

Appendix B

Exceptions to the Established Passing Scores on Standardized Tests (PPST) or Grade Point Requirement for Admission into Teacher Education Program

Policy: Exceptions to the established passing scores on standardized tests (PPST) for Acceptance into Teacher Education may be granted to no more than 10% of the total number of students admitted to the professional education programs for each admission period. Exceptions may not be granted to students who fail to achieve both the passing scores on the standardized examinations (PPST) and the minimum grade point requirements.

Hearing Committee: The committee charged with determining if an exception should be granted includes:

- Program Director
- Director, School of Education (SOE)
- Coordinating Chair
- One other SOE member

Required Preconditions for Applying for an Exception to the Established Scores on the PPST:

- 2.75 cumulative GPA (or above)
- Completion of failed section(s) of the PPST at least three times
- Documented evidence of appropriate preparation/remediation for PPST
- Successful completion of two sections of the PPST

Factors to be considered by the Hearing Committee when considering a Request for Exception for the PPST or GPA:

- Evidence of basic skills in reading, writing, or math, equivalent to passing score on the PPST; evidence needs to be submitted only for the failed section of the PPST
- Required 2.75 cumulative GPA if applying for a PPST exception
- GPA in professional course work
- Recommendation of program director
- Quality of letter of appeal in terms of clarity, conciseness, format, grammar, and spelling
- Timeliness of request

Procedure:

1. A student declared ineligible for admission into teacher education because passing scores on the PPST were not attained may submit a typed letter of appeal to the Director of the School of Education, including:
 - A. evidence of basic skills equivalent to a passing score on the section of the PPST that was failed; include attachments as needed. Examples of evidences include, but are not limited to, scores on an equivalent test or letters from professors of courses in which the skill was demonstrated.
 - B. reason(s) for desiring to be a member of the profession.
 - C. reason(s) for failure to meet minimum grade point average or standardized PPST test score.
 - D. for exceptions to the grade point requirement, a plan of action to assure the attainment and maintenance of an acceptable minimum grade point average.
 - E. evidence of appropriate preparation/remediation for PPST.
2. The letter of appeal and completed appeals form (Appendix A) must be delivered to 267 Home Economics building.
3. The Hearing Committee meets twice a year. The appeals form and letter are due in 267 Home Economics building on October 1st for the Fall exceptions meeting and February 1st for the Spring exceptions meeting.
4. The Director will convene the Hearing Committee at the end of each admission period.
5. The student may appear before the Hearing Committee to answer questions but may not present new data not included in the written appeal. The student must notify the Director's office if he/she intends to appear before the committee at the time the letter of appeal is delivered. Students intending to appear before the committee will be notified of the meeting at least three days prior to the meeting.
6. The student may appeal the decision of the Hearing Committee through the University Positive Action procedure. This procedure is published in the University Student Handbook. Please note that before the formal processes of positive action begin, the issue should be discussed with the Coordinating Chair, School of Education.