

TEP Appeals Policies and Procedures

The Appeals Process exists for Teacher Candidates who are unable to progress in the Teacher Education Program due to missing checkpoint requirements or deficiencies. Regardless of the appeal decision, the student must complete all Checkpoint requirements or remediate deficiencies.

Prior to submitting an appeal, Teacher Candidates should discuss the appeal with their advisor.

Information on common appeals for student reference:

Licensure Praxis Tests: All Praxis scores must be received by the School of Education prior to the posted dates for the applicable term. The student may not register for Student Teaching/Residency II prior to having all scores required for initial licensure on file with the SOE. If the test scores are not received by the posted dates, the student will not be allowed to complete Student Teaching/Residency II.

Checkpoint 1 Test Score Appeals: Students must be within 2 points of the required score on the ACT(R) and Praxis exams (Reading, Writing, and Math as applicable) for an appeal submission. If students are more than 2 points away on the latest exam date, the committee will deny the appeal. The student has one semester to meet the testing requirement.

GPA Appeals: All GPA requirements (UTC, Cumulative, Education, and Content) must be met prior to continuing in the Teacher Education Program. The student may not register for Checkpoint restricted courses until all GPA requirements have been met. It is recommended that students are within one semester of reaching required GPA.

Scheduling Issues: In order to register for the Residency I semester, the student may not have additional coursework remaining. In order for the student to be admitted to the Residency I/II sequence, an appeal must be submitted with a plan of study for completing the remaining coursework.

Process:

Deadline to submit all appeals is three business days after final grades are posted for each semester (fall, spring, and summer).

The TEP Appeals Committee meets once a semester, within one week after the submission deadline to review submissions.

The appeals committee will take all information and supporting documentation submitted by the student with the TEP Appeal Form into consideration. Other information taken into consideration by the appeals committee may include:

- Transcript (of all credits earned at UTC and other institutions)
- Official Test Score Reports (Praxis, ACT, SAT)
- Dispositions. Formal disposition evaluations are completed throughout education coursework. Optional disposition evaluations can be completed by faculty and staff.
- Student Status and # of credits earned
- Student's anticipated graduation date
- Specific course(s) needed to meet licensure requirements

- Number of credits needed to earn licensure GPA (institutional, content, education, overall)

Students can appeal the same requirement no more than one time during their program

Students will receive an email with their decision letter within 1 week of submission (not including UTC closing) from soe@utc.edu on behalf of the Committee.

If approved, committee has the right to give student a personalized schedule of approved courses based on their major. The student must complete all Checkpoint requirements regardless of appeal decision. The student is not admitted to the TEP until all requirements for admission are met. An appeal approval for continued coursework does not grant admission to TEP. If approved, letter will include an approved schedule and recommendations based on the appeal. The student may be required to register for specific courses.

If denied, committee will work with the student's advisor to offer suggestions for student based on their major, degree audit, and what is being appealed. If denied, letter will include a recommendation from the committee on next steps and references to campus resources.

Dr. Murley, Director of the School of Education, has the final decision on all appeal committee recommendations.