

# East Tennessee State University

## College of Education

### Teacher Education Program Appeals

An appeals procedure has been instituted for ETSU students who have not fully met requirements for admission to the Teacher Education Program because of unsatisfactory scores on the Praxis Core (or Praxis I PPST prior to 2013) **or** who, because of other program requirements, may not continue to progress through the Teacher Education Program. The following guidelines describe those conditions under which an appeal may be made and lists the steps involved in the process.

#### Prerequisites for an Appeal:

Students who cannot satisfy the admission requirements of Praxis Core may appeal **ONLY** after successfully completing two of the three required areas, and after having taken the remaining area a minimum of three times and having scored within three (3) points of the required score. Additionally, to be eligible to submit an appeal, students must be ETSU students.

Students who wish to appeal other requirements must present evidence of having followed all available due process procedures before initiating an appeal.

#### Composition of the Appeals Committee:

The Appeals Committee is composed of a representative of each department in the College of Education and a practitioner appointed by the Dean. The Associate Dean and a Professional Advisor serve as Ex-Officio members.

#### Conditions:

Students are eligible to appeal under the following conditions:

- When the minimum required score on one part of the Praxis Core has not been achieved after a minimum of three attempts at the tests with the highest score being within three points of the required score. (The remaining two areas must have been passed prior to initiating an appeal.)

Minimum Test Scores for Praxis Core	
Test	Required Score
Reading	156
Math	150
Writing	162

- When the reason(s) for denial of admission are related to non-academic measures.
- When either academic or non-academic requirements preclude a candidate from continuing in the Teacher Education Program.

## **Attention**

Appeals are available for test score deficiencies and other problems that preclude a candidate from advancing in the Teacher Education Program, other than GPA requirements. Candidates must have the required minimum GPA (2.75 overall and 2.75 from the General Education core calculation) for admission to the Teacher Education Program.

### **Appeals Procedure (INCOMPLETE APPEALS PACKETS WILL NOT BE ACCEPTED)**

- Complete the Application to Appeal Form.
- Submit a word-processed letter of justification explaining what is being appealed and why you feel an appeal should be granted to you.

#### **Your letter must reflect the following information:**

- A defensible case that provides strong evidence that you possess the necessary attributes to be a "good risk" candidate for the profession.
  - Strong evidence that you have made serious attempts to remediate the Praxis Core area in which your score was deficient before retaking that part of the examination. For example: Tutoring, study materials, taking courses pertinent to deficient area, etc. You must have pursued multiple avenues to increase your skills. Just using study materials and retaking the test multiple times will not be considered serious attempts to remediate the area in which your performance is deficient.
- Include at least two letters of support for your case. Both must be from instructors who are familiar with your academic work. At least one of these letters MUST be from an instructor in the College of Education.
  - Include a transcript from ETSU Registrar's Office (This MUST be requested two weeks in advance.)
  - Complete the General Education Computation Sheet - This is a separate form that is available via a hyperlink listed below the Appeals Application on the COE web site.
  - Complete a Program of Study with grades filled in. Do NOT simply copy the program of study you have for your records. Print a new POS per your catalog year and use the one you received when you started your file as a guide. This should be neat.
  - Provide Praxis Core scores (You cannot appeal for test scores unless you have passed two sections of Praxis Core and have taken the remaining test three times, scoring within three (3) points of the required score): Include copies of all test reports from ETS to verify your Praxis Core scores.
  - You may be asked to appear for a personal interview before the appeals committee. You will be provided with approximately 10 minutes for the purpose of summarizing your reasons for appeal. Following your presentation, members of the committee may choose to ask you questions.
  - At the conclusion of the question and answer period, you will be asked to leave and will be notified of the committee's decision immediately after the meeting. Written notification will follow within two weeks of the committee's deliberation. A letter will be filed in your records indicating the committee's decision relative to your appeal.

## **Deadlines/Committee Meetings for Appeals Process**

### **Notice the following deadlines for Teacher Education Program Appeals**

All appeal applications must be complete or they will be returned to the student. All Appeals materials must be submitted in a single packet to Joel Tramel, 321 Warf-Pickel.

**TO SUBMIT AN APPEALS APPLICATION OUTSIDE THE DEADLINE DATES, PLEASE  
CONTACT JOEL TRAMEL AT [tramel@etsu.edu](mailto:tramel@etsu.edu)**

#### **Appeals during Fall Semester**

Admission to Teacher Education appeals deadline for priority registration:

- On or before September 15<sup>th</sup>
- On or before December 16<sup>th</sup>

#### **Appeals during Spring Semester**

Admission to Teacher Education appeals deadline for priority registration:

- On or before February 15<sup>th</sup>
- On or before April 15<sup>th</sup>

#### **Appeals during Summer Semester**

Admission to Teacher Education appeals deadline for priority registration:

- On or before June 15<sup>th</sup>
- On or before July 31<sup>st</sup>

The committee will meet shortly after each noted deadline date.

## Application to Appeal

Name	ID (Not SSN)
Major	Advisor/Mentor
Address	Phone

**Instructions:**

The following information is needed in order to properly prepare the materials for your hearing. The Appeals Committee may access your Teacher Education Program file and review your transcripts. Furthermore, your major department may be asked to provide information about your situation.

1. Complete this form. (Application to Appeal)

2. Submit a word-processed letter of justification explaining what is being appealed and why you feel an appeal should be granted to you. Your letter should reflect the following information:

- A well-documented and defensible case that provides strong evidence that you possess the necessary attributes to be a "good risk" candidate for the profession.
- Strong evidence that you have made serious attempts to remediate the Praxis Core area in which your score was deficient before retaking that part of the examination. For example: Tutoring, study materials, taking courses pertinent to deficient area, etc. You must have pursued multiple avenues to increase your skills. Just using study materials and retaking the test multiple times will not be considered serious attempts to remediate the area in which your performance is deficient.

3. Include at least two letters of support for your case. Both must be from instructors who are familiar with your academic work. At least one of these letters must be from an instructor in the College of Education.

4. Provide transcript either from ETSU Registrar's Office (This MUST be requested two weeks in advance) or printed from GoldLink and signed with the following statement: "To the best of my knowledge this transcript is correct."

5. Complete the General Education Program Computation Sheet. This is a separate form that is available via a hyperlink listed below the Appeals Application on the COE web site.

6. Complete a Program of Study with grades filled in. Do NOT simply copy the program of study you have for your records. Print a new POS per your catalog year and use the one you received when you started your file as a guide. This should be neat.

7. Provide Praxis Core Scores (You cannot appeal for test scores unless you have passed two sections of Praxis Core and have taken the remaining test three times, scoring within three (3) points of the required score): Include copies of all test reports from ETS to verify your Praxis Core scores.

8. You may be asked to appear for a personal interview before the appeals committee. You will be provided with approximately 10 minutes for purposes of summarizing your reasons for appeal. Following your presentation, members of the committee may choose to ask you questions. At the conclusion of the question and answer period, you will be asked to leave and will be notified of the committee's decision verbally immediately after the meeting. Written notification will also occur within two weeks of the meeting.

9. At the conclusion of the question and answer period, you will be asked to leave and will be notified of the committee's decision immediately after the meeting. Written notification will follow within two weeks of the committee's deliberation. A letter will be filed in your records indicating the committee's decision relative to your appeal.

**Signature:** I have read the above information and understand that the Appeals Committee will utilize several different sources of information as part of the decision making process.

Name	Date

# COMPUTATION SHEET

## GENERAL EDUCATION REQUIREMENTS FOR ADMISSION TO TEACHER EDUCATION

Student Name: \_\_\_\_\_

ETSU ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL COURSES USED MUST BE FROM THE GENERAL EDUCATION CORE**

Indicate the courses and course numbers you are using in your calculation.

\* **You must use the Gen. Ed. 8 hours of Science and 3 hours of Math specific to your major.**

COURSE	LETTER GRADE	GRADE POINT	X	COURSE CREDIT HOURS	=	QUALITY POINTS
EXAMPLE: ENGL 1010	B+	3.3		3		9.9
ENGL 1010	_____	_____		3		_____
ENGL 1020	_____	_____		3		_____
*SCIENCE: _____	_____	_____		4		_____
*SCIENCE: _____	_____	_____		4		_____
*MATH: _____	_____	_____		3		_____
(Choose 5 other <u>Gen. Ed.</u> Courses for below)				3		_____
_____	_____	_____		3		_____
_____	_____	_____		3		_____
_____	_____	_____		3		_____
_____	_____	_____		3		_____
_____	_____	_____		3		_____
				<b>32</b>	<b>**TOTAL</b>	_____

\*\* To calculate GPA divide the total Quality Points by 32 (Do not round up)

➔ ➔ ➔ ➔ ADDITIONAL REQUIREMENT: MUST HAVE PASSED THE UIT PROFICIENCY EXAM OR PASSED CSC1100 USING INFORMATION TECHNOLOGY: grade \_\_\_\_\_ passed proficiency exam \_\_\_\_\_

Your GPA should be a whole number and then 3 digits after the decimal. You do NOT round up.

GENERAL EDUCATION GPA (Do not round up): \_\_\_\_\_ (total Quality Points divided by 32)

TEACHER EDUCATION STUDENTS MUST HAVE A MINIMUM CALCULATED GPA OF 2.75.

### ETSU GRADE POINT ALLOCATION

Letter Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

**PLUS:**  
Completion of EDFN 2100 with "B-" or higher.

**AND:**  
Completion of EDFN 2300 with "B-" or higher.