

Texas Wesleyan University School of Education Complaint Policy Against Educator Preparation Program

Complaints Against Educator Preparation Programs (EPP)

The complaint process allows for an applicant, candidate, employee or former employee of an EPP, a cooperating teacher, a mentor, or an administrator in a school district, charter school, or private school to submit a complaint about an EPP for investigation and resolution.

The complaint process allows individuals to seek redress in areas where they feel that the program did not fulfill requirements for certification or for actions that the individual feels are wrong. Educator preparation programs may also file a complaint about the actions of other EPP programs when it involves a candidate's transfer into or out of a program.

Filing a Complaint

All complaints must be filed in compliance with the University Complaint Policy as described in University Catalogs and on the University website.

Complaints submissions should include the following:

- The complainant's name and contact information
- A clear description of the problem or complaint
- Appropriate supporting documentation that is directly related to the complaint
- A description of any subsequent actions taken by the complainant or the University, and
- A description of the desired outcome.

Appeal

Local University appeal processes must be followed to their conclusion prior to filing a complaint with TEA (Texas Education Agency).

Complaints regarding the Teacher Education Program that are not satisfactorily resolved at the campus level can be forwarded to TEA. Contact information and procedure may be found at

http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/.

Contact Dean's Office for further information: 817-531-4945

The EPP complaint policy is posted on the Texas Wesleyan University and School of Education websites and throughout the buildings where courses for certification are offered.

Educator Preparation Program Exit Policy

In compliance with TAC §228.20(h), all Educator Preparation Programs (EPPs) shall have a published exit policy for dismissal of candidates that is reviewed and signed by candidates upon admission.

Texas Wesleyan University EPP is dedicated to preparing and certifying educator candidates who are capable of becoming effective educators. A candidate's potential of readiness is evaluated through their academic performance, dispositions, and professional conduct. Throughout the Educator Preparation Program, the educator candidates are comprehensively assessed on their dispositions, skills, and successful program completion. If significant or consistent concerns arise regarding a candidate's fitness to teach, ability, or demonstration of educating competence, the candidate may be dismissed from the program. Candidates may be removed from the Educator Preparation Program for a variety of reasons, including, but not limited to, the following:

- Violation of the Standard of Conduct/Educator Code of Ethics
- Violation of the Texas Wesleyan University Honor Code
- A criminal background check that prohibits placement
- Failure to make consistent progress toward program completion
- Failure to become certified within five years of graduation or program completion
- A significant change in certification standards or test requirements after program completion, where the candidate has not successfully completed all necessary certification testing

Occupational License Notification

Occupational License Notification

As a point of information required by the Texas Occupations Code, Section 1, Chapter 53, Sections 53.151 – 53.152, as amended in 2017 by HB 1508, if you are applying for admission to or currently enrolled in an educational program that may prepare an individual for an initial occupational license as defined under Texas Occupations Code Section 58.001 and/or if you later decide to change to an educational program that prepares you for an initial occupational license as defined under Texas Occupations Code Section 58.001, in accordance with state law, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.
2. Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines that state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
3. Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.
4. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code Section 53.102.

Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

Texas Education Agency is the licensing authority for teachers.

19 TAC, Ch. 249 contains guidelines for offenses that may keep you from becoming a certified teacher.