



College of Education and Human Services

Teacher Education Admission and Retention Committee
(TEARC)
Student Appeal Form

Information to the Student:

Teacher education students may appeal admittance to the SARTE (Selective Admissions and Retention in Teacher Education) placements, out-of-area placements, and student teaching issues. If you plan to appeal an out-of-area placement, see the Director of Teacher Education in Lommen 213 before completing an appeal. Appeals regarding grades received from individual professors are not taken to TEARC, but instead to the Academic Appeals Committee, which is a university-side committee. See the Student Handbook for further instructions for grade appeals: [Student Handbook: Policies](#).

The TEARC is comprised of one faculty member from EECE, one from Special Education, and one from Foundations.

The process for an appeal is as follows:

1. Complete the student appeal form as accurately as possible. In addition to the completed form, submit an audit transcript and any other materials to support your appeal. Use extra paper, if necessary, and attach to the appeal. Your advisor must sign the Appeal Form and should be given the opportunity to write on your behalf. This latter step usually assists your appeal. Turn in the completed form to the Dean's Office (LO 212).
2. The TEARC will meet within approximately two weeks of the submission of your appeal. The Committee will schedule a meeting at which time it will review your written appeal. You may request the opportunity to present your case in person to the committee.
3. The TEARC will notify you of its decision in writing.
4. If your appeal is denied, meet with your advisor to revise your educational plan.
5. Should you wish to appeal beyond this, visit the Dean's Office in Education and Human Services (LO 212). It is recommended that you call ahead to make an appointment: (218) 477-2096.

Click on link to download a TEARC Appeal Form (PDF):

[TEARC Appeal Form \(PDF\)](#)