

## **Admission and Retention Subcommittee Professional Education Council**

### **Guidelines for Subcommittee Actions**

**Committee Charge:** To hear appeals regarding denial of admission to programs leading to certification by Kentucky's Education Professional Standards Board, to review student applications for admission to professional education and student teaching when needed, and ~~and~~ to review the status of students admitted to certification programs and make recommendations regarding continuance.

#### **Membership**

The committee is composed of five members of the PEC, appointed by the Vice Chair of the Professional Education Council (PEC): one PEC member who holds a professional certificate in education; three university faculty members, at least one of whom represents a department outside the College of Education and Behavioral Sciences; and the vice chair of the PEC, who serves as chair of the subcommittee. PEC members chosen to serve on the subcommittee must not be from the same program area/department as the student whose appeal is before the subcommittee.

#### **Procedure for Initiating the Appeal Process**

- The CEBS dean will send written notification to a student who is denied admission to the professional education unit, or who has been recommended for dismissal by his/her program faculty, with concurrence from the department head and CEBS dean. The dean's letter will also provide brief information regarding the appeals process and will indicate that a follow-up letter will be forthcoming to provide further details.
- When a student wishes to appeal the decision to deny admission to the professional education unit (teacher admissions) or admission to student teaching, the student should write a formal request and send it to the dean of the College of Education and Behavioral Sciences (CEBS) indicating that said student is requesting an appeal and why – in other words, why should the committee recommend that the student be admitted?
- The chair of the Admission and Retention Subcommittee will send the student a letter to describe the appeals process. In the case of a student recommended for dismissal from the professional education unit, the letter will offer the student the opportunity to request that he or she be allowed to withdraw, voluntarily from the unit, and the letter will provide directions and a deadline for taking this action. The student who elects to appeal the denial of admission or the recommendation for dismissal will be given a deadline by which he or she must notify the subcommittee chair of the intent to appeal. In this case, the student will be expected to provide a written notification of appeal, articulating the basis for the appeal. In addition, the student will be invited to provide any supporting documentation for the appeal.
- Upon receipt of the student's letter, the subcommittee chair will inform the student when the next scheduled meeting of the Admission and Retention Subcommittee will be held. The committee convenes once per month on an as needed basis.
- In the case of a denial of admission, if the student does not respond by the deadline, or if the student writes to indicate that he or she does not wish to appeal the denial of admission, no further action will take place; i.e., the student will not be recommended for admission to the professional education unit.

- In the case of a recommendation for dismissal from the professional education unit, if the student does not respond by the deadline, or if the student writes to indicate that he or she does not wish or intend to appeal the recommendation for dismissal, the dean will request that the recommendation for dismissal be placed on the agenda of a subsequent PEC meeting for final action. At the dean's discretion, the Admission and Retention Subcommittee may be asked to review the recommendation to dismiss the student from professional education, before the recommendation is presented to the full PEC.

### **Procedure for Conducting Hearings of Student Appeals**

- Subcommittee members will be provided with copies of the student's appeal and any documentation provided by the student in support of the appeal. In addition, the Office of Teacher Services (in the case of a denial of admission) or the program faculty (in the case of a recommendation for dismissal) will be requested to provide documentation to support the denial of admission/recommendation for dismissal, and copies of these documents will also be provided to subcommittee members.
- The following persons may be invited to attend the hearing, in addition to subcommittee members: the student, and either the Director of the Office of Teacher Services or his/her designee (in the case of a denial of admission), or a representative from the program faculty who have recommended dismissal from the program.
- The Director of the Office of Teacher Services (or designee) or program faculty representative will be asked to present the case for denial/dismissal, and then the student will be invited to respond and present his/her appeal. Subcommittee members will have an opportunity to question both parties. Neither the student nor the university representative will be allowed to ask questions of each other.
- After all information has been presented, the student and the university representative will be asked to leave while subcommittee members discuss the case. Once a decision is reached, the chair will share the subcommittee's recommendation with both parties.
- The subcommittee chair will send a follow-up letter through email to both parties to confirm the subcommittee's recommendation.
- If both parties are satisfied with the recommendation, that recommendation will be forwarded to the PEC for final action.
- If either party wishes to appeal the subcommittee's recommendation to the full PEC, he or she may indicate that intention in writing by the deadline indicated in the letter. In this case, the appeal will be heard by the full PEC, at a meeting to be determined by the PEC Chair. Both parties will be invited to attend the PEC meeting at which the appeal is scheduled to be heard. The appeal hearing will be conducted in closed session, and after the student and the university representative have presented their information and answered PEC members' questions, the student and the university representative will be asked to leave. After discussion, the PEC will vote on a recommendation regarding the disposition of the student's appeal.
- The decision by the PEC is final.