

6.3.a Hanover College Education Department

Teacher Education Committee Policies and Guidelines

*Approved January 2009 and Updated August 2013*

**TEC Composition and Voting Privileges**

* Three Hanover College faculty members appointed by the Steering Committee, one of whom will serve as Chair of the Committee.
* A minimum of two faculty member from the Education Department (9/2011)
* The Hanover College Registrar.
* Two students nominated by Student Senate and approved by the President and Vice President for Academic Affairs. These students are usually juniors and include one student in elementary education and one in secondary education. The Education Department typically submits the names of several strong students for the Senate to consider.
* The Dean of the College or his designee – usually a Division Head other than that of Social Sciences (9/2012)
* The President of the College is an ex-officio member of all campus committees.

NOTE: The remaining members of the Education Department are considered to be *non-voting ex-officio members*.

This allows the Education faculty members who are not appointed to TEC to be appointed to other committees. These colleagues are invited to come to all TEC meetings and have a voice at all meetings, but they are only "expected/strongly

urged" to attend meetings where decisions about admission or readmission of students in the program are involved.

**TEC Domains and Functions**

**(areas of authority or responsibility)**

* Establish criteria for admission to the Teacher Education Program (with input and collaboration from the Education Department).
* Rule on student applications for the Teacher Education program: admission/rejections
* Monitor the progress of program candidates; place students on probation or remove them from probation as appropriate; dismissals from the program, oversee voluntary withdrawals and conduct exit interviews for same.
* Act as advocate for the education program within the college.
* Provide feedback to the Education Department on the education program and its place within the college.
* Provide advice and counsel to the department on any matters the Department wishes to bring to TEC.
* Approve all courses recommended by departments to meet state Certification requirements. (Faculty Manual III 2.5)
* Make recommendations to the Faculty regarding regulations for Teacher Certification Programs (Faculty Manual III 2.5)
* Review or act upon petitions for exceptions to courses or requirements for admission to the program or to Certification. (Faculty Manual III 2.5) Student petitions for changes or substitutions in college degree requirements (including LDRs) or in requirements for certification by students in the teacher education program should first be sent to the Teacher Education Committee. The Teacher Education Committee will rule only on whether or not the request meets certification requirements. Those petitions that pertain to college-wide requirements and which receive favorable recommendation of the TEC will then be forwarded to Student Academic Assistance Committee for their approval.
* Enforces and communicates deadlines for program completion.

A quorum of 50 percent of membership must be present to act on any decision involving candidate admission or dismissal. (11/2012)

**Program Guidelines**

**The following guidelines are purely institutional precedents and may be revised by the Committee at any time.**

**Admission and Acceptable Status of Program Applicants and Candidates**

Admission to the Teacher Education Program typically occurs during the winter term of the sophomore year or any time thereafter (and is based on:

* Grade Point Average (must be at or above a 2.5 overall at admission, with a minimum of a 2.67 in both the major and cumulatively in order to student teach. (9/2007)
* Quality of the essay, including both content and mastery of composition skills per rubric.
* Recommendations from two Hanover College professors (one must have been an applicant course instructor)
* Admissions test criteria established by the Indiana Department of Education.
* Judicial and Academic record as verified by the Student Life office and the Chair of Student Academic Committee. TEC will pay attention to such issues as any and all forms of harassment and of academic dishonesty.

Implementation Guidelines:

* Only complete applications are sent to the Committee. (10/2011)
* Students with grades a bit below the required GPA *may* be admitted on probation. We generally do not admit a student whose GPA is below a 2.5, but the cut-off is at the discretion of the Committee and is made largely on a case-by case basis.
* A student whose essay is not well-composed may be asked to visit the HC Learning Center, re-write the essay, and re-apply. If the essay has only minor errors, the committee may chose to admit the student, but require her/him to revise and re-submit the essay to the satisfaction of designated TEC representatives. Often a member of the Committee will agree to serve as a mentor to the student in this case.
* TEC may remove a student from the program at any time if serious issues of character are brought to the attention of the committee. Students would have the opportunity to appeal such a dismissal.
* Candidates may voluntarily withdraw from the program by completing a TEC Withdrawal Request. It is requested that the withdrawing candidate participate in an exit interview by two TEC members who are not members of the Education Dept. Faculty. (5/2010)
* The Registrar’s Office will furnish GPA standings of all Education Teacher Candidates each term for review and action as needed.

**Guidelines for the TEC Chair**

The chair of TEC speaks on behalf of the Committee, sending out letters to students using the following guidelines:

a. A student who is on probation for two consecutive terms who fails to bring her or his grades above the required 2.5 -- is routinely dropped from the program, but given opportunity to petition to be reinstated. If the student is given a second chance on probation through the appeals process, and again fails to achieve a GPA above the 2.5, the student will be dropped from the program without possibility of appeal.

b. A student with improved GPA above the 2.5 level should receive a congratulatory letter saying they are being removed from probation but reminded of the 2.67 GPA both cumulatively and in the major as a requirement for student teaching.

c. A student who was NOT previously on probation, but whose GPA has dropped below the required GPA level for their Decision Point (2.5 prior to Decision Point 2 and 2.67 both in major and cumulatively, at or beyond Decision Point 2) is placed on probation automatically and gets a letter to that effect.

d. Admitted with borderline GPA (2.5), but had exceptionally strong term may be sent a letter of congratulations and encouragement. (optional)

1. A student who was NOT on probation, but had a disastrous term (term GPA well below 2.67 but cumulative GPA is still above a 2.67) is sent letter of concern and encouragement. (optional)

In addition, if a student is placed on probation an e-mail should be sent by the Chair to the student's advisor -- asking them to be supportive and to help the student find ways to improve her or his standing.

IMPORTANT NOTE: ONE TERM IS CONSIDERED EITHER FALL OR WINTER TERM (SPRING TERM OR “MAY TERM” IS NOT CONSIDERED A FULL TERM UNDER THESE TEC GUIDELINES. (10/2008)

**APPEAL PROCESS FOR TEACHER EDUCATION COMMITTEE DECISIONS**

1. An Appeal must be initiated within 30 days of the notification date on letter.
2. Appeal is made to the TEC Chair in person or in writing. The TEC Chair brings the appeal to TEC or makes further recommendation to the applicant/teacher candidate.
3. If the response of the Chair or the consideration by TEC does not satisfy the student, the student may appeal to the Social Sciences Division Head.
4. If the response of the SS Division Head does not satisfy the student, the student may then appeal to the Dean of Academic Affairs.
5. If the student remains unsatisfied, the President of Hanover College is the final point of appeal and the President’s decision is final.

This is an abbreviated procedure the Hanover College Catalog, and the Education Department Handbook. 8/2011

**PROGRAM COMPLETION POLICIES**

To be considered a program completer, the candidate would meet all of the following criteria set forth by the College and the State of Indiana and includes:

* Complete a course of study to receive a Bachelor of Arts Degree in a certified education program area.
* Complete all certification requirements as outlined in the Education Department Handbook (successfully complete student teaching and all course requirements, Level 3 Portfolio, passing scores on State Licensing examinations)
* All requirements must be completed within one calendar year of the student’s graduation. Beyond that time, individual appeals can be made via the standard appeal process outlined above. (4/2013)
* Elementary Education majors may complete the degree without admission to the certification program. Students must be admitted in order to participate in a student teaching assignment. (9/2007)

**Privacy and Confidentiality of TEC and Departmental Matters**

Upon applying for admission, the applicant signs a consent form that all matters regarding program status of candidates may be shared and discussed with TEC, appropriate College and State personnel, as well as accreditation agencies and other stakes holders in the program. (12/2011)

**NOTE: Additional detailed information is available in the current Hanover College Catalog and/or the Education Department Handbook, as well as the recorded minutes of TEC meetings.**