

**TEACHER CANDIDATE ASSISTANCE TEAM (TCAT)
SAINT MARY'S COLLEGE
POLICIES AND PROCEDURES**

TCAT Purpose

The purpose of the Teacher Candidate Assistance Team is twofold. First, the team serves to review student requests for waivers from program requirements or policies. Second, the team reviews issues of concern by candidates, education faculty, staff, and/or clinical faculty. The TCAT acts as an advocate for teacher candidates in solving problems, developing remediation plans, and helping all candidates meet the high expectations of the Education Department for academic achievement, and pre-professional dispositions and performances.

TCAT Policies and Procedures

- Any teacher candidate in the Education Department can ask for TCAT assistance.
- Faculty, staff, and/or clinical faculty can make a teacher candidate referral to the TCAT for assistance.

Candidate and Faculty Requests for Assistance

A teacher candidate must put his/her request for assistance in writing to the Chair of the TCAT. The candidate might want the TCAT to consider a waiver from a department policy, assistance with an academic problem, or a complaint regarding a department decision related to continuing in the program (e.g. not passing to the next Step) or dismissal from the department. Should the teacher candidate have a grade dispute, the candidate is encouraged to pursue a solution first with the faculty member, thinking of a request to the TCAT only if a solution cannot be reached.

Any faculty or staff member can refer a candidate to the TCAT for assistance. The staff or faculty member must submit the request to the Chair of the TCAT in writing. The letter should clearly outline the nature of the concern. A copy of the letter must also be sent to the candidate.

TCAT Recommendations

Members of the TCAT meet to discuss the issue presented to them by candidates, faculty, or staff. The TCAT will make a recommendation to the Chair of the Education Department for assistance and/or action. The Chair of the Education Department may accept, reject, or modify TCAT recommendations. The Chair meets with the candidate to outline his/her decision. This decision is put in writing to the candidate. Either the candidate or the TCAT may request a personal meeting.

Candidates may appeal any decision to the Associate Dean, Academic Affairs.