

**STUDENT POLICY: Dismissal / Retention in the Teacher Certification Program** **for Unsatisfactory Performance in Field Placements**

**General Policy**

Field Experience (TEDUC/TEDSP 587, 588 & 589), and Reflective Seminar (TEDUC/TEDSP 590) must be successfully completed with a grade of “credit” each quarter to be eligible for teacher certification and MEd degree completion in the School of Education at UW Tacoma.

**Discontinued (dismissed) Field Placement for Unsatisfactory Performance -** If a placement is discontinued at any point prior to the end of the placement due to the candidate’s unsatisfactory performance, a grade of “no credit” will be given for that quarter and no field hours will be credited to the candidate’s overall required total.

**Request for Second (repeat) Field Placement -** With the approval of the Manager of Field Placements & Partnerships, and in consultation with the Faculty Director and others as appropriate, a candidate may request to repeat a Field Experience course for which a grade of “no credit” was received at a different placement site. The conditions of the second placement (e.g., total number of hours to be repeated; when the new placement can begin, etc.) will be made at the discretion of the Manager of Field Placements & Partnerships, in consultation with appropriate faculty and staff. If a second placement is also discontinued due to unsatisfactory performance, the candidate will be terminated from the Teacher Certification Program.

**Discontinued Field Placement without Fault -** If a placement is discontinued due to factors outside of the candidate’s control such as a mentor teacher leave or school closure, the Manager of Field Placements & Partnerships may award an “incomplete” for that quarter, and all or some of the field hours completed may be counted toward the required totals. In this case, the candidate may request to continue the Field Experience course at the same or a different placement site.

**Continuing the MEd Degree without Certification -** If the candidate chooses to pursue the MEd without teacher certification, the candidate’s academic advisor will be notified before the end of the quarter in which “no credit” fieldwork occurred. Otherwise, the School of Education will notify the UW Graduate School of the candidate’s termination, which will result in the candidate being dropped from the Teacher Certification Program.

**Procedural Details**

**Note:** This is the ordinary procedure following dismissal from field placement. However, dismissal due to egregious and/or illegal conduct may result in immediate termination of the field placement and removal from the Teacher Certification Program with no opportunity for a second field placement. Illegal activities will be reported to the appropriate law-enforcement authorities.

1. **Next Steps Meeting -** If a candidate is removed from a field placement for unsatisfactory performance, a grade of “no credit” for the quarter will be recorded. The candidate will meet with the Manager of Field Placements & Partnerships and the candidate’s field supervisor, to discuss the situation and clarify next steps. If the two roles above are one and the same, the candidate may bring a different UW Tacoma School of Education faculty member or their academic advisor to the meeting. The purpose of the meeting will be threefold: a) to discuss the behaviors and conditions that led to the candidate being dismissed from the placement; b) discuss restoration and the candidate’s new actions that will make the new placement successful; and (c) determine whether a second attempt at a field placement is warranted.
2. **Grade Appeal -** The candidate may appeal the grade of “no credit” by following the Grade Appeal process noted on the website under Current Students/Policies & Forms: <https://www.tacoma.uw.edu/soe/current-students>
3. **Second Placement -** The Manager of Field Placements & Partnerships will attempt to place the candidate at a second school in a timely manner. If the candidate’s conduct has been of concern, the Manager of Field Placements & Partnerships may inform the second school of the conditions under which the first placement ended. The Manager of Field Placements & Partnerships will have the authority to determine when the second placement can begin, the number of hours the candidate must repeat, and other logistics.
   * The UW Graduate School will be notified in writing of the candidate’s removal from the first field placement, the reasons for that removal, and of the proceedings of any meetings dealing with this issue. The UW Graduate School will place the candidate on “Final Probation” status.
4. **Discontinued Second Placement -** If the second placement is discontinued for unsatisfactory performance or unprofessional conduct, termination proceedings from the Teacher Certification Program may occur, and in this instance, the UW Graduate School will also be notified. The candidate will receive a written notification from the program to this effect and the UW Graduate School will place the candidate on “Drop” status.
   * If eligible for an MEd degree without certification, the student (formerly known as a candidate) may work with their academic advisor on this request to submit to the School of Education’s Elected Faculty Council before the end of the quarter. If the student chooses to shift into this MEd-only option, the student will not be dropped from the MEd program after being terminated from the Teacher Certification Program.
5. **Termination Appeal -** The candidate may appeal any termination decision from the Teacher Certification Program to the School of Education’s Elected Faculty Council within 30 calendar days of receiving the decision in writing. If applicable to the situation, the appropriate program faculty and staff will be consulted. At the UW Tacoma level, the School of Education’s Elected Faculty Council’s decision is final. If a candidate is dissatisfied with the decision of the School of Education’s Elected Faculty Council, there is an option to access other applicable UW procedures, such as the Graduate School’s policy on Academic Grievances (Memo 33), to appeal the decision.

**Note**: The Dean of the School of Education may appoint a designee if the Manager of Field Placements & Partnerships or a member of the School of Education’s Elected Faculty Council is unavailable, if a potential conflict-of-interest exists, or both.

The UW Tacoma School of Education may revise this policy at any time. Candidates will be notified of changes via e-mail and through the program’s website.

Approved by UW Graduate School Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Approved by School of Education Faculty Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Policy Effective Date: **Autumn Quarter, 2023**