**Appeal Process Language from the TEC Website**

There are 4 references to student appeals that have been identified as follows:

* Student Appeal Procedure upon the denial or abridgement of rights
* Rights and Responsibilities
* Format of Teacher Education Hearings
* Letters to cooperating teachers for student teachers and student teaching handbooks

1. <https://education.illinoisstate.edu/teacher/clinical/appeals.php>

Student Appeal Procedure  
Upon the denial or abridgement of rights

If the student believes that his/her rights have been denied or abridged, it is essential that the person involved make an attempt to reach an agreement through informal discussions with the instructor and department chair.

Where informal recourse fails, the student may file a formal appeal in writing to the Lauby Teacher Education Center. Should the student wish to carry the appeal beyond the executive committee of the [Council for Teacher Education](https://education.illinoisstate.edu/teacher/council_teachered/), the appeal should be made to the full body of the Council for Teacher Education via the chair of the Council for Teacher Education. In all formal appeals, the student has the right to be represented by legal counsel and may be accompanied by and advised by a person of his/her own choosing.

Guidelines for submitting student appeals

If the student chooses to appeal the decision, they must do so in writing, within 30 days from the date the alleged act or decision took place. The written appeal must be submitted to the Director of the Lauby Teacher Education Center, Dr. Christy Borders. However, prior to submitting the written appeal, the student is strongly encouraged to schedule an appointment with Dr. Borders, as she will review the appeals process and answer your questions. Please contact Ms. Susan Conner 309-438-5103, to schedule an appointment with Dr. Borders.

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:

* be word processed
* be signed and dated
* include the local address and phone number
* be concise and specific, with names and dates wherever relevant and possible
* clearly state the act or decision being challenged
* clearly state why the act or decision is unauthorized or unjust
* briefly describe your attempts to reach an agreement through informal discussions with the involved parties.

Along with the letter of appeal, the student may include additional information in support of the 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.

The executive committee of the Council for Teacher Education will act on the appeal. The student will be informed of the decision no later than 30 days after the petition has been received by the director of the Lauby Teacher Education Center. Upon receipt of the decision of the executive committee, the student may appeal to the full Council for Teacher Education.

Procedures to appeal to the full Council for Teacher Education

* Upon receipt of the student's written appeal from the director of the Lauby Teacher Education Center, the chairperson of the council shall arrange for a swift and comprehensive investigation of the matter under consideration.
* 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.
* The complainant may appeal the decision of the review board to the full body of the council. Such an appeal must be in written form and received within 10 working days after the review board decision. The council will schedule a hearing for a regularly scheduled meeting date. The decision of the council will be communicated to the student and other appropriate parties within 30 days of the decision.
* In all matters regarding admission to teacher education, retention in teacher education and teacher certification, complainants have the right to be represented by legal counsel.

For detailed information regarding the [format for the Council for Teacher Education hearing](https://education.illinoisstate.edu/teacher/clinical/formathearing.php), the complainant should contact the dean's office in the College of Education.

(Council for Teacher Education Approved Procedures: 4-3-2007)

1. <https://education.illinoisstate.edu/teacher/clinical/rights.php>

# Rights and Responsibilities

The following are rights and responsibilities of teacher education candidates at Illinois State University relative to admission to a teacher education entitlement program, retention in such a teacher education program, and recommendation for certification.

## Admission to a Teacher Education Program

**The teacher candidate has the right to:**

* Apply for admission to a teacher education program provided he/she has met [Gateway I](https://education.illinoisstate.edu/teacher/gateways/) requirements.
* Appeal decisions relative to his/her admission to a teacher education program with the [Guidelines for Submitting Student Appeals Procedure](https://education.illinoisstate.edu/teacher/clinical/appeals.php).

**The teacher education candidate is responsible for:**

* Attaining and maintaining appropriate standards for admission.
* Following [his/her catalog's admission procedures](http://illinoisstate.edu/majors/).

## Clinical Experiences and Student Teaching

**The teacher candidate has the right to:**

* Pre-student teaching clinical experiences placements and a student teaching assignment, provided all requirements are fulfilled as stated in the [University Undergraduate Catalog under "Clinical Experiences in Teacher Education](https://illinoisstate.edu/downloads/catalog/ed.pdf)."
* Appeal decisions relative to his/her admission to clinical experiences/student teaching with the [Guidelines for Submitting Student Appeals Procedure](https://education.illinoisstate.edu/teacher/clinical/appeals.php).

**The teacher candidate has the responsibility to:**

* Attain and maintain all of the stated requirements for student teaching.
* Be thoroughly familiar with the [Illinois State University undergraduate catalog](http://illinoisstate.edu/majors/) and the handbooks distributed for student teaching.

**Student Teaching rules:**

* Candidates cannot be placed for student teaching in a school (or in some cases a district) which they attended.
* Candidates are responsible for their transportation and housing needs during student teaching.
* Candidates should not take additional coursework or be involved in an intercollegiate sport while participating in student teaching.
* Many schools require an interview prior to receiving a student teaching placement. If asked to interview, the candidate must immediately make arrangements with the school district and notify their Student Teaching Placement Coordinator in the Lauby Teacher Education Center (TEC) of the date of the interview.
* Student teaching interviews are not the same as a student teaching placement confirmation. After the interview is completed, the district will contact the TEC with the school district's placement decision.
* Candidates are prohibited from being employed by the school district of their student teaching site.

## Dismissal from the teacher education program, including pre-student teaching clinical experiences or student teaching experiences

**The teacher candidate has the right to:**

* Appeal his/her dismissal from the teacher education program, including pre-student teaching clinical or student teaching experiences, with the [Guidelines for Submitting Student Appeals Procedure](https://education.illinoisstate.edu/teacher/clinical/appeals.php).

**The teacher candidate has the responsibility to:**

* Be well-informed regarding the appeal procedure and to follow said procedure.

## Evaluation of the candidate's progress toward licensure

**The teacher candidate has the right to:**

* Be recommended for licensure when he/she has successfully completed an Illinois State University entitlement program in teacher education.
* Appeal any evaluation of his/her progress toward recommendation for licensure in courses, clinical or student teaching settings, or any other regularly provided or required activity having a direct bearing on his/her being recommended for licensure, with the [Guidelines for Submitting Student Appeals Procedure](https://education.illinoisstate.edu/teacher/clinical/appeals.php).

**The teacher candidate has the responsibility to:**

* Pursue any questions of evaluation with appropriate instructors at the time of the latter's assessment of the candidate's work.
* Complete and return to the [Illinois State University Office of Evaluations](http://registrar.illinoisstate.edu/teacher_certification/) an "Application for Teaching License" along with an application for a degree.

## Failure to recommend the candidate for licensure in a timely manner

**The teacher candidate has the right to:**

* Appeal this denial consistent with the [Guidelines for Submitting Student Appeals Procedure](https://education.illinoisstate.edu/teacher/clinical/appeals.php).

**The teacher candidate has the responsibility to:**

* Follow the procedures established for the appeal of such denial.

1. <https://education.illinoisstate.edu/teacher/clinical/formathearing.php>

# Format for Council for Teacher Education Hearings

## Purpose of the hearing

To serve as a final review for complaints/requests for waivers, etc. from teacher education students following decisions made by the Teacher Education Review Board. Students have the right to be supported by legal counsel. Legal counsel may not speak on behalf of the complainant but is there to advise his/her client. If the complainant brings legal counsel, the University legal counsel will be asked to be present as well. The Council for Teacher Education will make one of following decisions relative to the student's complaint:

* approve the student's request; overrules the Teacher Education Review Board decision
* deny the student's request; affirms the Teacher Education Review Board decision

## Authorization

The [Bylaws of the Council for Teacher Education](https://education.sharepoint.illinoisstate.edu/cte/Documents/bylaws.pdf) stipulate that the Teacher Education Review Board (TERB) will review cases of students having complaints concerning admission, retention, and evaluation of progress toward certification in teacher education programs.

**Note:** Illinois State Board of Education rules require, as a criterion for program approval, that institutions provide this stipulation for teacher candidates. See Criterion 8 of the program approval rules.

## Procedures for Hearing of Complaints by the Council for Teacher Education (CTE)

#### **Prior to the hearing**

* Students may appeal the decision of the Teacher Education Review Board. Such an appeal must be in written form and received within ten working days following the Review Board decision. The student must indicate in writing whether he or she will be bringing legal counsel.
* The chair of the Council for Teacher Education (CTE) will schedule a date and time for the committee to meet to hear the complaint. A date of a regularly scheduled meeting will be selected for the hearing.
* The student and the department chair will be notified of the hearing times and asked to submit information in writing regarding the complaint by a date certain which addresses the particular issue, criteria, or policy. The department chair may delegate his or her designee to prepare the written response regarding the complaint on behalf of the department. As part of the information provided to CTE, the Teacher Education Review Board will also submit a written rationale for its decision.  Prior to the hearing, the student and the department represented (chair and/or designee) will be provided copies of all the information which each have submitted to CTE for the appeal.
* If the student chooses to have legal counsel present at the hearing, the Council for Teacher Education Chair will invite the University's legal counsel to be present at that time, also.

#### **At the hearing**

* The chair of the Council for Teacher Education will review the issue in question: admission, retention and evaluation of progress toward certification in teacher education programs.
* The chair of CTE will facilitate the hearing. Other members of the Council who may be members of the specific student's department and/or members of Teacher Education Review Board may not participate in the deliberations of the Council.
* During the hearing, the student and the representative(s) of the department are asked to meet separately with the Council.
* The student will meet first and is limited to 30 minutes to present oral remarks regarding the complaint. His or her legal counsel may not speak on behalf of the complainant but may be there to advise his/her client.
* Members of the CTE may ask questions for up to an additional fifteen minutes, if desired. Following the oral testimony and the questions by the Council for Teacher Education members, the student will leave the hearing room.
* The Department is then asked to meet with the Council and is limited to 30 minutes to present oral remarks regarding the complaint and to provide evidence and rationale as to the decision.
* Council members may ask the Department questions for up to an additional fifteen minutes, if desired. Following the oral testimony and the questions by the Council for Teacher Education members, the departmental representative(s) will leave the hearing room.
* Following the oral testimony, the Council may review the merits of the complaints; it may choose to reschedule another meeting for review; and/or it may make a decision at that time.
* The members of the Council will be asked by secret ballot to vote on the appeal. The chair will announce the results of the ballot. Members of the Council for Teacher Education who may be members of the specific student's department and/or members of Teacher Education Review Board may not vote. In the event of a tie, the chair will vote.
* When the decision is rendered, the chair of CTE will inform the appropriate parties in writing within thirty working days of the hearing.

1. On the letters that go out to Cooperating teachers for student teachers, the following paragraph is on this:

“Upon receiving three unresolved Disposition Concerns Assessments, the student teacher’s progress toward their degree is stopped. When progress towards the degree has been stopped, the student teaching may appeal the decision to the Teacher Education Review Board. Instructions for filing an appeal may be found at https//education.illinoisstate.edu/teacher/clinical/appeals/php.”

The following information is listed in the student teaching handbook:

Three unresolved disposition concerns are grounds for termination/dismissal from teacher education. Student teachers wishing to appeal any decision related to assessment, retention or licensure should go to the Rights and Responsibilities page and review the “Dismissal from the teacher education program, including clinical or student teaching experiences.” Please review the “Guidelines for Submitting Student Appeals Procedures.