

## **Admission, Retention and Dismissal Procedures for Teacher Education**

### **Admission into Teacher Education**

Students must meet all admission requirements for teacher education in order to take education classes in their declared education program. If a student has missing requirements they must complete them prior to registering for education classes. The Education Support Center (ESC) maintains the database that allows the student's College of Education (COE) advisor and the student to monitor the student's progress towards admission into teacher education.

### **Appeals for Admission into Teacher Education**

A student who has not met all of the admission requirements can appeal to be allowed to begin education coursework while completing the admission requirements.

1. Students must submit the Appeal of Admission and Retention Status Form to their education program **one month PRIOR to the start of the semester** in which they want to enroll in education course work (i.e. August 1 for fall enrollment; December 1 for spring enrollment). The student should attach a written explanation of reasons for their failure to complete all admission requirements and include any relevant documentation.
2. By Monday one week prior to of the first week of classes, the program's appeals committee will review any appeals and record a response on the original form. The original form, with the program's written response, is sent to the student for a signature. A copy of the form with student signature is sent to the ESC.
3. The program will make a decision on a student's status based on the following options:
  - a. Conditionally Admitted - student will need to meet all admission requirements by end of semester and may be required to meet with program representatives to develop an intervention plan.
  - b. Not Admitted – the student will not be able to begin education coursework. Students have the opportunity to apply again the following semester.
4. The student can request an appeal of the program decision by indicating this request on the bottom of the appeal form and returning it to the Education Support Center no later than the **Wednesday of the 1<sup>st</sup> week of the semester** in which the appeal was filed.
5. Appeals of program admission decisions are sent to the Professional Education Admission, Retention and Exit (A.R. & E) Committee. The A.R. & E Committee is an ad hoc Professional Education Unit committee, chaired by a representative of the Dean's office and at least 3 faculty representatives of the program appeals committees. The A.R. & E Committee reviews the program decision based on matters of due process and equity. The A.R. & E Committee will meet and notify the student and the program of the committee's decision **by Monday of the 2<sup>nd</sup> week of classes**.

6. The student can appeal the A.R.&E Committee's decision to the Dean of the COE. **This appeal must be filed with the Dean no later than Friday of the 2<sup>nd</sup> week of classes.** There is no further review beyond college Dean.

## **Retention in Teacher Education**

Candidates who have been admitted into teacher education programs must continue to meet all criteria that were required for admission throughout their course of study. Programs monitor GPA, course grades, professional and dispositional behaviors, and other program expectations. Failure to maintain the standards of academic performance and failure to demonstrate skills, behaviors, and dispositions specified by the respective program and the teacher education unit may result **in probationary status or dismissal** from the program.

## **Probationary Status or Dismissal Procedures**

Individual faculty members who question the competency and/or professional and dispositional behaviors of a candidate related to any of the criteria for admission and retention or other relevant professional performance standards should notify, in writing, the appropriate academic unit head or program coordinator. If the academic unit head or program coordinator considers the concerns to be serious enough, they should request a review of the candidate's overall performance by the program appeals committee. The academic unit head/education program coordinator may invite other faculty to take part in the review. This review **should take place within 10 University business days from the original notification.** The candidate should be invited to meet with committee and should be informed, in writing, of the nature of the concerns. A program appeals committee may make a decision to recommend one of three courses of action.

- The candidate will be allowed to continue in the program based on the decision that the candidate's performance is satisfactory or above.
- The candidate, due to poor or unsatisfactory performance, behavior and/or disposition will be assigned **probationary status**. Probationary status may include suspension of enrollment in teacher education courses.
- The candidate, due to failure to meet requirements of a prior intervention plan with expectations for improvement OR due to a serious act of unprofessional behavior or moral turpitude, will be **dismissed** from the program and from teacher education. Any dismissal recommendation will be referred to the Professional Education Admission, Retention and Exit Committee and the ESC will be notified.

After a decision is made, the candidate should be informed, in writing, of the recommendation and of their options for appeal by the academic unit head/program coordinator.

## Probationary Status

When a candidate is placed on **probation**, the academic unit head or program coordinator will notify the student, in writing, of the reason(s) for the decision. The notification will include a description of the process to appeal for continuance in the program with applicable deadlines.

The education program advisor and/or the academic unit head or program coordinator, with program faculty input, should develop an intervention plan that identifies (1) the areas of concern; (2) a remediation or corrective plan; (3) expectations for satisfactory performance; (4) a monitoring process, and (5) a timeline for each action and product. The candidate should be informed of the possible impact of the probationary status on the candidate's scheduling of student teaching, program completion, and related events. The probationary intervention plan should be written and a copy provided to the candidate and to the Education Support Center (ESC) within two weeks (or ten working days) of the probationary decision. At the end of the probationary period as specified in the intervention plan, the program Student Appeal Committee will review the candidate's progress and may recommend that the candidate's status be changed to **accepted**, **extended probationary** (with an updated plan), or **dismissed**. The candidate should be invited to this meeting and informed, in writing, of the committee's decision and the appeal process.

## Appeals of Probationary Status

1. A candidate who is recommended for probationary status may appeal to the Professional Education Admission, Retention and Exit (A.R. & E) Committee. The A.R. & E Committee reviews the program decision based on matters of due process and equity.
2. The A.R. & E Committee is an ad hoc Professional Education Unit committee, chaired by a representative of the Dean's office and at least 3 faculty representatives of the program appeals committees. During regular academic semesters, the Chair of the A.R. & E Committee will convene the committee **within 10 University business days of receipt of the appeal** and will invite the candidate and the academic unit head or program coordinator (or a designee) to meet with the committee and present evidence in support of their positions and to respond to questions committee members may have concerning the matter. The A.R. & E Committee Chair will notify the candidate, the academic unit head or program coordinator, and the director of ESC of the A.R. & E. Committee's decision within 5 University business days of the meeting.
3. The student can appeal the A.R. & E. Committee's decision to the Dean of the COE. **This appeal must be filed with the Dean within 10 University business days after the A.R. & E Committee's decision.** There is no further review beyond college Dean. The entire process will not extend past the end of the semester in which the original appeal was filed.

## **Dismissal from Teacher Education**

When a candidate is recommended for dismissal from teacher education, the academic unit head or program coordinator will notify the Education Support Center (ESC), and the candidate of the decision in writing. The academic unit head will notify the student, in writing, of the reason(s) for termination. The notification will include a description of the process to appeal for continuance in the program with applicable deadlines.

## **Appeals of Dismissal**

1. If a student is dismissed from the program, they may appeal the decision to the Professional Education A.R. & E Committee. In this appeal, the student must address the issues outlined in writing point by point in the notification of dismissal. The student will have two weeks (10 University business days) after receiving notification of the decision to submit a written appeal to the ESC (for transmittal to the A.R. & E Chair).
2. The A.R. & E Committee is an ad hoc Professional Education Unit committee, chaired by a representative of the Dean's office and at least 3 faculty representatives of the programs appeals committees, and, in the case of undergraduate appeals, a faculty member from one of the majors prescribed for teacher education students. During regular academic semesters, the Chair of the A.R. & E Committee will convene the committee **within 10 University business days of receipt of the appeal** and will invite the candidate and the academic unit head or program coordinator (or a designee) to meet with the committee and present evidence in support of their positions and to respond to questions committee members may have concerning the matter. The A.R. & E Committee Chair will notify the candidate, the academic unit head or program coordinator, and the director of ESC of the A.R. & E. Committee's decision within 5 working days of the meeting.
3. The student can appeal the A.R.&E Committee's decision to the Dean of the COE. **This appeal must be filed with the Dean no later than 10 University business days after the A.R. & E Committee's decision.** There is no further review beyond college Dean. The entire process will not extend past the end of the semester in which the original appeals was filed.

## **Readmission after Dismissal**

Students who have been dismissed from the teacher education program for any reason and want to be readmitted must wait at least one full calendar year to reapply for admission to teacher education. The A.R. & E Committee must review and render a decision on all applications for readmission to ensure that conditions that caused the earlier dismissal are no longer a concern.

## **University Requirements for Continuance**

Candidates who fail to meet prerequisite coursework requirements and/or fail to meet university requirements for continuance as undergraduates or graduate students are subject to university policies and procedures.