

PROFESSIONAL PROGRAM FOR TEACHER CERTIFICATION  
UNDERGRADUATE AND POST-BACCALAUREATE PROGRAMS  
.APPEALS POLICIES

NOTE: The appeals available under these policies are for a review of the procedures followed to reach the academic decision in question, to insure that no error or palpable injustice occurred in reaching the decision.

Denial of admission to the Professional Program for Teacher Certification (PPTC), removal from the PPTC, denial of approval to participate in field experiences or Student Teaching, or removal from field experiences or Student Teaching are academic decisions which reflect careful and deliberate judgment by the PPTC faculty. Factors which are considered in such decisions include, but are not limited to, the adequate professional development of the PPTC student, the PPTC requirements and performance standards, the Connecticut Code of Professional Responsibility for Teachers, professional performance standards and attributes mandated by the Connecticut State Department of Education, National Council for the Accreditation of Teacher Education standards, and the PPTC's unique responsibilities to children and schools.

The University recognizes that on occasions there may be an error or palpable injustice in the determination of denial of admission to the PPTC, removal from the PPTC, denial of approval to participate in field experiences or Student Teaching, or removal from field experiences or Student Teaching. A student who believes that an error or a palpable injustice has occurred in arriving at this decision may pursue an appeal.

In addition to appeals based on error or palpable injustice, a student whose undergraduate cumulative GPA is below 2.70 may appeal for a waiver of the PPTC admission GPA requirements.

This policy replaces all previous appeal policies that applied to the PPTC for the denial of admission to the PPTC, removal from the PPTC, denial of approval to participate in a field experience or Student Teaching, and removal from a field experience or Student Teaching for undergraduate, post-baccalaureate, and masters degree certification programs. This policy does not apply to Appeals for Grade Change, which are governed by the University Appeal for Grade Change Policy found in the Undergraduate and Graduate catalogs. This policy does not apply to items covered by the Graduate Studies Non-Graded Appeals that are governed by the Graduate Studies appeals process found in the Graduate catalog.

#### School of Education and Professional Studies Appeals Committee

The Dean of the School of Education and Professional Studies (SEPS) from time to time receives appeals from students regarding various decisions made in the Professional Program for Teacher Certification. In order to guarantee the student a fair review, the Dean shall convene the SEPS Appeals committee with the following membership: the SEPS Assistant Dean (chair), a representative of the SEPS Governance Council, SEPS Associate Dean, Chair of the Teacher Education Department, and the chair or representative of the student's program. A representative of the Graduate Council will be included if the student is a graduate student. A quorum shall be 3 members including the Assistant Dean. The committee normally meets once a month throughout the school year and once a month as needed during the summer months. The SEPS Appeals committee will report its findings or recommendations to the Dean regarding the appeal. The Dean will then make the final decision regarding the appeal. In all cases, the Dean's decision is final and there is no other appeal available within the University.

## Denial of Admission to the Professional Program for Teacher Certification

Denial of PPTC admission based on cumulative undergraduate GPA below 2.70 on all undergraduate coursework.

A cumulative undergraduate GPA of B- (2.70 GPA) on all undergraduate coursework from all institutions attended is mandated by state law. In addition, University Policy requires that students have a minimum cumulative GPA at CCSU of 2.7. The state allows the University to grant a limited number of GPA waivers.

Appeal:

If the student has been denied admission to the Professional Program for Teacher Certification (PPTC) based on a cumulative undergraduate GPA below 2.7, the student may submit a written letter of appeal requesting a waiver of the 2.70 GPA PPTC admission requirement addressed to the Assistant Dean, School of Education and Professional Studies (SEPS). The appeal must be submitted by the deadline given in the denial letter. Failure to do so may result in the student's Professional Program Application not being processed in the current semester. The Assistant Dean will place the appeal on the agenda for the Professional Program GPA appeals meeting of the SEPS Appeals Committee.

The letter of appeal and supplemental materials must present compelling evidence of:

a. Demonstrated academic ability in recent coursework showing an exemplary pattern of performance different from prior undergraduate course work. The letter should focus on the student's academic performance particularly in the major core content area for which certification is sought or courses relevant to the certification requirements (i.e. general education, pre-requisites, etc). Also, the letter should note any major period of time between completion of prior undergraduate course work and recent course work

b. Intervening life experience such as working with children or in a profession/vocation that has contributed to the student's growth and development relevant to teaching. Note: life experience and previous work experience cannot be used to meet requirements of field experiences and student teaching in the program.

The SEPS Appeals committee will review the student's appeal and PPTC application materials to reach a decision regarding the granting or denial of the appeal. The committee may also request additional information from other University sources. The appeals committee will make a recommendation to the Dean who makes the final decision regarding the appeal. The decision of the Dean is final and there is no further appeal available. The Assistant Dean, on behalf of the Dean, notifies the student in writing of the decision of the Dean within two weeks of the appeals committee meeting.

If the appeal is denied, the student may reapply to the PPTC in a future application cycle. If the student is granted a GPA waiver and earns less than a 2.7 GPA for the semester in which the GPA waiver is granted, or in any semester, including Summer sessions, before beginning Professional Program classes, the waiver will be immediately withdrawn and the student will be denied admission to the PPTC. Once in the PPTC, the student must maintain a 2.7 GPA as required by the PPTC.

Denial of PPTC admission due to failure of Praxis I tests.

Passing scores on the Praxis I tests are required by state law. There is no appeal available.

### **Removal from Professional Program for Teacher Certification (PPTC)**

A student may be removed from the PPTC by the SEPS Dean for the following reasons:

- Overall or professional program GPA drops below 2.70.
- o Falsification of information or documentation.
- Inappropriate or unprofessional behavior, attitudes, or attributes that negatively impact performance as a teacher.
- o Inappropriate responses in various contexts that negatively affect performance as a teacher.
- Unacceptable performance during a field experience or Student Teaching.
- Unacceptable performance on performance assessments.
- Failure to adhere to the Connecticut Code of Professional Responsibility for Teachers.
- Failure to maintain confidentiality of all information concerning colleagues and students obtained during the educational process.
- o Failure to demonstrate at all times integrity and honesty in written and verbal communications, documentation, and coursework related to the PPTC.
- Conviction of crime of moral turpitude or crime that in the opinion of the University would impair standing of School of Education and Professional Studies.
- Other due and sufficient cause.

The student will be notified in writing by the SEPS Assistant Dean of their removal from the PPTC, stating why they have been removed from the PPTC. The student will remain suspended from the PPTC while the appeals process is being completed. The student will not visit or contact field experience or student teaching sites or cooperating teachers while the appeals process is being completed \without express written permission of the program coordinator, the Teacher Education Department chair, and a representative of the field site.

#### **Appeal:**

1. The student meets with the SEPS Assistant Dean to discuss the reasons the student has been removed from the program. The student should be prepared to discuss:
  - a) what error or palpable injustice the student believes occurred and
  - b) what actions on the part of the PPTC faculty lead the student to believe that there is an error or palpable injustice.

The Assistant Dean investigates the issues and notifies the student within two weeks in writing of the outcome of the investigation and findings. If the student wishes to appeal the matter further, an appeal may be made in writing to the SEPS Dean.

2. The student should submit a written appeal with supporting documentation to the Dean of SEPS, substantiating the following:
  - a) the circumstances of the error or palpable injustice the student believes occurred and
  - b) provide evidence of error or palpable injustice.

The student must provide a full written account of the alleged error or palpable injustice, attaching all corresponding documentation. The student will not have the opportunity to supplement an appeal once it has been submitted.

3. The complete written appeal must be submitted to the Office of the Dean within 60 days of removal from the Professional Program for Teacher Certification. Complete appeals received at least three weeks prior to the next scheduled SEPS Appeals Committee meeting, will be reviewed at the next meeting. Appeals received less than three weeks prior to the next scheduled meeting may be reviewed at the following scheduled meeting. The committee meeting schedule may be obtained from the Office of the Assistant Dean, 248 Barnard Hall.

4. The Associate Dean will act committee chair for the purpose of the review. The SEPS Assistant Dean will provide a written report on the initial investigation of the issues. The committee may also request additional information from other University sources. The Assistant Dean will not participate in the Appeals Committee decision. The committee will review the case and determine if an error or palpable injustice has occurred. The committee will report its finding to the Dean who makes the decision regarding the appeal.
5. The Associate Dean, on behalf of the Dean, notifies the student in writing of the decision of the Dean within two weeks of the appeals committee meeting. The decision of the Dean is final and there is no further appeal available.

### **Denial of approval to participate in a field experience or Student Teaching**

There are two types of approval to participate in a field experience or Student Teaching. A student may be denied permission

1. to proceed from an early field experience to a later field experience or Student Teaching, or
2. to reenroll in a field experience class or Student Teaching after earning a grade of C-or below or withdrawal from the field experience or Student Teaching. Permission to reenroll in any Professional Education course, including field experience or Student Teaching, must be granted by the Teacher Education Department chair.

A student may be denied approval to participate in a field experience or Student Teaching for the following:

- Overall or professional program GPA drops below 2.70
- Request to repeat Student Teaching is not granted by the Teacher Education Department.
- Falsification of information or documentation.
- Inappropriate or unprofessional behavior, attitudes, or attributes that negatively impact performance as a teacher.
- Inappropriate responses in various contexts that negatively affect performance as a teacher.
- Unacceptable performance during a field experience.
- Unacceptable performance in PPTC courses, including earning less than a grade of "C" in a professional education course.
- Unacceptable performance on performance assessments.
- Failure to adhere to the Connecticut Code of Professional Responsibility for Teachers.
- Failure to demonstrate at all times integrity and honesty in written and verbal communications, documentation, and coursework related to the PPTC.
- Failure to maintain confidentiality of all information concerning colleagues and students obtained during the educational process.
- Conviction of crime of moral turpitude or crime that in the opinion of the University would impair standing of School of Education and Professional Studies.
- Other due and sufficient cause.

The student will not visit or contact field experience or student teaching sites or cooperating teachers while the appeals process is being completed without express written permission of the program coordinator, department chair, and representative of the field site.

Appeal:

1. The student meets with the Field Experience Director to discuss why the student has not been approved to participate in a field experience or Student Teaching. After this meeting, **if** the student believes an error or palpable injustice has occurred, an appeal of the decision may be made.

2. The student should submit a written appeal with supporting documentation to the Dean of SEPS, substantiating the following:
  - a) the circumstances of the error or palpable injustice the student believes occurred and
  - b) provide evidence of error or palpable injustice.The student must provide a full written account of the alleged error or palpable injustice, attaching all corresponding documentation. The student will not have the opportunity to supplement an appeal once it has been submitted.
3. The complete written appeal must be submitted to the Office of the Dean within 60 days of denial of permission to participate in a field experience or Student Teaching. Complete Appeals received at least three weeks prior to the next scheduled SEPS Appeals Committee meeting, will be reviewed at the next scheduled meeting. Appeals received less than three weeks prior to the next scheduled meeting may be reviewed at the following scheduled meeting. The committee meeting schedule may be obtained from the Office of the Assistant Dean, 248 Barnard Hall.
4. Once an appeal has been received, The Assistant Dean will ask the Office of Field Experiences and the Department of Teacher Education to provide documentation of the reasons for the decision to not approve participation in a field experience or Student Teaching.
5. The appeals committee will review the documentation from the student, the Field Experience Office and the Department of Teacher Education to determine if an error or palpable injustice has occurred. The committee will report its finding to the Dean who makes the decision regarding the appeal.
6. The Assistant Dean, on behalf of the Dean, notifies the student in writing of the decision of the Dean within two weeks of the appeals committee meeting. The decision of the Dean is final and there is no further appeal available.

If an error or palpable injustice is found to have occurred, the Dean will negotiate with the Chair of the Teacher Education Department and the Director of Field Experiences to resolve the issue. The final decision regarding reenrolling in Student Teaching rests with the Teacher Education Department as outlined in the Undergraduate and Graduate catalogs. If enrollment in the field experience or student teaching is approved, there may be a delay in locating appropriate sites because the availability of student teaching sites is not under the control of the University.

### **Removal from Student Teaching**

The Field Experience Office has guidelines for addressing student issues that may arise during a Student Teaching placement. Students must successfully complete the student teaching assignment to earn a passing grade in Student Teaching. Once a student has been removed from the Student Teaching placement, the Field Experience Office will work with the student and university supervisor to determine all options available to the student. A student may be removed from a student teaching placement for the following reasons:

- the cooperating teacher, school administration, or district personnel ask for the student to be removed from the student teaching placement.
- the student requests to be removed from a placement with the understanding that another placement will not be available.
- extended or frequent absences or repeated tardiness.
- lack of preparation to teach.
- failure to adhere to the cooperating teacher or university supervisor's instructions.
- failure to show adequate professional development, indicating failing of the student teaching course.
- inappropriate or unprofessional behavior, attitudes, or attributes that negatively impact performance as a teacher.

- inappropriate responses in various contexts that negatively affect performance as a teacher.
- falsification of information or documentation.
- failure to maintain confidentiality of all information concerning colleagues and students obtained during the educational process.
- failure to demonstrate at all times integrity and honesty in written and verbal communications, documentation, and coursework related to the PPTC.
- conviction of crime of moral turpitude or crime that in the opinion of the University would impair standing of School of Education and Professional Studies.
- Other due and sufficient cause.

The student will not visit or contact student teaching sites or cooperating teachers while the appeals process is being completed without express written permission of the program coordinator, department chair, and representative of the field site.

It is important to note that the Student Teaching Handbook states: "If a student teacher is removed from a placement or asked to leave by the cooperating teacher, a new assignment will not be secured for that semester" (pg. 37). This appeals policy does not negate that policy nor, if an palpable injustice or error is found to have occurred, does the appeals process result in reinstatement in a student teaching assignment in the current semester.

#### Appeal:

1. The student first meets with the Field Experience Director and university faculty supervisor to discuss why the student has been removed from student teaching. After this meeting, if the student believes an error or palpable injustice has occurred, an appeal of the decision may be made.
2. The student should submit a written appeal with supporting documentation to the Dean of SEPS, substantiating the following:
  - a) the circumstances of the error or palpable injustice the student believes occurred and
  - b) provide evidence of error or palpable injustice.The student must provide a full written account of the alleged error or palpable injustice, attaching all corresponding documentation. The student will not have the opportunity to supplement an appeal once it has been submitted.
3. The complete written appeal must be submitted to the Office of the Dean within 60 days of removal from the student teaching placement. Complete Appeals received at least three weeks prior to the next scheduled SEPS Appeals Committee meeting, will be reviewed at the next scheduled meeting. Appeals received less than three weeks prior to the next scheduled meeting may be reviewed at the following scheduled meeting. The committee meeting schedule may be obtained from the Office of the Assistant Dean, 248 Barnard Hall.
4. Once an appeal has been received, The Assistant Dean will ask the Office of Field Experiences and the Department of Teacher Education to provide documentation of the reasons and process used in reaching the decision to remove the student from the student teaching placement.
5. The appeals committee will review the documentation from the student, the Field Experience Office and the Department of Teacher Education to determine if an error or palpable injustice has occurred. The committee will report its finding to the Dean who makes the decision regarding the appeal.
6. The Assistant Dean, on behalf of the Dean, notifies the student in writing of the decision of the Dean within two weeks of the appeals committee meeting. The decision of the Dean is final and there is no further appeal available.

**Appeals Policy-Professional Program for Teacher Certification (Undergraduate and Post-Baccalaureate Programs)**

If an error or palpable injustice is found to have occurred, the Dean will negotiate with the Chair of the Teacher Education Department and the Director of Field Experiences to resolve the issue. The final decision regarding reenrolling in Student Teaching rests with the Teacher Education Department as outlined in the Undergraduate and Graduate catalogs. **If** reenrollment in student teaching is approved, there may be a delay in locating additional student teaching sites because the availability of student teaching sites is not under the control of the University.

Approved University Academic Standards Committee and SEPS Governance Council, April 21, 2005





Once admitted to a teacher education professional program, a teacher candidate is expected to maintain a cumulative 2.70 grade-point average for all coursework completed at CCSU and elsewhere. If a teacher candidate's GPA drops below this level, he or she may be denied enrollment in restricted courses and student teaching until the GPA reaches the approved level. Teacher candidates must receive grades of C or better in all professional education courses required by the School of Education and Professional Studies. If they do not achieve the required grades, teacher candidates may not proceed to the next sequence of courses. Professional education courses may be repeated, but only with the consent of the chair of the Department of Teacher Education and other appropriate subject-matter department chair, as applicable.

## PROFESSIONAL PROGRAM FOR TEACHER CERTIFICATION

### APPEALS POLICIES

#### Appeals Policy for a Waiver of the GPA Admission Requirement

Students who are denied admission to the Professional Program for Teacher Certification (PPTC) because of the GPA requirement write a letter of appeal to the Dean of Education for a waiver of the GPA requirement presenting compelling evidence of both of the following:

- Demonstrated academic ability in recent coursework with an exemplary GPA showing a different pattern of performance from prior undergraduate course work and
- Intervening life experience, e.g., working with children or in a profession/vocation that has contributed to their growth and maturity as a prospective teacher.

The appeal will be reviewed and decided upon by the School of Education and Professional Studies Appeals Committee. The dean or designee may call a meeting with the applicant to discuss the appeal in person. The decision regarding the appeal for a waiver of the GPA admission requirement will be communicated in writing to the student by the Dean of Education or designee. See the entire appeals policies for full details.

## Current web Appeals Policy for Admission and Retention Decisions

Denial of admission to the Professional Program for Teacher Certification (PPTC), removal from the PPTC, denial of approval to participate in field experiences or Student Teaching, or removal from field experiences or Student Teaching are academic decisions which reflect careful and deliberate judgment by the PPTC faculty. Factors which are considered in such decisions include, but are not limited to, the adequate professional development of the PPTC student, the PPTC requirements and performance standards, the Connecticut Code of Professional Responsibility for Teachers, professional performance standards and attributes mandated by the Connecticut State Department of Education, National Council for the Accreditation of Teacher Education standards, and the PPTC's unique responsibilities to children and schools.

The University recognizes that on occasions there may be an error or palpable injustice in the determination of denial of admission to the PPTC, removal from the PPTC, denial of approval to participate in field experiences or Student Teaching, or removal from field experiences or Student Teaching. A student who believes that an error or a palpable injustice has occurred in arriving at this decision may pursue an appeal. Students should read and follow the Professional Program for Teacher Certification Undergraduate and Post-Baccalaureate Programs Appeals Policies to pursue an appeal.

# RETENTION CRITERIA

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Once admitted to the Professional Program, a teacher candidate is expected to maintain a cumulative 2.70 grade point average for all coursework completed at CCSU and elsewhere. If a candidate's GPA drops below this level, he or she may be denied enrollment to restricted courses and student teaching until the GPA reaches the approved level. In addition, teacher candidates must receive grades of C or better in all professional education courses; students may not proceed to the next sequence of courses until such grades are earned. Professional Program courses may be repeated only with the consent of the chair of the Department.

In addition to academic good standing, students must demonstrate the following:

- " personal attitudes and attributes that positively affect his or her performance as a teacher;
- " conduct that demonstrates professional behavior appropriate to the context and shows realization that actions reflect directly upon the status and substance of the profession;
- " confidentiality of all information concerning colleagues and students obtained in the educational process;
- " integrity and honesty in all written and verbal communication, documentation and coursework related to the Professional Program for teacher certification; and
- " understanding and adherence to the *Connecticut Code of Responsibility for Teachers*.

### Removal from the Professional Program

A teacher candidate may be removed from the Professional Program by the Dean of the School of Education and Professional Studies (SEPS) for the following reasons:

- " overall or Professional Program GPA drops below 2.70;
- " falsification of information or documentation;
- " inappropriate or unprofessional behavior, attitudes, or attributes that negatively impact performance as a teacher;
- " inappropriate responses in various contexts that negatively affect performance as a teacher;
- " unacceptable performance during a field experience or student teaching;
- " unacceptable performance on performance assessments;
- " failure to adhere to the *Connecticut Code of Professional Responsibility for Teachers*;
- " failure to maintain confidentiality of all information concerning colleagues and students obtained during the educational process;
- " failure to demonstrate at all times integrity and honesty in written and verbal communications, documentation, and coursework related to the Professional Program;
- " conviction of crime of moral turpitude or crime that in the opinion of the University would impair standing of SEPS; or
- " other due and sufficient cause.

If a student is to be removed from the Professional Program, the student will be notified in writing of his or her removal by the Assistant Dean/Certification Officer of the SEPS, stating why he or she has been removed from the Professional Program; in cases involving removal from student teaching, the Coordinator of School-Community Partnerships will contact the student teacher. The student has the right to appeal. If the student chooses to appeal, he or she will remain suspended from the Professional Program while the appeals process is being completed. The student will not visit or contact field experience or student teaching sites or cooperating teachers while the appeals process is being completed without express written permission of the program coordinator, the chair of the department, and a representative of the field site.

**Appeals Process:**

- 1. The student meets with the SEPS Assistant Dean/Certification Officer to discuss the reasons the student has been removed from the Professional Program. The student should be prepared to discuss a) what error or palpable injustice the student believes occurred and b) what actions on the part of the Professional Program faculty led the student to believe that there is an error or palpable injustice. The Assistant Dean/Certification Officer investigates the issues and notifies the student within two weeks in writing of the outcome of the investigation and findings. If the student wishes to pursue the matter further, an appeal may be made in writing to the SEPS Dean.**
- 2. The student should submit a written appeal with supporting documentation to the Dean of SEPS, substantiating the following: a) the circumstances of the error or palpable injustice the student believes occurred and b) evidence of error or palpable injustice. The student must provide a full written account of the alleged error or palpable injustice, attaching all corresponding documentation. The student will not have the opportunity to supplement an appeal once it has been submitted.**
- 3. The complete written appeal must be submitted to the Office of the Dean within 60 days of removal from the Professional Program. Complete appeals received at least three weeks prior to the next scheduled SEPS Appeals Committee meeting will be reviewed at the next meeting. Appeals received less than three weeks prior to the next scheduled meeting may be reviewed at the following scheduled meeting. The committee meeting schedule may be obtained from the Office of the Assistant Dean/Certification Officer in 203 Barnard Hall.**
- 4. The Associate Dean will act as chair of the SEPS Appeals Committee for the purpose of the review. The SEPS Assistant Dean/Certification Officer will provide a written report on the initial investigation of the issues. The committee may also request additional information from other University sources. The Assistant Dean/Certification Officer will not participate in the Appeals Committee decision. The committee will review the case and determine if an error or palpable injustice has occurred. The committee will report its finding to the Dean, who makes the decision regarding the appeal.**

5. The Associate Dean, on behalf of the Dean, notifies the student in writing of the decision of the Dean within two weeks of the appeals committee meeting. The decision of the Dean is final and there is no further appeal available.

## **Denial of Approval to Participate in a Field Experience or Student Teaching**

There are two types of approval to participate in a field experience or student teaching. A student may be denied permission to

1. proceed from an early field experience to a later field experience or student teaching, or

2. re-enroll in a field experience class or student teaching after earning a grade of C- or below or withdrawal from the field experience or student teaching. Permission to re-enroll in any Professional Education course, including field experience or student teaching, must be granted by the chair of the appropriate department. Elementary education majors must see the chair of the Literacy, Elementary, and Early Childhood Education Department. Secondary and all-level education majors must see the chair of the Educational Leadership, Policy, and Instructional Technology Department.

A student may be denied approval to participate in a field experience or student teaching for the following:

- " overall or professional program GPA drops below 2.70;
- " request to repeat student teaching is not granted;
- " falsification of information or documentation;
- " inappropriate or unprofessional behavior, attitudes, or attributes that negatively impact performance as a teacher;
- " inappropriate responses in various contexts that negatively affect performance as a teacher;
- " unacceptable performance during a field experience;
- " unacceptable performance in Professional Program courses, including earning less than a grade of "C" in a professional education course;
- " unacceptable performance on performance assessments;
- " failure to adhere to the *Connecticut Code of Professional Responsibility for Teachers*;
- " failure to demonstrate at all times integrity and honesty in written and verbal communications, documentation, and coursework related to the Professional Program;
- " failure to maintain confidentiality of all information concerning colleagues and students obtained during the educational process;
- " conviction of crime of moral turpitude or crime that in the opinion of the University would impair standing of SEPS; or
- " other due and sufficient cause.

A student has the right to appeal the denial of approval to participate in a field experience or student teaching. The student will **not** visit or contact field experience or student teaching sites or cooperating teachers while the appeals process is being completed without express written permission of the program coordinator, department chair, and representative of the field site. 36

**Appeals Process:**

- 1. The student meets with the Coordinator of School-Community Partnerships to discuss why the student has not been approved to participate in a field experience or student teaching. After this meeting, if the student believes an error or palpable injustice has occurred, an appeal of the decision may be made.**
- 2. The student should submit a written appeal with supporting documentation to the Dean of SEPS, substantiating the following: a) the circumstances of the error or palpable injustice the student believes occurred and b) evidence of error or palpable injustice. The student must provide a full written account of the alleged error or palpable injustice, attaching all corresponding documentation. The student will not have the opportunity to supplement an appeal once it has been submitted.**
- 3. The complete written appeal must be submitted to the Dean of the School of Education and Professional Studies within 60 days of denial of permission to participate in a field experience or student teaching. Complete appeals received at least three weeks prior to the next scheduled SEPS Appeals Committee meeting will be reviewed at the next scheduled meeting. Appeals received less than three weeks prior to the next scheduled meeting may be reviewed at the following scheduled meeting. The committee meeting schedule may be obtained from the Office of the Assistant Dean/Certification Officer in 203 Barnard Hall.**
- 4. Once an appeal has been received, the Assistant Dean/Certification Officer will ask the Office of School-Community Partnerships and the Department Chair to provide documentation of the reasons for the decision to not approve participation in a field experience or student teaching.**
- 5. The appeals committee will review the documentation from the student, the Office of School-Community Partnerships and the Department Chair to determine if an error or palpable injustice has occurred. The committee will report its findings to the Dean, who makes the decision regarding the appeal.**
- 6. The Assistant Dean/Certification Officer, on behalf of the Dean, notifies the student in writing of the decision of the Dean within two weeks of the appeals committee meeting. The decision of the Dean is final and there is no further appeal available.**

If an error or palpable injustice is found to have occurred, the Dean will negotiate with the chair of the department and the Coordinator of School-Community Partnerships to resolve the issue. The final decision regarding re-enrolling in student teaching rests with the chair of the department. If enrollment in the field experience or student teaching is approved, there may be a delay in locating appropriate sites because the availability of student teaching sites is not under the control of the University.

# PROFESSIONAL PROGRAM FOR TEACHER CERTIFICATION

## RETENTION POLICY



Once admitted to a teacher education professional program, a teacher candidate is expected to maintain a cumulative 2.70 grade-point average for all coursework completed at CCSU and elsewhere. If a teacher candidate's GPA drops below this level, he or she may be denied enrollment in restricted courses and student teaching until the GPA reaches the approved level. Teacher candidates must receive grades of C or better in all professional education courses required by the School of Education and Professional Studies. If they do not achieve the required grades, teacher candidates may not proceed to the next sequence of courses. Professional education courses may be repeated, but only with the consent of the chair of the Department of Teacher Education and other appropriate subject-matter department chair, as applicable.