

Admission to Student Teaching

Students are eligible for admission to student teaching after the following requirements have been met:

1. Admission to teacher education.
2. Completion of the respective EC-4, EC-12, 4-8, or 8-12 major requirements with a minimum 2.50 grade point average. Only grades of C or above will be accepted.
3. Completion of the professional development requirements with a minimum 2.50 grade point average. Only grades of C or above will be accepted.

The application for student teaching can be obtained from the office of Student Teaching and Field Experiences and should be completed prior to the semester planned for student teaching. The Committee of Admission to Student Teaching reviews all application. Upon approval (or *disapproval*) by the Committee, the Chair of the Committee notifies students by letter.

The student is cautioned not to contact a school district in an attempt to gain placement for student teaching. The placement of students for this experience is the responsibility of the Director of Student Teaching and Field Experiences. There is an agreement between the school districts and the College of Education that only the Director will make such contacts.

APPEAL AND GRIEVANCE PROCESS

A student may appeal the decision made by the Committee on Admission to Teacher Education or the Director of Student Teaching and Field Experiences if denied either admission to teacher education or admission to student teaching. The student may submit a formal appeal to the University Teacher Education Council. The following steps are to be completed:

1. Confer with the head of the Department of Curriculum and Instruction or the director of Student Teaching and Field Experiences to determine the factors upon which the decision was based.
2. Confer with faculty advisor to determine if there is evidence that may be presented to the University Teacher Education Council to support the appeal.
3. Prepare the evidence and a letter that states the request for a review and the rationale for such a request.
4. Present the materials to the Dean of the College of Education who will confer with the chairperson of the University Teacher Education Council about the request for a hearing.
5. Await notification of a hearing date by the office of the Dean of the College of Education.
6. Await written statement of the University Teacher Education Council's decision.