

**Request for Appeal of Decision Regarding the IUP Three Step Process for
Teacher Certification Regulation on Limiting the Number of Times a Student
May Take the PAPA Exams**

College of Education, Teacher Education
104 Stouffer Hall
Indiana University of Pennsylvania

Appeal Provision for the IUP Three Step Process for Teacher Certification

A student who believes that any requirement of this policy has been inequitably applied or that he/she merits special consideration, may appeal through the proper sequence of channels: academic advisor, chairperson, and finally the Associate Dean for Teacher Education. Appeals must be made before the end of the next regular academic semester following the application. Every effort should be made to resolve the appeal through the process so described. If at the conclusion of the appeals process, the student is still in disagreement with the findings, the student may request review before the Teacher Education Appeals Committee of the Academy for Teacher Preparation. The Committee will be composed of three members representing the faculty of the Academy for Teacher Preparation, the Teacher Education Coordinator's Council, and senior teacher preparation students.

To initiate an appeal, the student must file a form obtained at the Associate Dean for Teacher Education's Office, College of Education and Educational Technology. Appeals will be heard only during the regular academic semester. The student will be expected to submit written documentation of his/her complaint about the process of review for continuation or eligibility in the teacher education program. The Committee will review the materials and make its recommendation to the Associate Dean for Teacher Education. A final decision rests with the Associate Dean for Teacher Education who is the Certification Officer.

Date: _____

Student Name: _____

Banner ID: @ _____

Major Course of Study: _____

Advisor: _____

Number of Credits Completed to Date: _____

Current QPA: _____ as of _____

Campus Address: _____
Street Address City State Zip

Home Address: _____
Street Address City State Zip

Campus Phone: _____

Home Phone: _____

Email Address: _____

Highest PAPA Scores to Date: Math: _____ Reading: _____ Writing: _____ (Circle areas not passed)

SAT Scores: Verbal: _____ Math: _____

Grades in IUP Math Courses: Course 1: _____ Grade: _____

Course 2: _____ Grade: _____

Grades in IUP English Course: ENGL 101 Grade: _____

ENGL 121/122 Grade: _____

As you reflect on the PAPA exams you have taken and did not pass, explain why you believe you have been unable to pass them.

If you were afforded a third and final opportunity to take the failed exams to be admitted to IUP Teacher Education, what would you do to prepare for the exam(s)? On a separate sheet of paper, type a description of your plan for remediation. Including such things as: practicing with the PAPA online preparation materials or hiring a tutor.