

**The University of North Carolina at Pembroke  
Teacher Education Program  
Policy Appeal Form**

Name \_\_\_\_\_ Banner Number \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Current Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Licensure Area/Dept \_\_\_\_\_ Advisor \_\_\_\_\_

Program Coordinator \_\_\_\_\_

**NOTE: AN APPEAL AFFECTING ENROLLMENT IN AN  
INTERNSHIP SHOULD BE FILED BY THE NINTH WEEK  
OF THE SEMESTER PRIOR TO THAT INTERNSHIP.  
APPEALS FILED LATER MAY NOT BE RESOLVED IN  
TIME TO ALLOW INTERNSHIP PLACEMENT.**

To be eligible for enrollment in the professional internship semester and take a course during internship each candidate must:

1. Be fully admitted to the Teacher Education Program one full semester prior to student teaching (excluding summer sessions)
2. Have completed all required General Education courses;
3. Have satisfactorily completed all required specialty area, professional studies, or content pedagogy courses;
4. Have not more than six semester hours of degree requirements remaining. The remaining six hours shall not include any specialty area, professional studies, or content pedagogy courses and these six hours must be approved by the candidate's advisor and the Dean of the School of Education;
5. Have an overall grade point average of 2.5 or better as well as a 2.5 or better in the candidate's major field of study;

Indicate the policy which you are appealing and clearly justify/describe your reasons for this appeal.

Note: Your description must include appropriate details; if you are asking to take a course with the internship, you must state which course, how it fits into your course of study, and exactly why you have not completed that course prior to the internship. If you have not completed all required courses (General Education, specialty area, professional studies, content pedagogy, etc.), state clearly which courses you have yet to take.

Indicate in detail why your situation is sufficiently exceptional for the Dean of the School of Education, Program Coordinator, or Hearing/Appeals Subcommittee of the Teacher Education Committee to grant your policy appeal.

Note: Your description must include appropriate details; give concrete reasons why your situation is exceptional, and thus warrants an exception to a stated policy.

If approved, indicate in detail how you will retain a high quality of student learning in your professional internship:

Note: Your description must include appropriate details; outline what you will do to prevent an exception made in your case from undermining your performance as an intern.

*I understand that in addition to this application, I may attach statements prepared by faculty and/or advisors who are familiar with, or affected by, my request and/or appeal situation. This appeal will be processed in a timely manner. I understand that if I have not submitted this appeal prior to the middle of the semester, it may not be possible to resolve my appeal by the end of the semester.*

Student's Signature \_\_\_\_\_ Date submitted to the office of University-School Programs \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Denied \_\_\_\_\_ Date: \_\_\_\_\_

Dean, School of Education \_\_\_\_\_ Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Denied \_\_\_\_\_

Date referred to Appeals Committee: \_\_\_\_\_ Revised: **March 2011**