

Procedures for Students Not Meeting Professional Expectations

The following procedures are to be followed as early in the semester as possible when a student's performance in a teacher preparation course may result in the student being dropped from the teacher preparation program.

- 1) The instructor addresses the academic performance issues with the student either face-to-face or electronically. If instructors wish, they may reach out to the Director of Undergraduate Teacher Preparation for assistance.
- 2) If this fails to produce changes in performance, the instructor schedules and conducts a personal contact with the student in which the performance issues and remedies are specified in writing in the student contract report form which is then dated and signed by the instructor and the student.
- 3) The contact report form is forwarded to the Director of Undergraduate Teacher Preparation with a recommendation from the instructor as to whether intervention should be escalated to the Director or not.
- 4) The director will establish a discussion board concerning the student and will ask past and present instructors to provide information about the student's previous and current performance.
- 5) The director will determine, based on the recommendation of the instructor submitting the student contact form and information gathered through the discussion board, whether to intervene one-on-one or to convene a panel of TEAL faculty to review the student's issues and make recommendation and requirements for improving that student's performance.
- 6) Recommendations and requirements from the committee will be communicated in writing to the student within five business days.

These Procedures are not to be followed if a student violates student code through academic dishonesty, classroom incivility or threats/harassment to self or others. Rather, the instructor should inform the Department Head and the Director of Ungraduated Teacher Preparation and also contact the university's office of student affairs for guidance on their procedures to be followed. Coordinating with that office, the department reserves the right to conduct its own investigation and enforce its own sanctions to maintain the integrity of its program.