

## **APPEAL POLICY AND PROCEDURES**

(Revised 5/1/2000)

- A. There are three review junctures as students progress through the teacher education program:
1. Juncture 1 – Admission to the Teacher Education Program
  2. Juncture 2 – Admission to Student Teaching
  3. Juncture 3 – Certification
- B. Student Appeal. A student may appeal under the following conditions:
1. a failed review at any Juncture
  2. removal from the Teacher Education Program for deficiencies
- C. Procedure for Appeal
1. The student must inform the Director of Teacher Education in writing of the intent to appeal ten (10) academic days after formal notification of such status.
  2. The Director of Teacher Education will form an Appeal Panel consisting of four (4) PEU Council members and one (1) non-EPPC member. The DTE will Chair the Appeal Panel, which will meet no more than fifteen (15) and no less than ten (10) academic days after receipt of the student's written intent to appeal. The student will be informed of the scheduled hearing within three (3) academic days.
  3. At least four (4) days prior to the scheduled hearing, the student must submit in written form to the Secretary of the Department of Education the basis for the appeal. The Secretary will then duplicate and send to all members of the Appeal Panel this and all other relevant documentation for review.
  4. The student must be present at the appeal to present and support the appeal and respond to questions from the Appeal Panel members.
  5. The student will leave the room after presenting the appeal and responding to questions.
  6. The Director of Teacher Education will inform the student in writing of the decision of the Appeal Panel.
    6. If the student wishes to appeal this decision, procedures specified in the University Student Handbook must be followed.
- D. EPPC Review of Student Teacher Re-Applications (Added 4/5/2000)  
The EPPC Candidate Committee will review Student Teacher re-applications and supporting documentation and bring a motion before the EPPC. If the student's advisor or supervisor is a member of the Candidate Committee, that person (or persons) will be replaced by another EPPC member at large. If the Candidate Committee is comprised of an even number of members, an additional EPPC member will be selected at large.