

## Procedures for Use in Appealing Field Placement: College of Education

### 1. Applicable Appeal Criteria

- a. The placement of a student in a field experience, as outlined in the Office of Field Experience's Placement Policies is a joint, collaborative endeavor between partnership/cooperating districts and schools. Assignment of a student to a field placement is one of several professional responsibilities of cooperating school personnel, and Aurora University administrative/faculty members and is solely and properly their joint responsibility. It is essential for the standards of the academic programs at Aurora University and the integrity of the degrees conferred by this university that the professional judgments of cooperating schools, Aurora University administrative/faculty members relative to field placement not be subject to pressures or other interference from any source.
- b. The following procedures are available for review of field placement appeal based upon hardship cause, and not for review of the judgment of the cooperating school, cooperating school district or Aurora University in the assignment of a student to a field placement. Appeal of field placement, as that term is used herein, is limited to one or more of the following hardship causes:

1. A personal situation exists in the building to which to student is assigned that could be detrimental to internship outcomes. (Ex: A relative, former spouse or former teacher of the student is employed at the school site where the placement has been arranged.)

2. The placement site requires over 60 minutes of travel from the student's address that is provided on the field experience application.

3. The student has a documented, medical disability that prevents reasonable access to the placement classroom that is assigned.

4. The placement classroom is not within the State guidelines for the certificate that the student is earning. (Example: A student seeking Type 09 Grade 6-12 certification receives placement in a third grade classroom.)

5. The assigned placement is arranged with a cooperating teacher who cannot begin, continue and/or complete the semester commitment for the field experience. (Example: Cooperating teacher informs student at 16-week placement confirmation interview that s/he is taking a leave of absence for part of the field internship semester; or CT discloses how another practicum student, not from Aurora University, will be in classroom with the AU student during same clock hours for a portion of the semester).

- c. It is necessary, however, that any field placement be compliant with university field placement policy. This policy is announced in writing for all College of Education field experiences, on the Aurora University website at <http://www.aurora.edu/education/forms.htm> Further, the Office of Field Experiences is responsive to documented, extenuating circumstances that a student has disclosed and filed in advance. In cases where extenuating circumstances are documented and outlined in advance, the Office of Field Experiences will determine field placement, in collaboration with cooperating school districts in accordance with announced policy.
2. Appeal Procedures
    - a. A student who believes that his/her field placement presents a hardship cause, as outlined above, may seek clarification and, where appropriate, redress, as follows:
    - b. The student will appeal the placement assignment in writing to the Placement Appeals Committee, providing the circumstances concerning hardship caused by the assigned field placement. If one or more of the hardship causes is outlined and documented in the student's written appeal, upon review of the student's written appeal, a conference with the Placement Appeals Committee may be scheduled. The Placement Appeals Committee will consist of at least one College of Education faculty member, one College of Education administrative/faculty member or University Supervisor, and a Committee Chair. The aim of such a conference is to reach mutual understanding about the field placement hardship causes, the process by which the field placement was determined, and to document hardship reasons, if any, in the field placement assignment that prompts need to request a new field placement for the student with the same or different cooperating school district. The student should do this **within ten calendar days of field placement notice delivery** (if reasons 1-3 are the foundation for the appeal) **or, when applicable, within five days of meeting the Cooperating Teacher** (when reasons 4 or 5 are the foundation for the appeal).
  3. Decision. The Placement Committee shall make one of these decisions:
    - a. That the field placement does not present a hardship case and shall stand as assigned.
    - b. That the field placement arrangement should be changed. The Committee Chair shall then, as a result of his/her consideration report to the Office of Field Experiences the need to resubmit a new placement request for the student. The Committee Chair shall inform the student of any possible delay that a new placement request may cause, after conferring with the Office of Field Experiences on the new placement request. Placement during the semester of the original placement request cannot be guaranteed.

**To file a placement appeal in writing, please send your appeal to:**

Aurora University College of Education, Attn: Field Experiences Placement Appeals Committee, 347 S. Gladstone, IL 60506