Teacher Education Council (TEC) Special Cases Committee
Operational Guidelines

Effective: 08/01/05
Updated: 08/11/11; 07/16/14

Purpose

The Teacher Education Council (TEC) Special Cases Committee is comprised of the Associate Dean for Learning as its chair, a representative from the Division of Student Academic Affairs, the Disability Resource Center and seven members of the TEC elected to the committee each year. A draw of three members will serve each time the committee is assembled to hear a matter referred to it.

The purposes of the TEC Special Cases Committee shall be to hear testimony and recommend to the Director of Teacher Education cases of the following type:

1. Candidates who have not met criteria for proceeding in a teacher education program and who desire a hearing;

2. Issues of judgment that cannot be resolved by the Office of Professional Preparation and Licensure;

3. Issues related to dispositions of candidates, as required by institutional, state, and professional standards; and

4. Issues related to University-approved fitness criteria that may be identified, advertised, and documented for individual candidates.

Schedule

The TEC Special Cases Committee will meet three times per year (a week prior to the start of each fall and spring semester and the third time near the end of the spring semester) to consider special cases. For cases regarding candidate dispositions, this committee also will convene within 14 days of notification by the appropriate department head or program convener to the College of Education Dean of the filing of the third Dispositional Assessment Form with regard to a candidate.

Contact the Office of Professional Preparation and Licensure (OPPL) at 45486 or licensure@purdue.edu for specific dates and times.
Process and Guidelines for Submitting a Case

In order to make an informed decision, the committee members request that information be sent to them one week prior to the meeting.

Send eight packets to the Office of Professional Preparation and Licensure (OPPL) with the following information:

- candidate name and student identification number,
- current cumulative Grade Point Average (GPA),
- transcript (or academic record copy),
- verification of special circumstances,
- action(s) taken since the last meeting (if this case was previously reviewed by the TEC Special Cases Committee), and
- written statement from the candidate if s/he is unable to attend the meeting.

Clearly specify the reason for the request and how the student does meet the required standards; possible documentation includes, but is not limited to, performance in field experiences, ability in the classroom, summary rubrics, letters of support from those who have observed the student’s performance, etc.

If the case involves a testing issue(s), include:

- name of the test(s) and test history (number of times tests taken, test dates, and scores), and
- documentation from the testing company which shows that the candidate has taken the examination(s) with accommodations, if applicable

If the case involves a dispositional issue(s), include:

- the three Dispositional Assessment Forms (D-2),
- the course of Action Memorandum, and
- any written information about the three D-2 forms the candidate wishes to provide to the committee

Note: Should special circumstances involve a need for disability accommodation(s), including academic adjustments and/or services, consult the Division of Student Academic Affairs, the Disability Resource Center, in the Purdue University Office of the Dean of Students (telephone number 494-1247).

Testing Accommodations Requirement and Subsequent Licensing

Candidates must complete all required tests with accommodation(s) granted by the testing company prior to a hearing by the TEC Special Cases Committee.

Note: If a candidate is granted permission to proceed through the Teacher Education Program, this action does not imply a guarantee of licensure.

Upon successful completion of the Teacher Education Program at Purdue University, the candidate may pursue a testing waiver from the state licensing agency. Without this, the candidate cannot be licensed in the State of Indiana unless the candidate applies for and is granted a testing waiver by the state. It is the responsibility of the candidate to pursue a testing waiver with the state licensing agency.

For any questions regarding the TEC Special Cases Committee, contact the College of Education Associate Dean for Learning or Assistant Dean for Teacher Education and Director of OPPL.