

**Level I and Level II
Appeals Application for
Certification Upgrade for
Georgia Educator Preparation Programs**

Directions: Please provide information concerning programs that you wish to appeal. This should include all programs on the ‘green list’. All appeals will be examined by a PSC/BOR team. Most Level I appeals (name change, re-design degree to meet new cert areas, etc.) will be resolved at that level on November 10. Level II appeals will be further examined by the Certificate Upgrade Review Committee (CURC), made up of PSC staff and representative deans. Documents submitted are limited to 6 pages (1 page rationale and up to 5 other docs that you choose). Example: *Name considerations* should include: 1) 1-page (max) rationale; 2) Program of Study that includes course listing for *all* concentration/cert areas to be considered; 3) *brief* course descriptions such as catalog copy, and 3) any other docs *you feel* are necessary to show that the degree matches the *spirit/intent of the Rule*.

Submit this to Cindi via email by November 9. Any applications submitted after November 9 will be considered in spring semester:
lchance@georgiasouthern.edu.

Timeline for PSC Appeals and the Appeals Process Overview

- October 18 Appeals Doc to IHEs (distributed by Cindi, Posted PSC Web Page)
- Level I and II Appeals**
- Nov 9 IHEs submit Appeals Application with 1 page rationale and supporting documents (max 5 pages) to Cindi
- Nov 10 Level I Review of Appeals Applications (Angela, Cindi, Bobbi, Penney)
- November 15 Submit all unresolved appeals requests to CURC for Level II review
- Nov 15—Dec 1 Certification Upgrade Review Committee (CURC) examine un-resolved appeals
Program contact person may make a 5-minute presentation to the Task Force if the Dean requests such
- Dec 15 Deans informed on or before December 15

Documents for Review:

Any applications received after November 9 will be considered during spring semester.

1. Appeals Application (See below. Submitted on or before November 9)
2. One-Page Rationale (Submitted on or before November 9)
3. Supporting Document (if appropriate, 5 pages max, on or before November 9)

4. At the Level II review by the CURC, a program contact person may make a 5-minute presentation to the Task Force if the Dean requests such.

Institution Name: _____

Contact Person: _____ Email _____ Phone _____

Degree / Cert Upgrade Requesting an Appeal	Degree Level (s)	List ALL possible Concentrations / Cert Upgrade Areas (if appropriate)	Reason for Appeal Why should this degree be considered an upgrade? <i>(limited to 50 words)</i> Examples: IHE will change name to ___ by Spring 2012; Will revise program to meet the new cert area by ____; Name currently has cert area in title, and the degree focuses on that area of certification; etc.	Evidence / Documents to Be Submitted Limited to 6 pages (a 1-page rationale + 5 supporting docs if appropriate)

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Additional Comments / Considerations: