

**INDIANA UNIVERSITY**

SCHOOL OF EDUCATION

Office of Teacher Education
Bloomington

Academic Policy and Procedure Appeals

The School of Education at IUB is committed to helping each student reach his or her full academic potential. In rare and extenuating circumstances, students in the School of Education may appeal to the Academic Standards Committee (ASC) for an exception or variance from certain established policies and procedures. Submitting an appeal provides no guarantee of approval.

You may appeal for temporary or permanent waivers of pre-requisites for certification to the School of Education or admission to the Teacher Education Program (TEP); adjustments to your academic program, field placement, or student teaching program requirements; and/or exceptions to the graduation requirements.

Appeals will be reviewed once a month during the school year and on a case-by-case basis during the summer and holiday breaks by a committee composed of faculty and staff. Deadlines for submitting appeals will be posted in the Office of Teacher Education (ED 1000).

The first step in the appeal process is to prepare a letter that details the extenuating circumstances supporting your belief that the school should allow you an exception or variance from established policies and procedures and grant the request. At the top of the letter you need to include:

- Date of the Appeal
- Full Name
- University ID#
- IU E-mail Address
- Education Major

Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a copy of the appeal can be sent from your IU e-mail address to edmajor@indiana.edu with "ASC Appeal" in the subject line, or you may turn it in at the front desk of the Office of Teacher Education (ED 1000).

When a decision is made, you will be notified via your IU e-mail account, a copy of the decision will be placed in your permanent file, and if the decision impacts your academic advising report (AAR), it will be updated.

If you disagree with the decision given by the ASC, you may prepare a written appeal addressed to the Assistant Dean of Teacher Education. Your appeal should include new and compelling evidence or rationale that warrants reconsideration of the ASC decision. The new appeal must follow the same format outlined above for the ASC appeal. You may send the appeal from your IU e-mail address to edmajor@indiana.edu with "ASC Appeal to Assistant Dean" in the subject line, or turn it in at the front desk of the Office of Teacher Education (ED 1000).

You will have two weeks (14 days) from the date of the initial ASC notification to appeal the decision at the next level.