



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 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 certification to the School of Education or Teacher Education Program (TEP) admission pre-requisites; adjustments to your academic program, field placement and 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 waive its policies and grant the request. At the top of the letter you need to include:

- Date of the Appeal
- Full Name
- University ID#
- IU Email Address
- TEP Program Completing
- TEP Admissions Status (i.e., Not Certified to SoE, Certified to SoE, Not Admitted to TEP, Conditionally Admitted to TEP or Unconditionally Admitted to TEP)

Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a copy of the appeal can be sent from your IU email address to [edmajor@indiana.edu](mailto:edmajor@indiana.edu) with “ASC Appeal” on the subject line or you can 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 email account, a copy of the decision will be placed in your permanent file and if the decision impacts your academic advising report, it will be updated.

If you disagree with the decision given by the ASC, you may prepare a written appeal addressed to the Associate Dean for 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. A copy of the appeal can be sent from your IU email address to [edmajor@indiana.edu](mailto:edmajor@indiana.edu) with “ASC Appeal to Associate Dean” on the subject line or turned in at the front desk of the Office of Teacher Education (ED 1000).

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