

Candidate Appeal Process

- A. Purpose of Procedure

To provide a due process review and appeal mechanism for candidates who question any decision made with respect to their admission to, or satisfactory progress in, the Teacher Education Program at Monmouth College.
- B. Issues Subject to Appeal
 1. Reasons (other than ICTS test scores) given for denial of admission to the Teacher Education Program at Monmouth College.
 2. Reasons (other than ICTS test scores) given for refusal to authorize placement in student teaching.
 3. Suspension of the student teaching experience.
- C. Steps in the Appeal Process
 1. Within ten school days after notice of the adverse decision, the candidate must submit in writing to the Chair of the subcommittee a request for a hearing with the Teacher Education Subcommittee (or rehearing if the decision appealed was previously made by this Subcommittee). The request shall contain the following information:
 - a. Candidate's name
 - b. Precise statement of major, and of minors if any
 - c. Any other pertinent personal demographic data
 - d. The specific issue on which the hearing is requested, the reason for the request, and as much extended rationale as deemed necessary by the appealing candidate.
 - e. Included with the above rationale shall be evidence that the candidate has consulted with a full-time faculty member in the Department of Education, a major academic advisor, and any other college official who has a role in the matter as an advisor or counselor to the candidate. To the extent possible, this information should be in the form of original documentation or correspondence. To the extent that is not available, the appealing candidate should provide summaries of relevant conversations.
 2. After the above information has been submitted, the Subcommittee shall meet with the candidate at a time mutually agreeable. The candidate will be permitted to make a presentation to the Subcommittee. The Subcommittee may question the candidate or initiate conversation with the candidate, as may be agreed to at the time the meeting is scheduled. The Subcommittee will excuse the candidate to make its decision on the request.. The Subcommittee may defer its decision to a subsequent meeting if it elects to search out further information.
 3. If the decision is not acceptable to the candidate, s/he may appeal the decision to the Vice-President of Academic Affairs using the guidelines set forth in the Scots Guide. The Vice-President, at his/her option, may consult with the Subcommittee in the course of reaching a decision.
 4. In the event a candidate either fails to appeal any decision within prescribed time limits, or comes to the end of the appeal process with a decision that limits his/her continued participation in the program, that candidate's singular option for seeking continued status in the Program is to initiate a re-application.