



**COLLEGE OF EDUCATION  
CREDENTIAL APPEALS COMMITTEE (CAC)  
Appeal Policy and Procedures**

**Purpose.** The purpose of the Credential Appeals Committee (CAC) is to hear student appeals of action taken by the *Teaching Credentials Department* related to continuation in any teaching credential program. The continuation actions subject to appeal are those related to: low GPA in credential courses; incomplete grades in credential courses; discontinuation from student teaching with the recommendation that the student NOT be allowed to repeat; discontinuation from the program; and student's wishing to return to the program after a delay of more than two semesters.

*\*\*Admission decisions, which are based on the professional judgment of faculty, are not subject to appeal.*

**Membership.** The CAC is composed of eight members: four faculty members from the College of Education representing the basic credential programs, and one member from each of the following colleges: Arts & Letters, Health & Human Services, Natural Sciences & Mathematics, and Social Sciences & Interdisciplinary Studies. A staff program advisor will assist at the meetings as an ex-officio member.

The Deans of the respective Colleges will appoint faculty members for indeterminate terms. When appointing faculty to the CAC, Deans are encouraged to consider gender, ethnic, and program representation in consultation with the Associate Dean. A quorum for decision-making will be four members. If four members are unavailable for a meeting, an alternate member will be appointed for a single meeting. The criterion for selection of alternate members is previous successful service on CAC.

**Schedule.** Meetings of the CAC are held at the beginning and close of each semester, as needed

**Procedures—Filing.** A student wishing to appeal a decision concerning his/her continuation in a teaching credential program, should come to the Academic and Program Services Office in the College of Education (Eureka Hall 401) and request information about the credential appeal process.

1. The student will be advised of the CAC meeting date and whether he/she needs to appear in-person at the meeting or just submit a written appeal. In-person appeals are required for (a) those students desiring to return after a delay of more than two semesters; (b) those students who have received a No Credit grade in student teaching, or other early field experience, accompanied by a supervisor/program coordinator/area group recommendation that the student not be allowed to repeat; (c) those students who are recommended to be discontinued from the program by their supervisor/program coordinator/area group.

- The student will be given (or emailed) the appeal petition and asked to complete and return it with **nine copies** by the Friday or Monday preceding the scheduled meeting. If the appeal is an in-person appeal, the student will be given a time to appear at the meeting. Prior to submitting the appeal petition, the student may request copies of material from their official credential file which may be necessary in preparing the appeal.
2. The student will be informed at the time he/she returns the completed appeal petition whether or not any additional materials will be presented to the CAC members at the meeting. If so, the student will be provided with a copy of those materials in order to enable him/her to make a rebuttal, if desired.

**Procedures—Meeting.** The meeting is chaired by the chairperson of the Teaching Credentials Department.

1. The Chair calls the meeting to order, and the materials submitted by the students appealing are distributed in addition to material deemed pertinent to the appeal.
2. Each written appeal is reviewed and discussed by the Committee. At the conclusion of the discussion a motion is made related to the student appeal and a vote is taken. A simple majority vote is required to carry the motion.
3. If the appeal is in-person, the Committee members introduce themselves to the student appealing.
  - a. The student explains and elaborates on the written appeal (5 minute limit).
  - b. The Committee members may ask questions of the student appealing (10 minute limit).
  - c. At the conclusion of the questioning, the student will be excused.
  - d. One faculty member may speak to the situation (5 minute limit) followed by a question and answer. (10 minute limit).
  - e. At the conclusion of the questioning the faculty will be excused.
  - f. The Committee may ask to review information in the student's credential file while discussing the appeal.
  - g. At the conclusion of the discussion, a motion is made related to the student appeal and a vote is taken. A simple majority vote is required to carry the motion.
  - h. If the decision is unfavorable, the student appealing may request, after a reasonable period of time, a second in-person appeal. The request will be granted if sufficient new information is available to overturn the earlier decision. All above procedures apply to the second appeal.

**Procedures—Concluding.** The student will receive the Committee's decision by mail; however, he/she can call the department after 1:30 pm the day of the meeting (if the meeting was in the morning) to receive the Committee's decision.

The student who wishes to question the procedures followed by the CAC should seek an appointment with the Associate Dean of the College of Education. The Associate Dean will review the procedures used by the CAC in arriving at a decision to insure fairness to the student.

\*\*A credential program student who wishes to grieve a grade in a professional education course, either letter grade or Credit/No Credit, should go the Academic and Program Services Office – Eureka Hall 401 for information about the “Student Grade Appeal Procedures.” Also available is a University “Statement Regarding Student Complaints.”