



## Appeals and Retention Procedure

### Appeals Procedure for Applicants Entering the Teacher Education Programs

Candidates denied admission to the Teacher Education Program(s) at Dalton State College may appeal the decision to the School of Education Appeals Committee. All appeals candidates must complete an appeals packet and provide the supplemental paperwork required. A candidate's application will only be considered if the candidate has a cumulative **GPA of 2.65 – 2.69** in their academic work.

Candidates may obtain a copy of the appeals packet from the School of Education office and/or website. The candidate will be notified in writing of their appeal results. An adverse decision by the School of Education Appeals Committee may be appealed to the Dean of Education. If the Dean of Education rejects the appeal, the candidate may appeal to the Vice President of Academic Affairs.

If a candidate wishes to appeal their denied application, the School of Education appeals process is as follows:

1. The appeal process is initiated when the candidate is notified via mail and/or DSC email of his/her denied application to the Teacher Education Program.
2. The candidate must submit the original and completed Appeals Packet to the School of Education's Administrative Assistant by the designated due date. Documents in items (a) & (b) **are required**; documents in item (c) are optional. An appeals packet may be obtained from the School of Education office and/or website and must be submitted before the designated appeal due date.
3. The candidate will be notified of the Committee of Appeals meeting date. Candidates should be available to speak to the Committee during the designated Appeals Committee's meeting date and will have the opportunity to speak to the committee, if the candidate chooses. Speaking to the committee is *optional*.
4. The candidate will be notified via mail and/ or DSC email of the Appeals Committee's decision.

Individuals who are considering an appeal are advised to start the process well in advance of the designated appeals deadline. **Applications received after the due date will not be considered until the next semester.**

### Applicant Appeals Documentation Required

- \_\_\_\_\_ a. Completed Application of Appeal form
- \_\_\_\_\_ b. A personal letter of appeal to the School of Education Appeals Committee explaining the reason(s) for the appeal.
- \_\_\_\_\_ c. Any other documents that the candidate believes would support their appeal. (i.e. letters of support from DSC or other college faculty members who are familiar with the student's academic work and/or potential)

## **Appeals Procedure for Blocks I, II, III, or Summer Block Early Childhood Teacher Education Candidates and PES I, II, III Secondary Education Teacher Candidates**

One important goal of the Teacher Education Programs is to ensure and maintain the Teacher Education Program standards. The following standards must be met by all candidates in the Teacher Education programs in order for candidates to continue:

1. maintain a GPA of 2.7 or higher
2. completion of all Teacher Education courses with a grade of C or better
3. maintain an Assessment of Professional Behavior Disposition (APBD) score of 3.0 or higher  
(APBD scores are applicable only in Blocks/PES I, II, III, and IV)
4. maintain a Supervisor Assessment of Behaviors and Dispositions (SABD) score of 3.0 or higher (SABD scores are applicable in Blocks/PES II, III, IV only)
5. maintain the following required Teacher Candidate Observation Instrument (TCOI) rating:
  - Block II** – must maintain a TCOI rating of 2.0 or above
  - Block III** – must maintain a TCOI rating of 2.5 or above
  - Block IV** – must maintain a TCOI rating of a 3.0 or above
6. meet the Professional Growth plan, if developed and implemented
7. adhere to the Code of Ethics of the Professional Standards Commission  
(Code of Ethics listed on: <http://www.white.k12.ga.us/ethics.html>)

At the end of each semester (Blocks I, II, III, ECE Summer Block(s), PES I, II, III, IV), a candidate who does not meet the requirements listed above will not be retained in the Teacher Education Program(s). Dismissal may be immediate. Candidates who are dismissed from the Teacher Education Program(s) may appeal the decision to the School of Education's Appeals Committee. In order to appeal, candidates must complete an appeals packet and provide the supplemental paperwork required. Candidates may obtain a copy of the appeals packet from the School of Education office and/or website. The candidate will be notified in writing of their appeal results. An adverse decision by the School of Education Appeals Committee may be appealed to the Dean of Education. If the Dean of Education rejects the appeal, the candidate may appeal to the Vice President of Academic Affairs.

If a candidate wishes to appeal their dismissal, the School of Education appeals process is as follows:

1. The appeal process is initiated when the candidate is notified of his/her failed requirements within the Teacher Education Program via mail and/or DSC email.
2. The candidate must submit the original and completed Appeals Packet to the School of Education by the designated due date. Documents in items (a) & (b) **are required**; documents in item (c) are optional. An appeals packet may be obtained from the School of Education office and/or website and must be submitted before the designated appeal due date.
3. The candidate will be notified of the Committee of Appeals meeting date. Candidates should be available to speak to the Committee during the designated Appeals Committee's meeting date and will have the opportunity to speak to the committee, if the candidate chooses. Speaking to the committee is *optional*.
4. The candidate will be notified via mail and/ or DSC email of the Appeals Committee's decision.

Individuals who are considering an appeal are advised to start the process well in advance of the designated appeals deadline. **Applications received after the due date will not be considered.**

### **Retention Appeals Documentation Required**

- \_\_\_\_\_ a. Completed Application of Appeal form
- \_\_\_\_\_ b. A personal letter of appeal to the School of Education Appeals Committee explaining the reason(s) for the appeal.
- \_\_\_\_\_ c. Any other documents that the candidate believes would support their appeal.  
(i.e. letters of support from DSC or other college faculty members who are familiar with the student's academic work and/or potential)

# APPLICATION FOR APPEAL

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

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

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Home Work Cell

E-Mail \_\_\_\_\_

Education Program (check one) Early Childhood \_\_\_\_\_ Secondary \_\_\_\_\_

Block / PES # (if applicable) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student acknowledges review of the Teacher Education Program(s) admission and retention policies)

## FOR OFFICE USE ONLY:

Departmental justification should be provided in this space (if needed):

Date Application Received:

Received by:

Appeal Application Completed: \_\_\_\_\_

Appeal Letter Submitted: \_\_\_\_\_

Support Letters Provided: \_\_\_\_\_ \_\_\_\_\_

Current Cumulative Grade Point Average (**a min. of 2.65 – 2.69**) \_\_\_\_\_

Appeal Review Date:

Decision (circle one): Accept Deny

Appeal Decision Notification Date:

Format (circle): Mail or Email

NOTES: