

APPEALS

STUDENT APPEAL PROCEDURE

The following options are provided for the student who has a complaint regarding requirements in the student's teacher education program:

- I. If the dissatisfaction concerns a grade, the student should take the following steps:
 - A. Ask the professor for an explanation of how the grade was determined, or how the work was evaluated.
 - B. If not satisfied, present the complaint to the Dean of the School of Education, who will raise an appeal committee to review same. The appeal committee will include the chairperson, the professor, and one other person from the department.
 - C. Finally, if a complaint still exists, present an appeal to the Vice President of Academic Affairs.
 - D. Students have the right to appeal with or without counsel.
- II. If the complaint concerns admission to Teacher Education or placement for a field experience or student teaching, the student should proceed as follows:
 - A. Consult with the respective professor and/or advisor first.
 - B. If the question is not resolved, the student may appeal to the Director of Teacher Education. If it is not resolved at this level, the student may appeal to the Executive Committee of the Teacher Education Faculty Committee.
 - C. Present an appeal to the Vice President of Academic Affairs if the question is still not resolved.
 - D. Students have the right to appeal with or without counsel.
- III. If the complaint concerns an evaluation of performance in field experiences, the student should proceed as follows:
 - A. Consult with the respective professor.
 - B. If the question is not resolved, present facts and additional information to the professor, cooperating teacher, and Director of Teacher Education.
 - C. If the question is yet not resolved, present this information to the Teacher Education Executive Committee.
 - D. If yet not resolved, present an appeal to the Vice President of Academic Affairs.
 - E. Students have the right to appeal with or without counsel.

IV. If the complaint is the result of dismissal from the Teacher Education Program or not being able to be recommended for certification for given reasons, the student should proceed as follows:

- A. Consult with the Director of Teacher Education concerning the reasons for dismissal or lack of recommendation for certification.
- B. If the question is not resolved satisfactorily, then present facts and additional information to the Teacher Education Executive Committee.
- C. If the question still is not resolved, present an appeal to the Vice President of Academic Affairs.
- D. Students have the right to appeal with or without counsel.