

Policy and Procedure for Enrolling in Student Teaching for a Second Time

Students who have been dismissed from their first student teaching assignment, either at the request of the cooperating school, the university supervisor, the Director of The Office of Teacher Education Services and Clinical Practice, have terminated the assignment themselves, or have received a grade of *no credit*, must go through an appeals procedure before they enroll in student teaching a second time. Students required to do multiple placements will not be permitted to continue subsequent placements without successful completion of the first student teaching assignment.

Procedure:

1. The student indicates with a request in writing to the Director of Teacher Educational Services and Clinical Practice, that they wish to enroll for student teaching a second time. The student should state that they wish a meeting with the appeals committee. The letter should also include a rationale for why the student should be allowed to enroll in student teaching for a second time and provide information about additional experiences, which the student has undertaken or will take to help them to remediate problems identified during the first student teaching assignment.
2. The Director of the Office of Teacher Educational Services and Clinical Practice requests that the Associate Dean convene an appeals committee meeting consisting of, but not necessarily limited to the following:

Associate Dean-Chair
Director of the Office of Teacher Educational Services
Appropriate Teachers College Department Chair
Appropriate Academic Chair (if secondary)

Others to be included, when appropriate, in the appeals process as non-voting members:

Student's University Supervisor
Director of Disability Services
Student's Advisor
Any other person(s) deemed appropriate by the Associate Dean
*Parents may accompany the candidate, but must wait in the designated area during the appeals committee meeting

3. The Associate Dean will establish a time when the student will meet with the committee.
4. The Associate Dean sends a letter to the student indicating the time and place of the meeting and requesting that the student be prepared to discuss at the meeting their rationale as to why they should be allowed to student teach again. The student should provide any other additional information concerning the steps undertaken to help him/her to remediate problems identified during the first student teaching.
5. The committee will meet again to decide whether the student will be allowed to enroll for a second student teaching assignment. Decisions will be made on a case-by-case review.

Typical decisions could be:

Retake or enroll in new courses
Additional time, i.e. a semester for remediation
Require additional experiences
Allow a second student teaching experience
Reject

6. The student will be informed by the Associate Dean, **in writing**, of the decision within 10 (ten) public school days after the committee meeting.
7. **Students can appeal only one time.**

Signature _____

Print name _____

Date _____

October 10, 2016
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