

DEPARTMENT OF KINESIOLOGY

APPEALS PROCEDURE

- 1) Students must first discuss the issue with the faculty member involved. (**The Family Educational Rights and Privacy Act (FERPA)** (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) does NOT allow specific student record matters to be discussed via e-mail or telephone. Also, specific student record information may not be discussed with parents or others without first getting a signed statement from the student explicitly stating the information that may be discussed and the specific timeframe for the release of this information.
- 2) If the situation is not resolved with the faculty member, students may bring their concerns **in writing (signed and dated letter, including a return U.S. mailing address)** with attached documentation to the department chairperson prior to, or during, a meeting with the department chairperson. The faculty member will be contacted by the department chairperson to discuss the issue.
- 3) If a meeting with the department chairperson does not resolve the situation,
Office.