

STUDENT TEACHING APPEAL PROCEDURES

Appeal Request for Student that has Been Removed from Student Teaching

A teacher candidate has the option to appeal a removal from student teaching to request readmission to Student Teaching.

An **Appeal Form** for Readmission to Student Teaching must be completed and submitted in writing to the Director of Field Experiences within six (6) months* of being removed from the student teaching placement.

*Within six (6) months of removal date.

*Students who do not appeal within the six (6) month deadline must wait four years before reapplying to the Teacher Education Program.

The Director of Field Experiences presents the appeal to the Student Teaching Professional Review Committee for a decision.

An Incomplete or No Credit will be posted at the end of the student teaching semester. An Incomplete will be given to a student whose appeal results in readmission to student teaching. No Credit will be given to a student who doesn't appeal or whose appeal results in continued removal from student teaching.

Appeal Review Process

Within fifteen (15) university days of the receipt of the Appeal Form, The Director of Field Experiences will convene the Student Teaching Professional Review Committee. Additional time may be needed during summer sessions, between semesters, and during university breaks.

The Director and committee will determine a meeting date to review the appeal. The Director of Field Experiences will notify the teacher candidate of the meeting date in writing five (5) university days prior to the meeting date.

The teacher candidate will provide any additional written documentation at least three (3) university days prior to the committee meeting. The teacher candidate is required to appear in person to present their case.

The Director of Field Experiences will inform the teacher candidate of the committee's decision and recommendation within five (5) university days of the decision. A written copy of the committee's decision and recommendation will be given to the teacher candidate.

If the teacher candidate wishes to appeal the committee's decision to the COE Dean, the teacher candidate must notify the Director of Field Experiences in writing within forty-five (45) days of the committee's decision. The COE Dean will review the Appeal Form and any documentation supplied by the teacher candidate. The COE Dean reserves the right to interview the teacher candidate. The COE Dean's decision is final and will be provided to the teacher candidate in writing.

STUDENT TEACHING PROFESSIONAL REVIEW COMMITTEE

The Student Teaching Professional Review Committee will review appeals for readmission to Student Teaching for the following situations:

- I. The teacher candidate is removed from placement by the school
- II. The Director of Field Experiences in conjunction with the school removes the teacher candidate
- III. The teacher candidate self-removes

Faculty members shall serve two-year staggered terms. The Director of Field Experiences along with the Teacher Education Chair shall determine membership with approval of the College of Education (COE) Dean.

- I. Director of Field Experiences (Ex Officio)
- II. Certification Officer (Ex Officio)
- III. Two faculty members from Teacher Education.
- IV. Three faculty members from PK-12 Partner departments.