classes.
- It is very, very difficult to hold down a job and be a successful musician. You must be willing to devote several hours a day practicing your major instrument. Successful musicians practice a lot; it takes a lot of time out of your daily schedule. But if you are serious, you will make the time.

First-year students:

Upperclassmen can be some of the most important sources for you in learning about what works and what does not. Ask them for advice about finding practice time, setting priorities, and effective study skills. Learn from them about the ins and outs of the department. If you have a mentor, ask him/her for help.

PHILOSOPHY AND OBJECTIVES

The goals of the Department of Music are aimed toward fulfilling the educational and cultural needs of four interdependent groups of people: music students, the university community, area public schools, and residents of our four-state area.

One of the department's primary functions is to prepare students for elementary and secondary music teaching and to serve students pursuing objectives leading to college teaching and professional performance. We endeavor to provide optimum opportunities for the achievement of excellence in both the applied and academic music subjects in all degree programs.

The cultural life of Pittsburg State University and the area which it serves is enriched by the many musical performances presented by Department of Music: faculty recitals, student recitals, chamber music concerts, concerts by our large ensembles, opera productions and the Solo and Chamber Music Series. As a student, you are an important part of sustaining these cultural offerings.

The goals of the department and its surrounding public schools are clearly inter-related in seeking to strengthen the musical education of our students. Some of the educational services provided by the department include clinics, master classes, workshops, instrument demonstrations, concerts, guest conducting, teacher consultation, pre-college applied lessons, music festivals for students from elementary schools through high school, PSU Jazz Festival, Four State Band Festival, adjudication, and program evaluation. Cooperative services provided by public school teachers involve supervising student teachers, providing opportunities for class observation, participating in student NAFME seminars, and working with student tutors.

The department attempts to maintain a balance among its many diverse functions while striving for excellence in each area.

MISSION STATEMENT

The mission of the Department of Music is to:

- instruct and inspire those whose professional goals include the creation, performance, critical assessment, and teaching of music;
- to offer courses to the general student body that will enhance their understanding as well as appreciation of all music;
- provide leadership within the University and the four-state region in all matters pertaining to the musical art and to music;
- make available to the university community and area residents opportunities to participate in musical activities. These include individual and group study and performance for pre-college and college students, as well as continuing music learning and performance experiences for the music faculty and those in the surrounding region;
- maintain and enhance our outreach and program of service and assistance to area public schools and other educational/professional organizations by acting as adjudicators, clinicians, guest conductors, and consultants; and
- contribute to the enhancement of the cultural life of the university and the region through the performance and sponsorship of frequent and varied concerts and recitals.

ENROLLMENT

Advisors and Advising

Although your faculty advisor will assist you in developing your program, the *final responsibility for meeting all degree requirements is yours*. Your advisor can help you succeed only when you take an active role in shaping your own future. You should consult your advisor whenever adding or dropping courses, when you may be having academic difficulty, or when you have a question about your academic standing or your curriculum. Advisors will be assigned at pre-registration; if you don't know who your advisor is, see the Department Chairperson.

Your advisor will provide you with information necessary for you to graduate in a timely fashion. This information will include general education requirements, an ideal sequence for courses, a spreadsheet for completion of courses, and many other pertinent details.

Academic Load Limitations

All undergraduate students are expected to consult with their advisors not only during enrollments, but during any changes requiring a Drop or Add. The recommended academic load for undergraduates is fifteen to eighteen hours during the fall and spring semesters and six hours for the summer session. Total recommended academic load includes both on- and off-campus enrollment. *Academic loads in excess of these recommended loads should be taken only after careful consultation with your advisor.*

Degree Checking

Upon completing 85 hours of credit (including current enrollment) you should apply for a Degree Check in Room 102 Russ Hall. This check is for the purpose of insuring progress toward your degree. Your advisor will receive a degree audit of your progress every semester during Early Enrollment. If you have 16 or fewer hours remaining in your degree program, you may apply for Senior/Graduate Status. In order to receive the graduate hours, you must complete the undergraduate enrollment during that semester. For further information check with your advisor.

Program Guides and Course Sequences

Available in the Music Office and online for each degree offered, these will enable you to keep track of courses you have taken. They are not official confirmation of completing degree requirements; such a document (a Degree Audit) comes from the Degree Checking Office in Russ Hall. The guides will help you and your advisor track your progress, however.

Attendance

It is recognized that regular class attendance is vital for success in college. If you are absent from class, it is your responsibility to learn what was covered in the class(es) you missed. Absence from class will not be accepted as an excuse for not knowing the material. It is the instructor's responsibility to set and to communicate to you the attendance requirements of each course. If these are unclear, please ask your instructor for clarification.

In instances requiring absence for three or more consecutive class periods, you may contact the Office of Student Life <https://studentlife.pittstate.edu/> or phone 620-235-4231 to report absences that last a few days. This office will receive the message and communicate any unusual circumstances to the instructor. However, this in no way relieves you of the responsibility of later clearing the absence with your instructor.

Office of Student Life does not excuse students from attending class, nor will the office report absences of less than three days unless they are for a university-sponsored activity and are requested by a faculty member.

Grades and Grade Point Average (see also Scholarship, Ensemble, Applied Lessons, Professional Semester)

A grade of “C” or better in Music Theory and Class Piano is required before you may take the next level. Please see “Requirements for all Baccalaureate Degrees” and “Pitt Pathway Requirements for all Baccalaureate Degrees” (P.S.U. Catalog) for more specific information on university policies. Music Education Majors: see also “Admission to Teacher Education” and “Admission to Professional Semester” in the P.S.U. Catalog.

Class Piano Requirements/Piano Proficiency

All music majors, with the exception of keyboard majors, are required to enroll in Class Piano (Music 131/132 and Music 231/232) to prepare them to pass the Piano Proficiency Examination. This examination is usually taken at the end of the 2nd year, but can be delayed until students feel they are sufficiently prepared, as long as they continue to enroll in Class Piano 231/232. Always consult with the class piano teacher.

Once students take and pass the exam, they are no longer required to enroll in piano. Students who achieve a “partial pass” on the exam are required to enroll in Music 225 Tp: Proficiency Re-Take to continue working on those elements they have not passed. They must continue to enroll in the class until they pass the rest of the exam. Students who are dropped from 225 for any reason or fail the course are not allowed to take the exam that semester.

Students who have **partial passes** will be left on the books for a maximum of 3 years from the time they initially were given the partial pass. Once that time expires, they will have to retake the entire exam.

Music education majors must pass the proficiency exam before they are allowed to student teach. Performance majors must pass the exam before they are allowed to give their Senior Recital.

Summer Session

Many students enroll in one or two summer classes to lighten their normal load and/or to allow additional non-required courses to be taken during the regular academic year. It is an ideal time to enroll in Pitt Pathway courses.

APPLIED LESSONS, JURIES

Scheduling of Lessons

Each studio teacher will publish their own policy for scheduling lessons. Please see your assigned studio teacher for this information.

Duration

The duration of lessons depends on the number of credit hours:

- 1 credit hour = 1 hour lesson weekly for education majors, ½ hour weekly for minors/non majors
- 2 credit hours = 1 hour lesson weekly
- 3 credit hours = 1 hour lesson weekly, for performance majors

Applied Lesson Course Numbers (for Ensemble Course numbers, see “Ensemble Requirements”)

Major Applied Area

Music Ed or MM = 1 or 2 credit hours
Performance = 3 credit hours
(1 hour lesson per week)

Secondary Applied Area

1 credit hour
(1/2 hour lesson per week)

250 = Freshman/Sophomore level

450 = Junior/Senior Level (must pass Junior Qualifying Exam before enrolling)

Applied Grades

Applied grades are left to the judgment of each applied faculty member, but generally include attendance, progress, non-required solo performances, jury grades, practice, and weekly lesson preparation. A student may be dropped by a teacher if he/she misses 3 lessons in a row. A minimum of 25% of the final grade will be based on the jury exam (final exam).

Jury Examinations

At the conclusion of each semester, a committee of music faculty members listens to the progress you have made during the semester. These committees are referred to as “Juries.” The intent is to provide a structured opportunity for you to display the new skills learned during the semester. It also allows faculty members in your applied area the opportunity to review your progress. Your jury grade will constitute a minimum of 25% of your semester applied music grade.

Scheduling Juries

One week before finals a jury sign-up sheet will be posted on the main music bulletin board. You should then sign up for the jury time on the appropriate sheet. See Junior Examinations below.

Repertoire Sheets

It is your responsibility to secure a “Repertoire Sheet” from the web site and complete, in as much detail as possible, the information requested on the form. The Repertoire Sheet must be presented to all attending faculty at your jury exam. It will become a part of your permanent record file. Repertoire Sheets are available online in the student documents section.

Junior Examinations

In order to register for the 450 level in applied music, you must pass a Junior Examination. (This is sometimes also referred to as the sophomore qualification or the sophomore or junior barrier exam.) Unless directed otherwise, you should sign up for two consecutive jury times. Three faculty members must be present at the jury.

This process, which also requires the assembling of a portfolio with prescribed materials, usually occurs at the end of the sophomore year, or after the first semester of the junior year for transfer students. Please see the "Current Music Students" page of the music website for a packet of instructions, and consult with your applied teacher regarding the details of the process.

ENSEMBLE REQUIREMENTS

All full-time music majors must be enrolled in either Band, Choir or Orchestra every semester of enrollment, with two exceptions: the Professional Semester (student teaching) for music education majors, and the 8th semester for piano performance majors. Each voice major must enroll in Choir, each string major in Orchestra, each wind, brass or percussion major in Band. Keyboard majors select their major ensemble according to their applied minor or music education emphasis.

Grade requirements are set by each of the ensemble directors and published in course syllabi. Ensemble course numbers are as follows.

	Freshman/ Sophomore	Junior/ Senior
Band	156	356
Jazz Ensemble	157	357
Orchestra	176	376
Chamber Ensemble	178	378
University Choir	187	387
Chorale	188	388
Opera Workshop	279	479

Small ensemble experience is a vital part of students' musical experience. Opportunities to perform chamber music must be provided as a regular part of studio activities, through *ad hoc* small groups for student recitals or ensemble performances, or through enrollment in Jazz Combo, Jazz Ensemble, or Chamber Music (178/378).

THEORY PLACEMENT EXAM

Freshman students and transfer students will be given the opportunity to take the Advanced Theory Placement Exam. Based on the result of that exam, students will be placed either in Fundamentals, Theory I, or higher if warranted.

ADMISSION TO TEACHER EDUCATION

All students who wish to prepare to teach and meet Kansas licensure requirements are required to apply for admission to teacher education. This application is to be made during the sophomore year, or in the case of community college transfers, early in the first semester of the junior year. Generally, students complete the application process during the first week of class in EDUC 262 Explorations in Education. Please see the *Teacher Education Handbook* for complete information.

RECITALS

Recital Hour

Full-time undergraduate majors must enroll in Recital Hour for seven semesters. Students should carefully adhere to the attendance policy of the course. A syllabus for the recital hour class will be presented at the first class meeting. Recital hour course numbers are as follows.

Freshman/Sophomore - 191

Junior/Senior - 391

Graduation Requirements

Students seeking a degree with a music education emphasis must present a Senior Recital which is at least 30 minutes in duration (25 minutes of music). Those students seeking the performance emphasis must present a Junior Recital of at least 30 minutes in duration (25 minutes of music) and a Senior Recital of at least 60 minutes in duration (50 minutes of music). Those majoring in music with elective studies will either present a 30 minute recital (25 minutes of music) or a project.

BUILDING REGULATIONS AND RESOURCES:

Building Hours

Monday through Sunday: 7:00 a.m. - 11:00 p.m.

Students may obtain a "Late Pass" from the music office if needed.

Telephones/Office Computers

The telephone and office computers in the Music Office are provided for faculty use. Students may use the computers in the music lab or in other campus computer labs to check email.

Listening Library

The Music Department Listening Library, Room 205 McCray Hall, is open to all students. Hours of operation will be posted on the door. The student name on the door schedule is the name of the operator.

Main Library

The Leonard Axe Library houses books, miniature scores, and music not included in the performing ensemble libraries. The numbering system used is the Dewey Decimal Classification of Music and utilizes the following code:

- 780 - Music (includes History)
- 781 - General Principles and Considerations (includes theory and music education)
- 782 - Dramatic Music and Production of Musical Drama
- 783 - Sacred Music
- 784 - Voice and Vocal Music
- 785 - Instrumental Ensembles and Their Music
- 786 - Keyboard Instruments and Their Music
- 787 - String Instruments and Their Music
- 788 - Wind Instruments and Their Music
- 789 - Percussion, Mechanical, Electrical Instruments

Performing Ensemble Libraries

The Band, Choir, Jazz Ensemble and Orchestra have separate libraries that include the performing editions in their particular areas. For access to these libraries, please see the ensemble directors.

Practice Rooms

Practice rooms are open for all students to use. They are located on both the east and west wings of McCray Hall, 3rd floor. Grand pianos in the west wing are reserved for piano majors and require a special key for access.

There should be no eating, drinking, smoking or smokeless tobacco in the practice rooms. For security reasons, windows in the doors should not be covered. ***Do not leave your instrument, books, or equipment unattended.***

Please keep the windows closed.

Pianos

Please report any damage or problems with pianos immediately to the Music Office, using the forms that are posted in the practice wings.

Equipment

It is your responsibility to take care of any instrument loaned to you by the Department. Failure to return instruments, keys, music, uniforms, etc. will result in a “hold” being placed on your transcript and grades. If an instrument is lost or stolen, it will be the sole responsibility of the student to replace the instrument.

PSU Wind and String Instrument and Locker Issue

Instruments owned by Pittsburg State University are available for use by students and faculty. These stipulations are necessary for the protection of valuable equipment and to ensure that instruments remain available for use when needed. In order to check out an instrument, please see Dr. Whitten (Wind) or Dr. Munguia (Strings).

General Locker and Key Issue

- A. Lockers that have not already been assigned will be available for issue, with priority given to members of instrumental performing ensembles.
- B. No more than one locker will be issued per student.
- C. The maximum single term of issue for a locker is two semesters. The locker key must be returned promptly at the end of the term of issue, if not before. Otherwise, the Registrar's Office will be requested not to release the student's transcript nor allow future enrollments until the key has been returned.
- D. Any materials which remain in the locker following its term of issue will be discarded.

STUDENT ORGANIZATIONS

Collegiate NAFME

This is the student branch of National Association for Music Education. Students who are preparing for a career in teaching are urged to join each year. Included in membership are subscriptions to the Music Educators Journal and the Kansas Music Review. Collegiate NAFME sponsors a number of programs and activities each year.

Sigma Alpha Iota

Sigma Alpha Iota is an international professional fraternity for women in the field of music, founded on June 12, 1903, at the University School of Music, Ann Arbor, Michigan. Today there are over 175 college chapters and in excess of 56,000 members across the U.S. Each year SAI participates in State Day and national conventions.

Phi Mu Alpha Sinfonia

The Beta Delta Chapter of Phi Mu Alpha Sinfonia was re-chartered on November 4, 2001 on the campus of Pittsburg State University. The chapter is involved in a number of ongoing projects each year, including singing the National Anthem at various athletic events, holding the annual American Music Recital, and providing numerous service projects as called upon within the department and community. The group is made up of men who are active in the department in a variety of ways, and who share the same love of music and music-making.

Pi Kappa Lambda

The Society of Pi Kappa Lambda is the only college honor society in music, and is so recognized by its membership in the Association of College Honor Societies. Since its establishment more than seventy years ago, Pi Kappa Lambda has consistently adhered to the principles of its founder in honoring scholarship, musicianship, and personal character.

The Society believes that, by recognizing and honoring persons who have enhanced their talents by serious, diligent, and intelligent study; others will be stimulated to do the same. Moreover, the Society feels that it serves the interest of the student capable of meeting its criteria by granting a charter to institutions that provide the atmosphere conducive to musical achievement and academic virtue.

Chapters of the Society annually extend invitations to membership in Pi Kappa Lambda to the highest ranking students from junior, senior, and graduate classes.

PERSONAL LIBRARY

During your career as a student you will begin developing a professional library of books, music, pamphlets, hand-outs, magazines and sound recordings. You are strongly encouraged to retain your music texts as part of this library. Such a library will be of great value in your professional career.

Professional Magazines

A number of magazines are available to music students at group rates. Here is a sampling:

National Association for Music Education Journal

The Instrumentalist

Jazz Educators Network Journal

The Choral Journal

American String Teacher

International Trombone Association

International Tuba and Euphonium Association

Tuba Universal Brotherhood Association

International Trumpet Guild

Horn Call

Flute Talk

Clavier Piano and Keyboard

Musical Quarterly

Journal of Singing

The American Organist

Journal of Singing

American Music Teacher

Piano and Keyboard

DEPARTMENT DEVELOPMENT (Recruiting)

Good students are the life-blood of our department. If you know of potential students please share this information with the appropriate area head or the chair.

DEPARTMENT REGULATIONS (Exceptions)

Any set of regulations is established with your best interests in mind; however, we recognize the occasional need for an exception. If you wish to be exempted from a regulation, submit in writing a petition to the Department Chair. This petition should include all pertinent information.

Pittsburg State University Policies

EQUAL OPPORTUNITY POLICY

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities.

<https://www.pittstate.edu/hr/policies/equal-opportunity-statement.html>

Class Attendance Policy

As stated in the University Catalog:

Students at Pittsburg State University are expected to attend class regularly and participate fully in class activities. It is the responsibility of the course instructor to set the attendance policy for his or her courses and communicate that policy to students in the course syllabus. The syllabus should address whether and how attendance affects the course grade, the issue of excused absences, and whether students will be dropped for nonattendance or excessive absence.

As noted above, students who have not attended or who have been excessively absent from a class may be dropped from the course by the instructor. In such instances, this policy must be clearly stated in the syllabus and uniformly enforced. Students may be dropped at any time in the semester based on course policy, but instructor drops after the beginning of the 12th week of a full semester class will result in a grade of "F" for the course.

Regardless of the faculty prerogative to drop a student for nonattendance or excessive absence, the ultimate responsibility for monitoring and maintaining up-to-date course enrollment rests with the student.

Code of Student Rights and Responsibilities

The Department of Music and the University place high value upon academic integrity. Persons violating the University's academic code of conduct will be subject to any of a number of sanctions. Please see the Pittsburg State University Catalog, "Code of Student Rights and Responsibilities" for an explanation of the University's policy on this matter.

<https://studentlife.pittstate.edu/code-of-student-rights-and-responsibilities.html>

Weapons & Concealed Carry Policy for Pittsburg State University

https://police.pittstate.edu/_files/documents/Concealed-Carry-Weapons-Policy.pdf

DISABILITY SUPPORT SERVICES

The Office of Institutional Equity works to promote diversity and inclusion through fostering an open, accessible and inclusive learning and working environment. We strive to create and maintain a campus free of all barriers. Pittsburg State University is committed to ensuring that qualified individuals with disabilities are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in employment, educational programs and all activities of the University.

The University acknowledges its responsibilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Those obligations include providing reasonable accommodation to otherwise qualified persons who have a disability as defined by the ADA. It is the responsibility of persons with a disability to notify the University of that disability and the need for accommodation. Assistance and/or documentation from qualified experts may be necessary to determine whether an accommodation requested is reasonable.

Student Disability Accommodation

The Center for Student Accommodations (CSA) is responsible for ensuring that currently enrolled students with documented learning and physical disabilities are provided the tools, appropriate accommodations, and support from the University to fully participate in all aspects of campus life.

Located at 113 Axe Library or by calling 620-235-6578 for an appointment.

<https://www.pittstate.edu/office/center-for-student-accommodations/index.html>

SEXUAL HARASSMENT POLICY

Sexual discrimination in the form of sexual harassment, defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation by a member of the University community of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature, shall be a violation of Pittsburg State University's Affirmative Action Policy.

<https://www.pittstate.edu/hr/policies/sexual-harrassment-policy.html>

POLICY ON CONSENTING RELATIONSHIPS

Decisions concerning grades, degrees, promotions, evaluations, salary and awards must be made free from any trace of bias or favor. Such decisions become suspect when made by those who have a consenting (romantic or sexual) relationship which is beyond the purely professional or academic one with those who are the object of those decisions. The mere appearance of bias may seriously disrupt the academic or work environment affecting others who are a part of it. Even in a consenting relationship there are substantial risks of charges of sexual harassment or favoritism when supervision or academic evaluation is involved.

<https://www.pittstate.edu/office/institutional-equity/policies.html#undefined5>

STUDENT GRIEVANCE FORM: APPEALING A GRADE

It is the obligation of the student to make an earnest effort to resolve grievances concerning grades with the instructor. Since the instructor has primary responsibility for assigning grades, an appeal for a grade change will not be considered without contacting the instructor unless compelling evidence of discrimination, deferential treatment, or significant irregularities of procedure are found. **A disagreement merely with the judgment of the instructor is not a valid basis for an appeal.** Appeals must be made according to the procedure listed below.

Procedure

1. Before you may appeal a grade to the department chair, you must have attempted to resolve your complaint with the instructor who gave you the grade.
Complete the grade appeal form.
<https://www.pittstate.edu/graduate/files/documents/forms/gradeapeal.pdf> form using additional sheets of paper if necessary. Return the completed form to the department chair.
2. If you wish, you may set up an appointment with the department chair to review the grievance procedure. This is not an interview to air the details of your grievance. Your grievance will be reviewed in the basis of the paperwork you submit, i.e., this form and any other supporting documents, as well as witness testimony (if any).
3. The department chair will review your appeal. If, in the opinion of the chair the appeal has merit, the chair will contact the instructor and, possibly, form a committee to review the materials further and comment on your appeal.
4. The chair will inform you of her decision in writing. It will be mailed to the address that you submit on the grievance form.