



Procedures for Contacting the Teacher Candidate Assistance Team

- Requests for consideration from the TCAT must be in writing.
- Only teacher candidates (those admitted to the department) may seek consideration from the TCAT.
- Referrals from the faculty or staff may be made to the TCAT in writing.
- The faculty or staff member should notify the teacher candidate of her/his request to the TCAT in writing.
- The written request should be submitted to the department's administrative assistant who will make copies and initiate contact with the TCAT.
- The TCAT or the candidate may request a personal meeting.
- The TCAT will meet and make recommendations to the Department Chair. It is the Chair's decision to accept, reject, or modify the recommendations.
- The Department Chair will notify the candidate of her/his decision in writing.
- The candidate may appeal the Chair's decision to the Associate Dean, Academic Affairs.