



APPEAL PROCESS

A. Application:

NAME:	STUDENT ID#:
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CAMPUS ADDRESS:	CAMPUS EMAIL:
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MAJOR:	EMPHASIS:
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Teacher License Area(s):
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1. Indicate the nature of your request:

- Waiver of teacher education program requirement(s)
- Waiver of student teaching prerequisite
- Special consideration for student teaching with deficiency(ies)
- Special consideration for a student teaching placement "out of area"
- Special consideration for submitting a late student teaching application
- Other (please identify in space below)

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2. ATTACH a typed, well-written, well-documented, and supported request. You must concisely state the reasons supporting your request.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Decisions by Faculty and Administrator's recorded below:</b>									
<table border="1" style="width: 100%;"> <tr> <td style="text-align: left;"><b>Academic Advisor's Signature</b></td> </tr> <tr> <td> <input type="checkbox"/> Approve  <input type="checkbox"/> Deny </td> </tr> <tr> <td>Supplemental information attached by Academic Advisor</td> </tr> <tr> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> </table>	<b>Academic Advisor's Signature</b>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Supplemental information attached by Academic Advisor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%;"> <tr> <td style="text-align: left;"><b>Department Head's Signature</b></td> </tr> <tr> <td> <input type="checkbox"/> Approve  <input type="checkbox"/> Deny </td> </tr> <tr> <td>Supplemental information attached by Department Head</td> </tr> <tr> <td> <input type="checkbox"/> Yes  <input type="checkbox"/> No </td> </tr> </table>	<b>Department Head's Signature</b>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Supplemental information attached by Department Head	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> Yes <input type="checkbox"/> No									

## **B. Appeal Process Guidelines:**

### **Waiver of Teacher Education Course Requirements and/or Student Teaching Prerequisites**

Frequently these requirements are mandated by the Board of Teaching or University of Minnesota policies.

### **Special Consideration for a Student Teaching with Deficiency(ies)**

Requests to student teach while a candidate has program deficiencies is considered for exceptional circumstances only. A committee consisting of all members of the Teacher Education faculty in the teaching license area will meet to offer their learned advice regarding the appellant's request. The committee reviewing the appeal will consider: a) whether deficiencies have now been cleared and the clearances are documented; b) timeliness of the appeal – it must be submitted in its entirety at least five working days before the official beginning date of the University semester; and c) specific information relevant to the situation and person.

If an appeal is approved, it may be contingent upon the identification of an appropriate student teaching placement site. The student may be required to relocate. Under no circumstances is a student to arrange his/her own student teaching placement.

### **Special Consideration for a Student Teaching Placement “Out of Area”**

A request for a student to teach “out of area” is considered for exceptional circumstances only. A committee consisting of all members of the Teacher Education faculty in the teaching license area will meet to offer their learned advice regarding the appellant's request. The committee reviewing the appeal will consider: a) support of academic advisor; b) above average cumulative GPA; c) appeal letter must document why the appeal should be considered and where placement is requested; d) timeliness of the appeal: it may be submitted as early as one calendar year prior to the student teaching experience but not later than the 2<sup>nd</sup> Friday of October for a Spring student teaching experience or the 2<sup>nd</sup> Friday of March for a Fall student teaching experience.

If the appeal is approved, the student must assume cost beyond the usual and customary fees related to student teaching supervision and to work with the Course Instructor for the Student Teaching course to make placement arrangements.

### **Special Consideration for Submitting a Late Student Teaching Application**

If the appeal is approved, it does not guarantee a placement.

*NOTE: A student may appeal a negative decision to the Vice Chancellor of Academic Affairs.*

## **C. MN Statute 122A.09 Subd.4(c)**

### **Appealing to the Board of Teaching**

*The board, upon the request of a postsecondary student preparing for teacher licensure or a licensed graduate of a teacher preparation program, shall assist in resolving a dispute between the person and a postsecondary institution providing a teacher*

*preparation program when the dispute involves an institution's recommendation for licensure affecting the person or the person's credentials. At the board's discretion, assistance may include the application of chapter 14.*