



Cornell College Education Department Due Process Policy

All Education Faculty Members:

- The Chair of the Education Department will provide all Cornell College Education Faculty members and student teaching supervisors with a copy of the department's [professional dispositions for teaching](#) and the department's due process policy.

All Teacher Candidates:

200 Level EDU Coursework

- The professional dispositions will be discussed in all 200-level education courses.
- Candidates are required to acknowledge that these dispositions will be reviewed during the application process published on the Education Department's website.

Methods Coursework

- The professional dispositions will be revisited during elementary and secondary methods courses.

Student Teaching and EDU 483

- The professional dispositions will also be revisited during student teaching and EDU 483 Senior Seminar.

Due Process Procedures:

- If the Education Department identifies a problem at any time during progression through the Teacher Education Program, the candidate will be notified in writing and a mutually-agreed upon meeting time and date will be set; this meeting must take place within one week of notification to discuss the concern(s) unless unusual or complex circumstances exist.
- If the outcome of the meeting is that an academic or dispositional issue exists, a list of remedial actions will be articulated on a Contract signed by all parties.
- A copy of the Contract will be provided to the candidate and a copy will be filed in the TEP Coordinator's office.
- A date to review the candidate's Contract will be set within two consecutive academic blocks.

Remediation Difficulties

If the Education Department determines that remediation is not appropriate because of the seriousness of the offense or because the candidate has failed to meet the terms of the signed Methods or Student Teaching contract, the Chair of the Education Department may recommend that candidate's dismissal from the Teacher Education Program.

The decision of a mentor teacher and/or a school district to remove a practicum student or student teacher from a placement is outside the scope of our department, and there is little opportunity for appeal of external placements; consequently, a subsequent placement will not be secured (unless the department deems the placement unsuitable), and the candidate will be removed from the Teacher Education Program.

Appeal Process

A candidate objecting to any decision made by the Education Department, including, but not limited to the list below, may appeal the decision:

- Denial of admission to any phase of the Teacher Education Program
- Non-compliance with the terms of any signed contracts
- Removal from a Practicum or Student Teaching Placement

- Denial of recommendation for licensure

Once the decision is made, the Chair of the Education Department will communicate the decision to the candidate, the candidate's advisor, and the Vice President for Academic Affairs. A candidate may appeal the decision in the manner outlined below:

- Within five days of receiving the initial decision, a candidate must provide a written statement of appeal to the Vice President for Academic Affairs.
- Appeals should include an explanation of the issue in question and the student's requested outcome, including any appropriate documentation and explanation of the student's actions.

Decisions made through this Appeals process are final.

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