

**Morehead State University**  
**Caudill College of Arts, Humanities and Social Sciences**  
**Department of Music, Theatre and Dance**  
**Private Applied Student Assignment to Multiple Studios of Like Type**  
Effective: 15 August 2009  
Approved: 13 August 2009

**Purpose:**

1) To help ensure the fair treatment of students as it relates to their placement in private applied studios when there are multiple studios of like instrument/voice type, and 2) to help ensure the fair treatment of students as it relates to changing private applied studios when there are multiple studios of like instrument/voice type.

**Procedure for Studio Assignment:**

All faculty members of like instrument/voice type are required to meet face-to-face by noon on Wednesday of the first week of classes and assign students to studios using the following procedure:

- Studio assignments will be made for all music majors first and music minors second. Non-majors will only be assigned if faculty workload allows.
- For those new students that have developed a prior relationship (multiple recruitment contact, prior private lessons, etc.), with a faculty member, they will be assigned to that faculty member's studio, unless otherwise requested by the student.
- Any students remaining that are not assigned will be distributed by the faculty evenly amongst studios while considering faculty load, student preference, and a balance of student quality.
- If auditions are needed to re-assess student quality, an evaluation instrument must be used (also filed in Department Office) and all auditions must be recorded. Used evaluation instruments and recordings of auditions will be saved by the instructors until the end of the academic year.

**Procedure for Changing Studios:**

- If a student wishes to change to a different studio of like instrument/voice type, the student must receive written permission from both the old instructor and the desired new instructor.
- If this is not possible, the student must meet with the Department Chair. The Chair will consult with the instructors and student and then provide a solution amicable to both student and instructors.

**Appeal Procedure:**

When a student has a dispute with studio placement for multiple studios of like instrumentation/voice type, the following procedures exist to resolve the complaint in the most satisfactory way for both the student and faculty member.

Grounds for filing an appeal include:

- Alleged bias on the part of an instructor, which impacts the student's placement in a studio or has potential impact on student grade.
- Alleged failure to follow the Department Private Applied Student Assignment to Multiple Studios of Like Type.

### **Informal Appeal Process:**

#### Appeal to the Instructor's Immediate Supervisor

If a grievance or dispute arises, the student may appeal to the instructor's immediate academic supervisor (usually the academic department chair). The academic supervisor will attempt to resolve the complaint by meeting in consultation with the instructors and the student. Resolution of the complaint at the immediate academic supervisor level is expected to be timely (within one workweek) and usually results in an outcome that satisfies either the student or one or both instructors and identifies an inconsistency in meeting the responsibilities and/or expectations outlined in the policy.

### **Formal Appeal Process:**

#### Appeal to the College Dean

If a satisfactory resolution cannot be reached at the immediate academic supervisor level, the student may formally appeal to the dean of the college where the course resides. The student has up to 10 workdays following the attempted resolution at the immediate supervisor level to file a formal appeal to the dean. Following receipt of the formal appeal, the dean has up to 20 workdays to render a decision following the timeline outlined in the 4 steps that follow:

Steps for filing a formal appeal to the college dean:

1. The student submits a letter of appeal to the appropriate dean.
2. Upon receipt of the appeal letter, the dean will request from the instructor(s) a written response to the complaint. This response is due to the dean of the college within 5 workdays.

3. The dean will forward copies of the student's complaint and instructor's response(s) to the immediate academic supervisor, and request in writing, a recommended solution to the student's complaint based on all available information. The immediate academic supervisor's recommendation is due to the dean of the college within 5 workdays.
4. Following the receipt of all written documentation (student appeal letter to dean, instructor's response(s), and the recommendation of the academic supervisor) the dean will conduct a meeting to consider the complaint in an attempt to mediate a settlement and render a decision. Attendees at the meeting include the student filing the academic grade appeal, the instructor(s), and the immediate academic supervisor. The student may invite his/her academic advisor or another faculty member to accompany him/her at the meeting. The dean will produce a written report of the meeting and resulting decision for distribution to involved parties and the Office of the Provost.

#### Appeal to the University Committee

If the decision rendered by the college dean is not acceptable to the student, he/she may appeal to the appropriate university-level committee (Undergraduate Students–*Academic Standards and Appeals Committee*; Graduate Students–*Graduate Curriculum Committee*) within 10 workdays following the dean's decision. Following receipt of the formal letter appeal, the committee has 20 workdays to render a final decision.

Steps for filing a formal appeal to the committee:

1. The student writes formal letter of appeal to the appropriate committee (see above) and submits it to the Office of the Provost. The letter must include:
  - Student's name,
  - MSU ID Number,
  - Student's contact information,
  - An explanation of the student's reason(s) for filing the appeal to the committee, and
  - Any additional information that the student would want to forward to the committee that was not present at the preceding appeals.
2. Upon receipt of the formal letter of appeal, the Office of the Provost will obtain a copy of all preceding documentation on the complaint (letter of appeal to the dean, instructor's response(s), the recommendation of the academic supervisor, the written report of dean's meeting and the resulting decision by the dean) and forward them, along with the formal letter appeal, to the committee for their review. The committee may request additional information and/or ask the parties involved appear before the committee.

3. The committee is charged with rendering a decision and/or determining if due process has been followed and individual rights have been regarded. The committee's decision will be sent to the Provost and copied to the student, instructor(s), immediate academic supervisor, and the college dean. The Provost is responsible for enforcing the committee's decision.

Though the committee's decision is considered final, it is understood that anyone involved with the complaint may appeal to the President when it is believed that due process has been violated or when individual rights have allegedly been disregarded.