
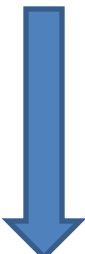
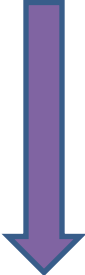




SCHOOL OF EDUCATION APPEAL PROCESS Undergraduate and Graduate Programs

	Clinical Experience/Practice Appeals	Non-Clinical Appeals (Including Dispositions)
Step 1 	Candidate and *Academic Clinical Educator/Clinical Educator meet to discuss the concerns. <ul style="list-style-type: none"> • A **written report signed by the both parties will be sent to the IUS Field Experience Office and to the Candidate. • Candidate will be given a copy of the Appeals Process. • If Candidate disagrees with outcome, move to next box. 	Candidate and Instructor meet to discuss concerns. <ul style="list-style-type: none"> • A **written report signed by both parties will be sent to the Program Coordinator. The instructor must complete a Disposition Evaluation as a part of the report. • Candidate will be given a copy of the Appeals Process. • If Candidate disagrees with outcome, move to next box.
Step 2 	Candidate and Committee consisting of Academic Clinical Educator/Clinical Educator, ***Program Clinical Experience/Clinical Practice Leader, ****Program Coordinator (Convener), and IUS Field Experience Coordinator meet to resolve. <ul style="list-style-type: none"> • A written report signed by all members of the Committee will be sent to the IUS Field Experience Office and to the Candidate. • Candidate may appeal in writing to the Program Team within 5 working days after receiving the written report. 	Candidate, ****Program Coordinator (convener) and one faculty member not related to the case meet. <ul style="list-style-type: none"> • A written report signed by both School officials will be placed in the candidate's file and given to the Candidate. This should include the Disposition Evaluation. • The faculty member not related to the case will explain the Appeals Process. • Candidate may appeal in writing to the Program Team within 5 working days after receiving the written report.
Step 3 	Program Team (chaired by Program Coordinator) and the IUS Field Experience Coordinator meet. Candidate may choose to attend. <ul style="list-style-type: none"> • The Program Team will convene within 10 working days of receiving a written appeal, and issue a written decision. • The Program Team may decide to require the Candidate to complete a Professional Improvement Plan before continuing with the placement. • Candidate may appeal in writing to the School of Education Dean within 5 working days after receiving the written decision. 	Program Team (chaired by Program Coordinator) meets. Candidate may choose to attend. <ul style="list-style-type: none"> • The Program Team will convene within 10 working days of receiving a written appeal, and issue a written decision. • The Program Team may decide to require the Candidate to complete a Professional Improvement Plan aligned to the Disposition Evaluation. • Candidate may appeal in writing to the School of Education Dean within 5 working days after receiving the written report.
Step 4 	Dean, School of Education <ul style="list-style-type: none"> • Dean will make a decision within 10 working days of receiving a written appeal. • Candidate may appeal in writing to the Executive Vice Chancellor of Academic Affairs within 5 working days after receiving a written report. 	Dean, School of Education <ul style="list-style-type: none"> • Dean will make a decision within 10 working days of receiving a written appeal. • Candidate may appeal in writing to the Executive Vice Chancellor of Academic Affairs within 5 working days after receiving a written report.
Step 5 	Executive Vice Chancellor for Academic Affairs <ul style="list-style-type: none"> • The Vice Chancellor for Academic Affairs will make a decision within 10 working days of receiving a written appeal. 	Executive Vice Chancellor for Academic Affairs <ul style="list-style-type: none"> • The Vice Chancellor for Academic Affairs will make a decision within 10 working days of receiving a written appeal.

* Academic Clinical Educator: This is often the instructor for the given course in which the clinical experience falls. In the case of student teachers, this is the assigned Clinical Educator representing the University. This is the person who has *direct supervisory responsibility* in the particular clinical experience/clinical practice assignment.

**All written reports shall be kept in a secure location by the specific Program Coordinator. Written Reports include minutes, "alert forms," evaluation forms, and other support materials.

***Program Clinical Experience/Clinical Practice Leader: This is often IUS faculty member in charge of the "Block" in which the clinical assignment falls.

****If Program Coordinator is involved in Step 1, another faculty member not involved will attend/convene.

First Approved: December 9, 2016, with revisions in January 2017. Final approval: January 2017.