



DEPARTMENT OF SPECIAL EDUCATION AND COMMUNICATION DISORDERS

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**Responsible University
Administrator:** SECD Chair

Responsible University Office:
*Special Education and
Communication Disorders*

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Classroom-Level Remediation Policy

Policy

Faculty members are responsible for monitoring student performance and progress within individual courses on course competencies assigned to projects, tests, quizzes, papers, etc. Course activities linked to standards and criteria will be listed in all syllabi. When a student does not meet the course standards on an assignment or group of assignments, the faculty member will initiate a classroom-level remediation process. The purpose of this process is to support student learning and provide timely, targeted intervention before academic concerns escalate to the program level.

Procedures

1. Identification of Concern
 - Faculty identify assignments that have not met the standards assigned to course activities in their syllabus.
2. Faculty-Student Meeting
 - The faculty member meets with the student to discuss the concern, outline a remediation, and provide guidance to meet the standard.
3. Remediation Plan
 - A plan is developed by the faculty member, shared with the student, and a due date is provided.
 - The faculty member will follow up with the student if the remediation is not submitted or if further remediation is required.
 - The faculty member will make reasonable attempts to help the student remediate the competency/standard.
4. Documentation
 - Successful completion of the classroom-level remediation will be recorded by the faculty member on the Excel spreadsheet, sent to the program coordinator/director or their designee, and entered into the Typhon system.

Distinction from Program-Level Remediation:

- Classroom-level remediations are limited to a specific course and managed by the course instructor.
- Unresolved issues or repeated concerns across courses will be elevated to the program coordinator/director, who may elevate this to Graduate Governance Committee for further consideration.