SECTION V: APPEALS PROCEDURES

A. PETITION AND APPEAL PROCESS FOR TEACHER EDUCATION

Students seeking an exception to policies, regulations, or academic requirements of the Teacher Education Program may submit a written petition requesting exemption to the Teacher Education Appeals Committee. Items which students may appeal, include requirements regarding the grade point average; competency in reading, writing, mathematics, and speech; record of good conduct; scores of the Pre-Professional Skills Test; and other items as they relate to the Teacher Education program. The burden of proof for demonstrating the appropriateness of the request rests with the student.

The Teacher Education Appeals Committee, comprised of three faculty members from the Teacher Education Program, will consider the evidence and make a recommendation in the matter. All recommendations and actions of this committee are advisory in nature to the Dean who will render a final decision in a timely manner.

Students wishing to appeal any recommendation of the Teacher Education Appeals Committee or a decision of the division chair should consult the Student Handbook, which details final appeals procedures under the University Hearings and Appeals Board.

B. VCSU PORTFOLIO POLICY AND APPEAL PROCEDURE

All teacher education graduates must complete an approved digital portfolio in order to be recommended for certification.

Appeal Procedure and Policy Implementation

Any student with an unapproved digital portfolio will have his/her file reviewed by an ad hoc appeal committee consisting of the Dean of Teacher Education, the student’s advisor, and a member of the Teacher Education Committee. The committee will consider:

1. The digital portfolio;
2. The student’s overall GPA and major GPA; and
3. The advisor’s recommendation.

The committee action may include:

A. Recommendation for re-doing the digital portfolio; or
B. Recommendation for institutional approval for licensure.

No institutional recommendation for licensure will be completed until the criterion is achieved.