

How do I meet with an Academic Dean?

Visit our office, call, or email us. You can expect a quick assessment of your needs or concerns. You should be able to schedule an appointment within a week or be referred to other offices as needed.

We aim for clear communication and student support, and face-to-face conversations can speed up this process. If you have been working with staff in other offices on campus, check in with them and see whether it makes sense to include them in the meeting with the dean.

Addressing student confidentiality

If you want your conversation with a dean to be confidential, we will discuss your situation, and to the extent possible, we will aim to prevent disclosure of your identity. It may be helpful for the dean to address your specific circumstance with a faculty member, either immediately or in the future.

Some situations will require us to disclose. Particularly, in cases of possible sexual harassment, federal law requires that the dean pass along your name to the Title IX Administrator, telephone 360.867.5224.

What happens next?

The follow up after meeting with the dean depends on the situation. In collaboration, you and the dean will develop a plan of action. We will work toward clarity of understanding and communication.

If you are not satisfied with the academic deans response to concerns, you may submit a written appeal to the Provost within ten business days (via e-mail to provost@evergreen.edu or in hard copy to Library 3805). The appeal should include the nature of the concern, what has already been done to try to address it, and what resolution is being sought. Students should expect a response from the Provost within ten business days, even if the decision-making process is not yet completed. Should this be the case, the response will include a date by which a final response will be issued.



The Academic Deans Office A Student Guide

What is an Academic Dean?

The deans are members of faculty on a rotating administrative assignment, reporting to the Provost and Vice President for Academic Affairs, with a range of responsibilities.

- Addressing academic student concerns and credit appeals
- Faculty hiring, review, responsibilities, and development
- First year experience and student retention
- Curriculum – day, evening and weekend, study abroad, and individual study
- Academic credit limit and degree requirements
- Budget, space, and equipment management
- Field trip requirements
- Library management

Relationship between deans and students

The deans offer guidance for students with regard to academic policies and procedures. In addition, they provide advice on institutional policies.

Relationship between deans and faculty

The deans offer professional development, mentorship, and review of faculty work performance. Deans also offer guidance to faculty about their responsibilities and college policies.



When would I visit an Academic Dean?

Students may wish to see a dean for help with any of the issues listed previously. Each dean manages a group of faculty called a deans group. The list of these deans groups is available at <https://www.evergreen.edu/deans/deansgroups>. Find the dean that works with your faculty and reach out in person, by email, or by phone to that particular dean, or call the front desk.

Below are steps you can take to address the most common student academic issues:

Addressing concerns about a faculty member

If you have concerns about the faculty of your program or course, we recommend you speak directly with them first. However, our office recognizes that you may not be comfortable going directly to your faculty about an issue for many reasons. In these situations, contact our office for guidance.

The deans welcome meeting with groups of students if you are not the only person with a concern about the faculty.

In situations of conflict involving a faculty member(s), the deans listen to all parties, mediate, and investigate as needed.

If you are a graduate student in the MPA, MES, or MiT programs, or an undergraduate student in either the Tacoma or Native Pathways Programs, you should speak first with the director of the program.

Addressing needs and accommodations

The dean who oversees your course or program may be able to help you problem-solve concerns about your academic needs and/or accommodations that you feel are not being addressed after speaking with the faculty. Contact the front desk to see whether it makes sense to schedule an appointment. Accommodations regarding disabilities are stewarded by Access Services in Library Building 2129, phone 360.867.6348, fax 360.867.6360.

Addressing concerns about credit award/evaluation

Faculty are responsible for evaluating student work and making judgements about credit. Ideally, differences of view about credit or content of the evaluation are resolved between the faculty member and the student during a conference at the end of the course/program. If the issue is not resolved, the next step is to make an appointment with the faculty member and/or the teaching team within 30 days of credit being posted.

In your follow up appointment, be prepared to provide fact-based evidence regarding your work that addresses the issues you are concerned about. If, after meeting with the faculty and/or faculty team, you still feel convinced there is a discrepancy, you can set up a meeting with a dean. Students should come prepared with the syllabi, covenant, and fact-based evidence that addresses the discrepancy from the student's point of view.

Further information regarding the next steps in the formal credit dispute process is described at: <http://collab.evergreen.edu/policies/policy/amendingstudentrecords>.

Addressing your academic standing

The deans work closely with the registrar to monitor student academic standing. If you are making unsatisfactory academic progress, you will receive an academic warning and an offer of support from an academic advisor. If you continue to earn less than three-fourths of the credit you are expected to earn or receive an incomplete within the program or course, you will be placed on required leave of absence and will receive notice from an academic dean.

A waiver of required leave can be granted by meeting with the dean and provide evidence of extenuating circumstances. A dean will work with you to develop a plan for success upon your re-entry and is there to support your continued academic work.

To see the full academic standing policy, visit www.evergreen.edu/registration/academicstanding.

