

# APPEALS PROCESS

Students who have been denied admission to the Teacher Education Program, denied permission to continue on in the education sequence of courses or denied permission to Student Teach may appeal the decision of the Department. Appeals will generally be limited to the following issues:

- A. Cumulative grade point below 2.75
- B. Failure to take or pass the MTTC Professional Readiness Exam (PRE)
- C. Any grades below a C+ in any level II course or field placement
- D. Inability to continue in the Education program resulting from unsatisfactory field placement recommendations.

**The following procedure applies for A, B & C above:**

1. An [appeals Information form](#) should be completed, along with a typed letter of appeal. **BOTH** should be submitted to the Teacher Education Appeals Committee Chairperson for consideration by the committee.
2. The letter of appeal should include:
  - a. the reason for appeal, including the terms of denial;
  - b. a specific request;
  - c. a rationale for the request; and,
  - d. supporting evidence.
3. The Appeals Committee will provide written notification to the student regarding decisions and/or recommendations.
4. Students may appeal the decision of the Teacher Education Appeals Committee to the Hope College Student Standing and Appeals Committee. Procedures are outlined in the Hope College Catalogue. Additional information may be available through the Dean for the Social Sciences or the Provost.