Students eligible to use the Education Program Appeals procedure are those who have been denied admission, continuation or certification. Requirements related to this are listed in the Education Program Guidebook. Calvin faculty members actively use the student support system to help students be successful in their studies in the Education Program and to be well prepared for the highly skilled work of the teaching profession.

Overview of the Appeals Process
1. The Appeals and Student Support Committees (SSC) normally follow this timeline:
   a. Faculty teaching courses in the Education Program submit support forms (and recommendation forms from Education program faculty) to the Teacher Certification Coordinator by the end of the exam period. The Teacher Certification Coordinator forwards the EDUC Education Program faculty documentation to SSC.
   b. SSC meets during the week following exams, before grades are due.
   c. If needed, the Dean of Education sends letter to students who are not being allowed to continue in the program immediately after the SSC meeting, and meets with each student (in person, if possible).
   d. Appeals due: January 10 for spring semester and June 10 for fall semester.
   e. Appeals Committee meets with the Dean of Education prior to meeting with each student.
   f. Appeals Committee meets normally during the third week of January for spring; third week of June for fall and as needed.

Formal Procedure for Student Appeal
2. If the student chooses to appeal a decision of the SSC and/or the Dean, he or she will submit an appeal to the Teacher Certification Coordinator, who will forward it to the Education Appeals Committee. The appeal must follow the format described on the Appeal Instruction Sheet. Students are encouraged to ask a faculty advisor for support and assistance while preparing the appeal.

3. The Education Appeals Committee normally consists of three members of the Teacher Education Committee, including the chairperson of the Teacher Education Committee who serves as the chair of the Appeals Committee.

4. The Education Appeals Committee will follow this procedure:
   a. The Dean of Education will present a letter to the Appeals Committee summarizing the reasons for the disqualification. This letter will include any supporting evidence for the disqualification and the recommendation of the SSC, if applicable. The Appeals Committee may request to meet with the Dean, a member of SSC or other Calvin faculty/staff as needed.
   b. The student will present his or her appeal with supporting evidence in writing.
   c. Student participation in the Appeals Committee meeting:
      i. The Appeals Committee may ask the student to appear in person.
      ii. The student may request to attend the meeting. The chair of the Appeals Committee must be notified if an appearance is desired.
      iii. The student may invite an advocate, either a Calvin staff or faculty member, to the meeting. This advocate’s role is to facilitate clear communication between the student and the Committee (the advocate will not present new information).
      iv. The Appeals Committee will discuss the matter and vote. A simple majority is needed to approve the appeal. The chair has the right to vote.
   d. The chair will notify all parties as to the outcome via email: the student, advisor(s), advocate, SSC, Dean of Education, the Teacher Certification Coordinator, and the Provost.
   e. If the appeal is approved, the Appeals Committee will provide written conditions and expectations to all parties listed in 4.d. SSC will monitor the candidate’s progress in meeting these conditions and expectations. A formal contract will be drafted to outline explicitly what the student must do successfully pass the probation in the program.

5. Further appeals relating to issues of due process may be made to the Provost.
Probation
6. If the appeal is successful, the student will be placed on probation for at least one semester to begin the semester immediately following formal approval of the appeal.
7. The probationary appeal will be lifted once the student has demonstrated successfully the expectations and conditions stated in 4.e.

**APPEAL INSTRUCTION SHEET**

Please follow these instructions when submitting your appeal. All supporting documents must be included.

**Due date for fall semester:** June 10  
**Due date for spring semester:** January 10

 Appeals submitted after these deadlines will be considered only at the discretion of the chair of the Appeals Committee.

1. Meet with your advisor to discuss your appeal.

2. Start by describing the events which led you to appeal. For example:
   a. You cannot take Education courses because your cumulative GPA is between 2.4 and 2.5.
   b. You have not been given departmental approval for student teaching or certification due to non-completion of departmental requirements (major/minor GPA of 2.5 or above; passing departmental proficiency tests, etc.).
   c. Your PRE/ACT/SAT scores do not meet the requirement
   d. You have not been recommended for certification because of your student teaching performance.
   e. Note: Appeals concerning specific grades in particular courses are handled according to the Student Appeals Policy in the catalog.

3. Next, state what you are requesting, such as:
   a. Permission to take EDUC 302-303 despite not being officially accepted into the Professional Education Program.
   b. An appeal of the Dean of Education’s decision to remove you from the Professional Education Program.
   c. Permission to student teach.
   d. You have not been recommended for continuation or certification or an endorsement.

4. Finally, state your rationale for the appeal. Include supporting data when appropriate. Keep your comments as concise as possible. Include a plan for action, particularly if GPA is an issue.

5. Include your local address, phone number, email address, signature, and date in the appeal. Your appeal is to be word-processed, with careful attention to grammar and spelling. Address the appeal to the “Education Program Appeals Committee.”

6. Attach a completed Student Program Map labeled Attachment A, showing the courses that you have yet to complete and when you intend to take them. Pay careful attention to catalog notations indicating when these courses will be offered, such as (S) Spring, (F) Fall.

7. Written statement(s) labeled Attachment B that address your appeal from at least one of the following:
   a. An academic advisor.
   b. A professor with whom you have had a course within the past year.
In addition, you may include statements from other faculty or staff who could speak to your appeal.

8. The Teacher Certification Coordinator will add your transcript (Attachment C) and AER or Post-BA Counseling Agreement (Attachment D).

Submit the appeal to the **Teacher Certification Coordinator** (mail or drop off to the Education Department, or email to certification@calvin.edu).