



**Educator Preparation Programs Appeal Instructions  
For Program Admission or Student Teaching Eligibility Decisions**

A student who is denied program admission, anticipates not meeting admission requirements, or is not approved for student teaching may submit an appeal in accordance with these instructions. The initial denial or disapproval is presumed correct, and it is the student's responsibility to demonstrate that the initial decision was incorrect, or that a reversal/exception is appropriate, and in the best interests of the student, the University, and the profession.

Appeals will be considered and determined by the Appeals Committee, a sub-committee of the educator preparation program committee. The Appeals Committee will consist of an odd number of faculty members, and will conduct business by simple majority rule. Except for those decision in which the appellant claims there has been an error by the University, the Appeals Committee may impose additional conditions or restrictions as part of its decision. Those conditions and restrictions may include, by way of example, additional mandatory sessions with advisors, requirements to take or re-take certain courses, and so forth. A student who fails to comply with applicable conditions or restrictions may be disenrolled from the program, or removed from student teaching opportunities. Appellate decisions may require approval by authorities other than the sub-committee, such as the Graduate School, the CHEH Graduate Studies Committee, or the Chair of a particular department, in which case the approval of the additional authority is a prerequisite to the sub-committee's decision.

In-person appearances, including live witness testimony, are not permitted. The Appeals Committee will consider factors including, but not limited to: grades, scores on required or standardized tests, GPA, commitment to the profession, diversity of experiences, and so forth. The Appeals Committee will not consider factors related to any protected status, including age, sex, disability, national origin, religion, race, gender, etc. Students should note that while the Appeals Committee may have some discretion, decisions on program admission and student teaching eligibility are, to a very large degree, governed by standards imposed by the University's various accrediting bodies. Those standards include minimum grades, minimum scores on tests, and so forth. The Appeals Committee will not approve a reversal or modification that would create a conflict with accreditation standards.

**Deadlines:** Appeal packets for student teaching eligibility must be submitted no later than fourteen days before the expected start date of student teaching. Untimely appeals will not be considered. Appeal packets for admission decisions must be submitted by May 1<sup>st</sup> for a summer start date, July 1<sup>st</sup> for a fall start date, and December 1<sup>st</sup> for a spring start date.

(Continued)



**Decisions:** Decisions are final, and successive appeals of a single decision will only be considered if there has been a material change in circumstances. Students will be notified via email of the sub-committee's decision. Approval of an appeal does not make the student eligible for an Ohio teaching license, which is issued by the state Department of Education and not by the University. Successive appeals of the same decision are not permitted unless there is a material change in circumstances. Students should not make academic plans on the presumption that an appeal will be successful.

**Requirements:** Appeals may be handwritten or typed. Appeals must be legible, clearly state the basis for the appeal, and include all applicable documentation. Appellants are responsible for meeting all deadlines and other obligations related to the pertinent admission / student teaching experience. Appeals packets that do not include the following minimum documentation will not be returned, and will be automatically rejected:

1. A properly completed and signed *WSU Educator Preparation Programs Appeal Form*;
2. A brief personal statement explaining why the decision should be reversed or modified, and discussing factors that the appellant wants the committee to know or consider
3. **OPTIONAL SUPPORTING DOCUMENTATION**

The items below are examples that may be included; there may be other examples that better fit the context of an appeal.

- a. Transcripts- only for graduate degree applicants who did not attend WSU as undergraduates
- b. One letter of professional recommendation- The Appeals Committee will not consider a professional recommendation from an appellant's personal friend or family member.
- c. Documentation of communication with faculty, advisors, testing centers, etc.

It is the appellant's responsibility to ensure that packets are received on or before the deadline. Packets may be hand-delivered or mailed to 120 Millett Hall, 3640 Colonel Glenn Highway, Dayton, Ohio 45435, or transmitted by email (in a single .PDF file) to [cehs-epp-appeal@wright.edu](mailto:cehs-epp-appeal@wright.edu).



### Educator Preparation Programs Appeal Form

#### For Program Admission or Student Teaching Eligibility Decisions

*(Responses to appeal requests are sent via email. Please verify the email listed below is also listed in Wings.)*

***(Please type or print clearly)***

Applicant Name:

UID:

WSU Email:

Phone #:

**PROGRAM:** \_\_\_\_\_

**SEMESTER AND YEAR to start intending program:** \_\_\_\_\_

**I Am Appealing:** ☐ An Admissions Decision ☐ Program Admission Requirement  
☐ A Student Teaching Eligibility Decision

**Related to my *(check all that apply)*:**

- ☐ GPA
- ☐ Transcripts/Course Requirements
- ☐ Specific Course Grade
- ☐ Test Scores (ACT, OAE, WPI, OPI, Praxis, SAT, etc.)
- ☐ Other: \_\_\_\_\_

Submit the following documents in **ONE COMPLETE PACKET**.

*An incomplete packet will be automatically denied; see instructions for details*

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- c. Documentation of communication with faculty, advisors, testing centers, etc.



**CERTIFICATION:**

*My signature certifies the accuracy and completeness of the information provided. I further certify that all documents submitted in support of this application are authentic and unaltered records that pertain to me. Any misrepresentation or omission may be cause for denial or cancellation of admission and/or student teaching eligibility. I authorize Wright State University to verify information submitted for this appeal request. **I understand that if I am appealing an Admission or Student Teaching requirement, I am still responsible for meeting deadlines and all obligations that pertain to the desired admission term.** An appeal is only considered once; the decision rendered is final & nonnegotiable. I also understand that regardless of the reason, I may not submit another appeal for the same academic term. I also understand that an approval of my appeal does not mean that I will be eligible for an Ohio teaching license.*

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Appeal received on: \_\_\_\_\_

☐ Appeal Approved | Conditions (if applicable): \_\_\_\_\_

☐ Appeal Denied for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Decision Sent Date: \_\_\_\_\_