

The Teacher Education Program Admission Appeals Process

The purpose of this policy is to provide an opportunity for students applying to the Teacher Education Program at Freed–Hardeman University to have appeals addressed in a fair and professional manner. All parties involved in the appeal process are expected to conduct themselves in a manner consistent with the Christian standards of the University. Freed–Hardeman University’s TEP strives to provide educational opportunities, experiences, and services that are of the highest quality.

Occasionally, there may be those who were not initially accepted into the TEP due to not meeting the admissions requirements. In this case, they may file an appeal in the office of the Department Chair to be reviewed by the TEC. The TEP views such appeals as potential opportunities for students inspiring to become teachers.

All appeals should be routed through the following appeals process, which takes approximately fifteen (15) school days to review and to make a final decision: 1). The student will register the appeal in writing using the Teacher Education Program Admission Appeal Form, available on the FHU website at: (<https://www.fhu.edu/academics/colleges/educationandbehavioralsciences/education/teachereducationprogram>), or in the department chair’s office. The completed form should be submitted to the chair of the TEP within 10 days of the notice of “denial” from the Teacher Education Program. Within these 10 days, the department chair will route the form through the following individuals:

1. The Advisor: The advisor must respond in writing, using the Appeal Form, within two (2) school days of receipt of the appeal. The Appeal Form should be returned to the department chair.
2. Administrative Assistant: If the advisor’s response does not resolve the appeal, then the chair will forward the appeal to the administrative assistant, the gatekeeper for all TEC applications. The administrative assistant will have the opportunity two (2) school days to provide a response to the appeal. The appeal will then be returned to the department chair.
3. Director of Field Experiences: If the administrative assistant does not resolve the appeal, the chair will then forward the appeal to the director of field experiences (DFE). The DFE will provide a response to the appeal within 2 days and return the form to the department chair.
4. The Department Chair: The department chair will have two (2) school days to respond to the appeal before submitting the appeal to the Teacher Education Committee (TEC).
5. The Teacher Education Committee: The TEC’s response is the final ruling. The TEC will have five (5) school days to review and vote on a final response to the student’s appeal. The student will be notified within two (2) school days following the TEC’s decision.

Records of written student appeals and responses will be kept in the office of the Department Chair. In the interest of all involved, if the Teacher Education Program Admission Appeal Form is submitted just prior to the end of a term, deadlines (for the submission of paperwork, etc.) are subject to modification as determined by the department chair, for instruction at the point a written appeal is received.