

Candidate Appeals Options

1.497 COMMISSIONED MINISTERS APPEAL COMMITTEE

I. Area of Responsibility

A. Hear the appeals of students who have been denied admission to the Teacher Education, the Director of Christian Education, or the Director of Parish Music Program.

B. Hear the appeals of students who have been denied recommendation for placement or teaching certification or for the awarding of the Lutheran Teachers Diploma, the Director of Christian Education Certificate or the Director of Parish Music Certificate.

II. Membership

A. The Provost of the University, who is chairman ex officio.

B. Two College of Education faculty members who are elected annually for a term of one year.

C. Two College of Arts and Science faculty. One shall be from the Music Department.

D. Two students, chosen according to procedures established by the Student Senate.

E. Personnel Deans, the Dean of Education, Dean of Arts and Science and the members of the Commissioned Ministers Review Committee are not eligible for membership.

III. The Commissioned Ministers Appeal Committee is to:

A. Provide opportunity for students to present their appeals.

B. Permit students to present information to the committee.

C. Permit students to bring with them another faculty member or student of their choice to speak on their behalf.

D. Gather information from those who were involved in evaluating the students' application for admission.

E. Inform the students' Program Director, receive appropriate information from the Program Director, and invite the Program Director to meet with the committee as the committee has need until the appeal is concluded.

F. Support or reverse the decision that is being appealed and inform the student and the Dean of Education or chair of the Music Department accordingly.

G. Vote by ballot on all questions relating to the decision.

IV. The Dean of Education or the Chairperson of the Music Department is to:

A. Notify students of their right of appeal and procedures for filing such appeals.

V. Procedure

A. Students file a written appeal with the Provost of the University.

B. The Provost of the University convenes the committee.

C. Students present their appeals to the committee and are also given the opportunity to have a student or faculty member speak on their behalf.

D. The committee considers the appeal along with information gathered from those who were involved in evaluating the admission application.

E. The students and the Dean of Education or the Chairperson of the Music Department are notified in writing of the committee's decision by the Provost of the University.

Acceptance into Teacher Education:

Notification of Retention and Continuation in the Program Upon completion of the appropriate application:

1. The student teaching director will notify the student regarding permission to student teach.
2. The placement director will notify the student of the final faculty recommendation for placement.
3. The dean of the college of education will notify the student of the recommendation for initial teacher certification.

Appeals Process

If students wish to appeal a denied admission or a removal from the program, a written appeal may be addressed to the commissioned ministers appeals committee through the Provost. This document is to include the student's name, reason for appeal, and other pertinent information.

Any student who is not satisfied with the decision of the appeals committee may appeal directly to the president of Concordia University.

Student Disciplinary Sanctions

The following are recognized as formal sanctions, which may be imposed on students for violations of university rules and regulations adopted by the board of regents. Additional information on each is available on the University website under Campus Life in the Student Handbook.

- A. Admonition.
- B. Notification to Parents or Guardians
- C. Warning
- D. Community / Spiritual Reconciliation
- E. Counseling / Support Group
- F. Disciplinary Probation
- G. Drug Screen
- H. Evaluation / Assessment
- I. Fines
- J. Levels for Fines, Points, Probation
- K. Restitution
- L. Assigned Projects
- M. Community Service and Educational Sanction
- N. Restrictions / Limitation of Activities or Access
- O. Separation Sanction
- P. Suspension
- Q. Immediate Disciplinary Probation, Suspension, Expulsion
- R. Reinstatement from Suspension
- S. University Expulsion
- T. Administrative Withdrawal
- U. Organizational Sanction

Student behavior that might result in suspension or expulsion from the university may be considered by the faculty/ student discipline committee or by the dean of student services. Students have the right to refute the allegations and present their point of view. If the committee is convened, the students may choose to request another student or faculty member to speak in their behalf before the committee. Before the committee hearing, students receive information in writing of the allegations that have been made against them. The committee members determine whether the allegations are sustained or refuted. If sustained, the committee recommends appropriate disciplinary action to the dean of student services, who then informs the student of that action. The student has the right to appeal the decision.