

## IMPORTANT APPEAL GUIDELINES

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

The Selection, Retention and Appeals Committee must approve waiving teacher education requirements and/or student teaching prerequisites because frequently these requirements are mandated for certification.

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

The Director of the COEHS Advising Center is obligated to recommend cancellation of a student teaching placement in advance of the student teaching semester when a student has not cleared his/her program deficiencies by the specified deadline date. Students will be notified of the cancellation by certified mail, sent to the home address on record in the University Registrar's Office.

A request to student teach while a student has program deficiencies is considered for exceptional circumstances only. To receive this type of consideration, a student must appeal. All appeals must be well written, well documented and supported. The committee hearing the appeal will consider the following guidelines:

1. All deficiencies referenced in the student teaching cancellation notice are cleared and the clearances documented.
2. The major department's chairperson or appointed designee must provide a letter of support for the student.
3. The appeal must be submitted in its entirety at least five working days before the official beginning date of the University semester.

An approved appeal may be contingent upon the identification of an appropriate student teaching placement site, as determined by the Coordinator of Field Experiences. If approved, the original student teaching placement may be changed. 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 to student teach "out of area" is considered for exceptional circumstances only. To be considered for this type of placement, a student must appeal. All appeals must be well written, well documented and supported. The committee hearing the appeal will consider the following guidelines:

1. Support of department chair, academic advisor, cumulative GPA of 3.35, major GPA of 3.50.
2. Appeal must include the completed appeal form with appropriate signatures; letter attached explaining why the appeal should be considered and where placement is requested; and documented support for appeal.
3. An appeal may be submitted as early as one calendar year prior to the student teaching term but no later than the tenth day of the semester prior to the semester student teaching will be completed. Exception: Those appealing to student teach abroad must apply at least a year in advance.

If the appeal is approved, student must assume all costs beyond usual and customary fees related to student teaching supervision and mentor teaching expenses; student must enroll in student teaching at WIU; student is responsible to work with the Coordinator of Field and Clinical Experiences to make placement arrangements.

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

An appeal must include the completed appeal form with appropriate signatures and letter attached explaining why the appeal should be considered. Requests to submit a student teaching application will only be considered if submitted no later than tenth day of the semester prior to the semester student teaching is intended to be completed.

Acceptance of a late student teaching application DOES NOT guarantee a placement. Furthermore, a late placement may delay identification of a WIU supervisor.

\* The student may appeal a negative decision by the Selection and Retention Appeals (SRA) Committee, and/or the Field, Clinical and Internship Review Committee to the Dean of COEHS. The decision of the Dean is final.



WESTERN  
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## APPEAL – SELECTION AND RETENTION TEACHER EDUCATION PROGRAM

Please return to Horrabin Hall 40

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Major \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

- Indicate the nature of your request.  
 Waiver of teacher education course requirements/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 state) \_\_\_\_\_

2. Attach a complete and concise description of your request.

3. Obtain all applicable signatures.

Candidate’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor’s Signature _____	Approve ___ Deny ___
Supplemental information attached by advisor _____	No Recommendation ___
Chairperson’s Signature _____	Approve ___ Deny ___
Major Department _____	No Recommendation ___
Secondary/K-12 Education Advisor Signature _____	Approve ___ Deny ___
(if applicable) _____	No Recommendation ___

<i>For Office Use Only:</i>		
Cumulative GPA: _____	Major GPA: _____	Minor GPA: _____
SBST Results: _____	Content Test Results: _____	APT Test Results: _____
SRA _____	Field, Clinical, Intern _____	Dean’s Office _____
Director of Advising Signature _____	Date _____	