

APPEAL PROCEDURES

Students who think they have been removed from or denied admission to the program unjustly may appeal in writing to the Appeals Committee. Further appeals relating to issues of due process may be made to the college Academic Standards Committee. Directions for filing appeals are available in the Education Department.

Class rosters are checked each semester by the Coordinator of Teacher Certification to determine if all of the students enrolled are eligible to be in that class. Students who are not eligible are informed of their deficiency and are told that they will be dropped from the course(s) unless they become eligible or are granted permission by the Appeals Committee to stay in the course(s).

Entry into the program may be denied for a number of reasons. Below are two of the primary reasons students file appeals, and advice as to what to do should you not meet the admission criteria:

1. Grade Point Average below 2.5. This is the most common reason for ineligibility. If your GPA is below a 2.5, you should do the following:

- ❑ Plan your program so that you know when you have to take EDUC 302-303. Once you know the latest semester during which you must take your first 300-level education course, you have a target date so that you can then work on improving your GPA. The planning process is described in the “Planning Your Program” section of this booklet.
- ❑ If you are at a point where you must take EDUC 302-303 and your GPA is between a 2.40 and 2.49, you may appeal to the Teacher Education Appeals Committee for permission to take these courses. You will have to prove that you must indeed take these courses at this time and that your GPA is improving.
- ❑ If your GPA is 2.39 or below, you will have to make alternate plans because you are not eligible to appeal. Make an appointment with the Dean for Teacher Education to discuss your options.
- ❑ Use Calvin’s support systems to improve your grades, including free tutoring and study groups offered by Student Academic Services, the Rhetoric Center for help with paper writing and editing, counseling from the Broene Center, and conferences with your instructors, who are eager to help you succeed.

2. Permission to Student Teach

The requirements for permission to student teach are listed in this guidebook (see Table of Contents). If you have been denied permission to student teach because you did not meet department requirements, you should do the following:

- ❑ Contact your advisor in that department. If you believe that you have a situation that warrants an appeal, your first appeal is to the department that denied you permission, and your advisor from that department will work with you to prepare the appeal.
- ❑ If your appeal is denied by the department and you believe you have a good case, your next level of appeal is to the Teacher Education Program Appeals Committee. Contact the Education Department for instructions on how to proceed.