

Western Carolina University Appeal for Admission to Teacher Education

If you have not passed one of the three parts of the Praxis I examination, you may appeal for admission to teacher education. If you meet the criteria and agree to the conditions, the Dean of the College of Education and Allied Professions may send your appeal to the State Board of Education for consideration. The appeal process is a new statewide policy as of June 2006. The UNC teacher education programs have agreed on a common set of criteria for policy implementation.

Please read the criteria and conditions carefully, then fill out the form on the next page, attach required documents, and submit your appeal through your advisor.

Criteria

1. An overall GPA of at least 3.0 at Western Carolina University.
2. GPA of 3.0 in major courses.
3. Evidence of having taken the problematic test at least 3 times.
4. A total best score across the three Praxis I tests that matches or exceeds the total of the minimum scores of each section (522) and a score on the problematic test that is no more than 3 points below its minimum score.
5. Evidence of having passed a different test in the area of Praxis weakness. This test evidence must be sufficient to demonstrate that you are qualified to successfully complete the teacher education program at WCU.
6. A well-written, well-edited, well-grounded description of the extenuating circumstances that you believe prevented you from passing the particular Praxis I test (e.g., a learning disability). Taking the test numerous times without passing or financial hardship are not sufficient to achieve a successful appeal.

Conditions

1. You must attach an official transcript from WCU and, if applicable, from other colleges or universities you have attended.
2. You must submit copies of official scores for all the Praxis I tests you have taken.
3. You must submit evidence of having passed a test in your area of weakness (i.e., the test area not passed) and an explanation about how that test and your score indicate satisfactory performance in the area of weakness. (A course grade cannot be used.)
4. You must submit documentation of the ways you've attempted to remediate your weakness (e.g., Praxis I workshops, practice booklets, Plato or other software packages, Writing Center assistance, private tutoring, extra courses, etc.)
5. You must submit a description and appropriate documentation of the extenuating circumstances that you believe prevented you from passing the particular Praxis I test.
6. You must acknowledge that you understand the materials submitted to the State Board of Education are considered public records and are subject to disclosure under Chapter 132 of the North Carolina General Statutes. See http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_132.html

Directions

1. Complete and sign the form on the reverse side of these instructions. Consult with your advisor or department chair about how to gather the documents and prepare your explanation of extenuating circumstances. Make this description one of the best pieces of writing you have ever produced.
2. Attach the required documentation.
3. Add explanations on top of the attached alternative test so that it is clear to the reviewers what the test was and how your score indicates satisfactory performance. Work with your advisor to choose the test that best supports your appeal.
4. Keep a copy of the entire packet.
5. Give the assembled packet and this form to your advisor. Ask your advisor to contact you when he/she has made a decision about your appeal so that you may pick up the packet to move it to the next step.
6. Take the assembled packet and this form to the Dean's Office, Room 222, in the Killian Building.
7. The Dean will review your appeal and decide whether your appeal to the State Board of Education can be supported and forwarded to the State Board of Education.
8. The State Board of Education will review your appeal and make a final decision about your admission to teacher education. They will not review your appeal a second time, so make your appeal packet as strong as possible.

**Appeal for Admission to Teacher Education
At Western Carolina University**

Name: _____ Campus ID: _____

Mailing address: _____

Phone: _____ Alternative phone: _____

Desired teacher education program: _____ Campus email: _____

GPA: Overall GPA at Western Carolina University: _____ (Must be 3.0 or higher)

GPA: GPA in major courses at Western Carolina University: _____ (Must be 3.0 or higher)

****Attach official transcript from WCU.**

Praxis: Number of times you have taken the problematic Praxis I test: _____ (minimum of 3)

Your highest scores: Reading (176 min.) _____ Writing (173 min.) _____ Math (173 min.) _____

Total highest combined score for the three Praxis I tests _____ (Must be 522 or higher)

****Attach copies of official scores for all Praxis I tests you have taken. Circle the highest scores for each test.**

****Attach documentation of remediation activities undertaken (e.g., Plato, workshops, private tutoring, etc.)**

****Attach explanation and documentation of the extenuating circumstances you believe prevented you from passing the test.**

Alternative evidence of testing success:

1: Brief description of the alternative test, your score, and how the score represents satisfactory performance:

****Attach documentation: the test itself, your score, a description of the context for the test, and how the score represents satisfactory performance.**

With this signature, I acknowledge that I understand that the materials submitted to the State Board of Education are considered public records and are subject to disclosure under Chapter 132 of the North Carolina General Statutes.

Student

Date

I recommend/do not recommend: _____, Advisor Date: _____
(circle one)

I recommend/do not recommend: _____, Major Dept Head Date: _____
(circle one)

I recommend/do not recommend: _____, CEAP Dean Date: _____
(circle one)