

# **CANDIDATE APPEAL POLICY AND PROCEDURES**

*(Revised via EPPC 5/1/2000)*

## **A. There are three review Junctures points as candidates progress through the EPP:**

1. Juncture 1 – Admission to the Teacher Education Program
2. Juncture 2 – Admission to Student Teaching
3. Juncture 3 – Certification

## **B. Candidate Appeal: A candidate may appeal under the following conditions:**

1. A failed review at any Juncture.
2. Removal from the Educator Preparation Program for any deficiencies as noted herein.

## **C. Procedure for Appeal:**

1. The candidate must inform the CEPAC in writing of their Intent to Appeal within ten (10) academic days after formal notification of their Juncture status.
2. The CEPAC will form an Appeal Panel consisting of four (4) EPPC members and one (1) non-EPPC member. The CEPAC 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 candidate's written Intent to Appeal. The candidate will be informed of the scheduled hearing within three (3) academic days.
3. At least four (4) days prior to the scheduled hearing, the candidate must submit in writing to the Office of the School of Education (KN #108) the basis for their appeal. The Administrative Assistant for the SOE will then duplicate and send to all members of the Appeal Panel this written appeal and all other relevant documentation for review.
4. The candidate must be present at the appeal hearing to present and support their appeal and respond to questions from the Appeal Panel members.
5. The candidate will leave the hearing after presenting their appeal and responding to the panel's questions.
6. The CEPAC will inform the candidate in writing of the decision of the Appeal Panel.
7. If the candidate wishes to further appeal the Panel's 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.