

**II.**

**POLICIES TO ADDRESS  
INDIVIDUAL NEEDS**

# 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 2.5
- B. Failure to take or pass the MTTC Basic Skills test
- C. Any grades below a C+ in any level II course or field placement
- D. A compelling need to take ED 220/221-Educational Psychology and EDUC-225/226 concurrently

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

1. An appeals Information form (available in the Education Department office) 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.

**The following procedure applies to D above:**

1. An appeals information form specifically designated for those who need to take ED220/221-Educational Psychology and ED225/226-Exceptional Child should be completed. Please ask for the appeals form for ED 220 & ED 225 in the Education Department office.
2. The Appeals Committee will provide written notification to the student regarding decisions and /or recommendations.

# **STUDENT SUPPORT SYSTEM**

The Education Department has developed specific procedures and requirements to be accepted into the Teacher Education Program. Despite this, each year, a small, but consistent number of students have “fallen through the cracks” in one way or another. Some of these students have exhibited difficulties with professional behaviors (i.e.-attendance, responsibility, social skills, etc.), while others have allowed grade point averages to drop below acceptable levels. In any case, this can create a problematic situation. A procedure has been developed to systematically address concerns with these students in an effort to provide both support and focus towards rectifying the situation and continuing towards a successful experience in the Teacher Education Program.

When a professor identifies a concern about a student, he or she will meet with the student to address the concerns and determine an appropriate course of action. If the concerns continue, the professor then has the option of presenting the concern at a designated departmental meeting for discussion. The Department will determine if any additional action is needed; this might consist of an individual conference with the student and referring professor or a meeting with the Student Support Committee. At this point, the student would develop a plan of action/contract, which would then be reviewed by the committee. At each point, the student will be encouraged to accept responsibility for the development of the plan and the necessary follow-through. Education Department faculty will serve as “coaches” to assist the student until the terms of the plan/contract are completed.

The intent of this procedure is to provide encouragement and support when a student is experiencing some type of difficulty before or after having been accepted into the Teacher Education Program, but prior to the student teaching experience. It is hoped that in doing so, the student will be aided in successfully completing the requirements of the Teacher Education Program.

## **Sexual Harassment and Grievance Procedure**

In all matters involving sexual harassment, sexualization, and gender, the Education Department is guided by the Hope College Policy on Sexual Harassment. A complete copy of the Sexual Harassment Policy can be found at Hope's Van Wylen Library, Provost's office, Human Resources office, and Dean of Students office. It is also available on Hope College's Web site (<http://www.hope.edu/admin/documents/sexualh.html>).

## **Code for Academic Integrity**

In all other matters, including student cheating (Code for Academic Integrity at Hope College or College Catalog (pp.81-82), the Department follows the guidelines and procedures described in the Faculty Handbook (<http://www.hope.edu/student/development/policies/handbook/integrity.html>).

