

**Appeals and Retention Procedure**  
**ADMISSION TO TEACHER EDUCATION APPEALS PACKET**

**Appeals of Teacher Educations Students**

Students denied admission to or continuance in the Teacher Education Program at Dalton State College may appeal the decision to the Teacher Education Admission and Retention Committee. In order to appeal, students must complete an appeals packet which contains the following: an appeals letter, an application for appeal, letters of support from two college or university faculty members who are familiar with the student's academic work, and any other documents that the candidate believes would support the appeal. Students may obtain a copy of the appeals packet from the Teacher Education Division. An adverse decision by the Teacher Education Admission and Retention Committee may be appealed in writing to the Vice President for academic affairs, whose decision will be final.

**DALTON STATE COLLEGE ~ DIVISION OF EDUCATION**  
**ADMISSION TO TEACHER EDUCATION APPEALS PACKET**

Teacher Education admission requirements are considered to be minimal. If the candidate for admission does not meet all of the minimal requirements but wishes to appeal on the basis of additional substantial academic information, the following procedures must be followed.

1. In consultation with the candidate, the appeal process is initiated by the program advisor for the teacher education program to which the candidate is seeking admission. Individuals who are considering an appeal are advised to start the process well in advance of the deadline, since departmental personnel may not be readily available between terms. Candidates may appeal without departmental support.
2. An appeals packet containing the following supporting documents must be submitted to the Division of Education by the due date. Documents in items (a-c) **are required**; documents in item (e) are optional.

**Relevant Appeals Application Documents**

- \_\_\_\_\_ a. A letter of appeal to the Appeals Committee explaining the reason(s) for the appeal. This letter must be submitted to the Division of Education at the time the candidate seeks approval.
  - \_\_\_\_\_ b. Application for Appeal form which includes signature and endorsement of division chair (or designee).
  - \_\_\_\_\_ c. Letters of support from two Dalton State College or other college faculty members who are familiar with the student's academic work and/or potential.
  - \_\_\_\_\_ d. Any other documents that the candidate believes would support the appeal.
3. The candidate must submit the original and copies of the Appeals Application packet to the Division of Education by July 15th. The candidate will be informed of the Committee meeting date. Applications received after the due date will not be considered.
  4. Candidates should be available to speak with the Appeals Committee at its meeting.

# APPLICATION FOR APPEAL

Student Name \_\_\_\_\_

SS# \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Home Work Cell

E-Mail \_\_\_\_\_

Classification (check one) Junior \_\_\_\_\_ Senior \_\_\_\_\_

Graduate (non-degree initial preparation program) \_\_\_\_\_

Current Cumulative Grade Point Average \_\_\_\_\_

Number of Core Courses not completed \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student acknowledges review of T.E.P. admission and retention policies with Advisor)

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Advisor acknowledges review of T.E.P. admission and retention policies with student)

Departmental Representative \_\_\_\_\_  
(Signature of Department Chair or Representative)

Additional Advisor / Departmental justification should be provided in this space (if needed):

For Office Use:

Date Received:

Appeal Letter:

Support Letters:

Transcripts:

DALTON STATE COLLEGE  
DIVISION OF EDUCATION

Block I – Provisionally Admitted Student Agreement

Name \_\_\_\_\_ SSN# \_\_\_\_\_

Semester of program entry \_\_\_\_\_ GPA \_\_\_\_\_

1. \_\_\_\_\_ You have been admitted into Block I of Professional Education courses with a GPA below the required 2.7 based upon the decision of the Appeals Committee. By signing below, you understand that failure to obtain/retain a GPA of 2.7 after completion of Block I courses will result in dismissal from the Teacher Education program.

2. \_\_\_\_\_ You have been admitted into Block I of Professional Education courses. Currently, all requirements for entrance into this program have not been met because your core (Area A-F) is not yet complete.

List of courses to be taken \_\_\_\_\_

\_\_\_\_\_

Date to be completed \_\_\_\_\_

3. \_\_\_\_\_ Pass required state exam ~ GACE Basic Skills \_\_\_\_\_

4. \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

I understand that for the reason(s) checked above, I will not be eligible for the PROMISE Teacher Scholarship until all requirements for admission into the PROMISE Teacher Scholarship Program have been met and I am officially admitted/accepted into the Teacher Education Program.

I understand that for the reason(s) checked above, my acceptance into the Division of Education is provisional and agree to complete these requirements as directed.

Name of Candidate \_\_\_\_\_  
(Please print)

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Retention in the Teacher Education Program**

One important goal of Teacher Education Program is to ensure that standards and quality are maintained. The following standards must be met in order for students to continue in the program:

1. compliance with rules and regulations prescribed of all students at DSC;
2. adherence to the Code of Ethics of the Professional Standards Commission;
3. completion of all courses in the academic major and professional courses with a grade of "C" or better;
4. demonstration of competence in the use of oral and written language;
5. maintenance of an institutional grade point average of a 2.7 as required for program admission;
6. satisfactory performance in all field experiences.