

## Appeal Hearing Guidelines

Revised August, 2017

- The candidate and department representatives must submit all written documents regarding the case at least five working days prior to the Appeal Hearing. All documents must be submitted to the Associate Dean. No new documentation can be presented on the day of the Hearing.
- The department representative(s)' documentation must include a statement of the options available, if the candidate is allowed to return to the program. For example, if courses will not be offered the following semester then what remediation takes place, and what courses will need to be repeated as well as which TPA tasks (if applicable) need to be completed and the number of attempts available.
- After the Hearing begins, the department representative(s) will have an opportunity to present the department's case. The candidate will not be present. The Appeals Board will be able to ask questions.
- When the department representatives complete their statement, the department representative(s) will be excused, and the candidate will be called in to present his/her case. The Appeals Board will be able to ask questions.
- The department representative(s) and the candidate may be called back in separately for follow-up questions during the meeting.
- The Appeals Board will render a decision and provide a written explanation of 1) evidence reviewed; 2) reasons leading to decision; 3) decision; and, 4) any recommendations for further action on the part of the candidate and/or program faculty. The Board will take into account program features when recommending further action. The Board understands that these recommendations may not include proposing grade changes.
- For reversals of Single Subject Credential Program removal, program faculty are required to implement a Teacher Candidate Improvement Plan (TCIP) that will address remediation of candidate performance and/or extenuating circumstances. A candidate's failure to meet requirements of the TCIP may result in a second and final program removal. An appeal is not an option in this circumstance.
- For reversals of Special Education Credential Program removal, program faculty are required to implement a Candidate Improvement Plan that will address remediation of candidate performance and/or extenuating circumstances. A candidate's failure to meet requirements of the plan may result in a second and final program removal. An appeal is not an option in this circumstance.
- For reversals of Multiple Subject Credential Program removal, the Contract for Success will remain in place. The candidate's failure to meet requirements of the plan may result in a second and final program removal. An appeal is not an option in this circumstance.
- Reversals of program removal in advanced credential programs are subject to Department specific procedures and are provided as needed.