Council for Teacher Education Student Appeals Procedures

1. **Guidelines for submitting student appeals.**

Within 30 days from the date the alleged act or decision took place, the student must submit a written appeal to the director of the Cecilia J. Lauby Teacher Education Center. The director will informally discuss the situation with the student in an effort to determine what steps have been taken toward resolution. The director will forward any appeals to the chairperson of the Council for Teacher Education.

The written appeal should:

a. be word processed

b. be signed and dated

c. include the local address and phone number

d. be concise and specific, with names and dates wherever relevant and

possible

e. clearly state the act or decision being challenged

f. clearly state why the act or decision is unauthorized or unjust

g. briefly describe the student’s attempts to reach an agreement through informal

discussions with the instructor and department chairperson

Along with the letter of appeal, the student may include additional information in support of the student’s grievance such as, but not limited to, the following: documents from advisors, supervisors or department personnel, letters or statements from those directly involved in the situation, transcripts of interviews, and other supporting evidence that would help clarify the student’s position.

1. **Teacher Education Review Board**

The Teacher Education Review Board (TERB) will act on the appeal. The student will be informed of the decision no later than 30 days after the written appeal has been received by the Director of the Cecilia J. Lauby Teacher Education Center (Dr. Borders), unless the appeal is received within the final 30 days of the spring semester. If the appeal is received within the final 30 days of the spring semester, the TERB will act upon the appeal within the first 30 days of the fall semester, since the Council does not meet during the summer months. Upon receipt of the decision of the Teacher Education Review Board, the student may appeal to the full Council for Teacher Education.

1. **Procedures**
   1. Upon receipt of the written appeal from the Director of the Cecilia J. Lauby Teacher Education Center (Dr. Borders), the Chairperson of the Council shall arrange for a swift and comprehensive investigation of the matter under consideration.
   2. The decision of the review board shall be sent in writing to the complainant and other parties involved within 10 working days after the review.
   3. The complainant may appeal the decision of the Teacher Education Review Board to the full

body of the Council for Teacher Education (CTE). Such an appeal must be in written form and received within 10 working days after the TERB decision. *The CTE will schedule a hearing for a* *regularly scheduled meeting date.* The decision of the CTE will be communicated to the student and other appropriate parties within 30 days of the decision.

* 1. In all matters regarding admission to teacher education, retention in teacher education and teacher licensure, complainants have the right to be represented by legal counsel. For detailed information regarding the format for the Council for Teacher Education hearing, the complainant should contact the Dean’s office in the College of Education.

Dr. Borders reviewed the Council for Teacher Education Appeal Procedures with me:

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Signature Date