Retention and Dismissal Policy

The Retention and Dismissal Policy of the University of Washington Tacoma Education program outlines the policy and procedures regarding review for low scholarship and satisfactory progress for all students enrolled in the Education program. Academic standards and satisfactory progress are outlined for all M. Ed. students except for specific modifications outlined for students enrolled in the Teacher Certification program (TCP) and for those students enrolled in the Educational Administrator program. All students regardless of program are expected to meet Standards for Essential Abilities and Dispositions for admission and continuance in the Education Program of the University of Washington Tacoma.

Guidelines for Satisfactory Progress: Master of Education

Master of Education (MEd) students at the University of Washington Tacoma are admitted into the Graduate School of the University of Washington and to the University of Washington Tacoma Education program. The Graduate School has broad policies, procedures and guidelines regarding admission and retention which may be found at: http://www.grad.washington.edu/policies/index.shtml. Policies set forward by the Education program fit within the general guidelines of the University of Washington Graduate School but may be more specific or stricter than those set by the Graduate School. It is expected that students meet all academic and professional guidelines as set by the University of Washington Tacoma Education program and the University of Washington Graduate School.

Review of Master of Education (MEd) student progress.

The Graduate Faculty Council (GFC) will conduct regular reviews of all students to assess progress toward completion of degree/program requirements twice yearly. The program adviser will provide a list of all MEd students to the GFC. The GFC will note any student not making satisfactory progress toward completion of degree/program requirements. In addition, the GFC will review for satisfactory performance and progress including adherence to the Standards for Essential Abilities and Dispositions. UWT faculty (including part-time lecturers) and program advisers may initiate a review at any time based on a violation(s) of scholarship and/or performance standards. The graduate adviser will notify all students who are not making progress toward completion of degree/program requirements to set up a meeting to review and update their program plans.

Academic standards.

To remain in good standing and continue study as a graduate student in the UWT Education program students must meet the standard of academic performance outlined below.

1. Earn a minimum of 2.7, satisfactory (S) or credit (CR) in each course. Courses where a GPA below a 2.7, non-satisfactory (NS) or no credit (NC) is earned no credit will be applied toward a graduate degree.
2. Earn a minimum a minimum quarterly grade-point average of 3.0.
3. Earn a minimum a minimum cumulative grade-point average of 3.0.

Satisfactory performance and progress.

To remain in good standing and continue study as a graduate student in the Education program, students must maintain satisfactory performance toward earning the degree. The following criteria will be used in determining satisfactory performance:
1. Performance in the fulfillment of degree program requirements. Non satisfactory progress includes:
   a. Incomplete grades that carry over for more than one quarter
   b. An accumulation of more than two courses for which incomplete grades were given
   c. More than one non-hardship withdrawal per year
2. Performance during informal course work and in the field
3. Adherence to *Standard for Essential Abilities and Dispositions*

**Procedures for implementation.**

In coordination with program advisers the Graduate Faculty Council (GFC) will conduct quarterly reviews approximately 10 days after grades are posted for the most recent quarter. Program advisers will provide a grade report to the GFC and the GFC will identify students who have not met scholarship standards. In addition, the GFC will review for satisfactory performance and progress including adherence to the *Standards for Essential Abilities and Dispositions*. UWT faculty (including part-time lecturers) and program advisers may initiate a review at any time based on a violation(s) of scholarship and/or performance standards. Results of the review will be reported to program advisers and a recommendation made to the program director.

**Review of academic standards.**

When reviewing *academic standards*, the guidelines below will be followed when determining a change of status based on scholarship standards:

1. Where a student’s cumulative GPA is above 3.0 but whose most recent quarter’s course work is below 3.0 and there is no cause for concern, the graduate adviser will send a letter to the student with a reminder of the policy and the student will remain in good standing. There is no formal committee review and no change in status communicated to the Dean of the Graduate School.

2. Where a student’s quarter and/or cumulative GPA falls below a 3.0, the GFC may place the student on **warning**. The GFC will send a letter notifying the student of a change in status, the policy, and the time limit specified by the graduate program in which he/she must regain satisfactory standing.

3. Where a student’s quarter and/or cumulative GPA falls below a 3.0 for two quarters, the GFC may place the student on **probation**. The graduate adviser will officially communicate this change of status to the Dean of the Graduate School. The GFC will notify the student of his/her change in status, the policy, and the time limit specified by the graduate program in which he/she must regain satisfactory standing.

4. Where a student’s quarter and/or cumulative GPA falls below a 3.0 for three quarters, the GFC may place the student on **final probation**. The graduate adviser will officially communicate this change of status to the Dean of the Graduate School. The GFC will notify the student of his/her change in status, the policy, and the time limit specified by the graduate program in which he/she must regain satisfactory standing.

5. Where a student’s quarter and/or cumulative GPA falls below a 3.0 for four quarters, the GFC may **drop the student** from the Education program. The graduate adviser will officially communicate this change of status to the Dean of the Graduate School. The GFC will notify the student of his/her change in status, the policy, and whether or not he/she may return to the program at a later date.

To return to good standing, the student must earn a cumulative and quarter GPA of 3.0 or higher.

When reviewing for *performance standards*, the GFC will review the concern and make appropriate recommendations and determine next steps. The GFC may recommend a change of
status to the graduate school based on the severity of the violation to include a warning, probation, final probation, or drop.

Appeals.

Students may appeal change in status through a written petition directly to the program director. Appeals beyond this point should follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure http://www.grad.washington.edu/policies/memoranda/memo33.shtml.

Further details, including guidelines for change of status actions may be found in Graduate School Memorandum No. 16, Continuation or Termination of Students in the Graduate School. It may be accessed through the Graduate School Home Page at http://www.grad.washington.edu/policies/memoranda/memo16.shtml.

Guidelines for Satisfactory Progress: Educational Administrator

Educational Administrator program (EdAdmin) students at the University of Washington Tacoma are admitted into the Graduate School of the University of Washington. They are separately invited to be admitted into the EdAdmin program. This document describes the policies and procedures for retention and dismissal from the EdAdmin graduate unit. The Graduate School has separate policies regarding admission and retention, which may be found at: http://www.grad.washington.edu/policies/. Admission to the EdAdmin graduate unit is only possible with admission to the Graduate School. However, dismissal from EdAdmin does not necessarily constitute dismissal from the Graduate School.

The staff and faculty of the Education program at the University of Washington Tacoma and their colleagues in the public schools take very seriously their responsibility to prepare and recommend for certification individuals who uphold the highest intellectual, moral, ethical, and personal standards of the profession.

Retention or dismissal from the EdAdmin graduate unit is not only an academic issue, but includes issues of professionalism and skill acquisition. Professional development will be considered holistically, and may include: academic performance, mastery of instruction and planning, classroom demeanor, legal and ethical considerations, negative attitudes toward children, negative racial, gender, or ethnic attitudes, and other unprofessional behavior. The Graduate Faculty Committee (GFC) may consider performance information provided by the EdAdmin adviser, field supervisor, field administrator, mentor, faculty, or program director on all issues regarding excellence in the professional development of the interns.

1. Obligations of the Educational Administrator program
   a. In coordination with program advisers the Graduate Faculty Council (GFC) will conduct quarterly reviews approximately 10 days after grades are posted for the most recent quarter. Program advisers will provide a grade report to the GFC and the GFC will identify students who have not met scholarship standards. In addition, the GFC will review for satisfactory performance and progress including adherence to the Standards for Essential Abilities and Dispositions. UWT Faculty (including full or part time lecturers), program advisers, and field supervisors (through the program faculty) may initiate a review at any time based on a violation (s) of scholarship and/or performance standards. Results of the review will be reported to program advisers and the program director.
   b. If, in the professional judgment of the GFC, an intern has not demonstrated all standards of comportment, action, and reflection, she or he will be counseled as early as possible and opportunities for remediation, if appropriate, will be provided.
   c. By contractual agreement with school districts, in cases of serious breach of
Retention & Dismissal Policy

professional standards or legal obligations, interns may be immediately removed from their site placement, and may be dismissed from the EdAdmin.

2. Obligations of Interns
   a. It is the responsibility of the student to become familiar with all academic and administrative regulations and procedures relating to his or her course of study at UWT.
   b. Grades below 2.7 are interpreted as failure to master relevant program standards. Any intern who at term’s end has earned a grade below 2.7 in a required course will receive a Letter of Warning from the EdAdmin adviser and will be required to retake the course. It is understood that the course may not be available until the following year and the requirement to retake it may result in significant delay to an intern’s program.
   c. It is expected that an intern’s over-all cumulative grade-point average (GPA) will not fall below 3.0. If an intern’s GPA does fall below 3.0 at the end of any quarter, he or she will receive a Letter of Warning from the EdAdmin adviser and will be placed on academic probation for one quarter. Interns on probation who fail to earn a grade-point average of at least 3.0 the following quarter are subject to dismissal from the program.
   d. Interns are responsible for being in their field placement during all hours that they are assigned. Interns must successfully complete all field observations and assignments as delineated in the field handbooks. Performance in the field is evaluated by field supervisors and mentor principals using the assessments included in the field handbooks, i.e., Internship Evaluation by Mentor Principal, and Internship Evaluation by Field Supervisor.
   e. Interns will demonstrate the professional behaviors expected of a practicing administrator. Professionalism will be informally evaluated by the field supervisor, mentor principal, program instructors, faculty, and others in the education program or the at the internship work-site.

3. Dismissal Procedures
   PLEASE NOTE: Although the following sequential process is preferred, it is not required in cases where a student’s actions are deemed sufficiently serious to result in immediate removal from a field placement or the Educational Administrator graduate unit.
   a. Informal Procedure
      Discussion of the Problem
      Reports of unsatisfactory progress or unprofessional behavior may be initiated by the EdAdmin adviser, field supervisor, field administrator, mentor principal, faculty, or program director. In such a case, the student will be notified in writing of the concern and a representative of the graduate unit will meet with the student to discuss the problem situation. If the issue can be resolved through the efforts of the intern and the university/institutional representatives working with the intern, a report on the problem, expectations and resolution of the problem should be placed in the intern’s file. If the issue(s) needs formal intervention the case must be submitted to the GFC. It is the obligation of the faculty or his/her designee to communicate issue(s) to the program director.
   b. Formal Procedure
      First Warning: Initial Intervention – The student will be notified in writing and a meeting date will be established to discuss the issue with the GFC. The GFC will determine whether or not an intervention is an appropriate course of action in response to unsatisfactory progress or unprofessional behavior. If deemed
necessary, a plan for resolving the concern will be developed at this meeting. The Initial Intervention plan may include:

- The problem(s)
- Strategies for mediating the problem
- Specific objectives to be met by the intern
- A timeline for completion
- A means for assessing the intern’s progress toward the objectives

The initial intervention plan as determined by the GFC is submitted to the program director for review.

Second Warning: -- Focus of Concern

The GFC will review the student’s progress following the Initial Intervention plan. If the committee is not satisfied with the progress made in light of the Initial Intervention plan, or if additional concerns are identified, the student will be given a second warning. At this time the student will be notified in writing that she or he has been identified as a Focus of Concern. Notification will include a date and time to meet with the GFC to review the case and develop a contract for resolving the concern. The conditions of the contract must be strictly adhered to in order for the student to continue in the EdAdmin program. The second warning plan is submitted to the program director for review.

c. Dismissal

If the GFC has determined that remediation is not a viable option, or if the GFC has determined that a student’s actions are deemed sufficiently serious as to result in immediate removal from a field placement, the following steps will be taken and the student may be dismissed from the program. The GFC will recommend to the program director that the intern be placed on temporary leave from his or her field placement during which time she or he will not return to school premises (provided the internship is being conducted at a work site other than that of their regular contracted position). EdAdmin program faculty will make arrangements for the intern to collect his/her belongings from their field placement. An intern’s failure to comply with a request to leave her or his placement may result in notification of appropriate law enforcement agencies and will constitute just cause for dismissal from the program.

In certain cases the GFC may decide to retain the student in the program, but for the student to complete the program at a later date. In such a case the student must comply with the recommendations by the GFC for remediation and placement or be dismissed from the EdAdmin graduate unit.

If the GFC decides to recommend dismissal of a student from the EdAdmin graduate unit they will forward the recommendation to the program director. The program director will review the recommendation by the GFC regarding dismissal and will make a decision regarding quarter grades in consultation with the GFC. The director will forward the recommendation to the Vice Chancellor for Academic Affairs. Dismissal from the UWT graduate unit may result in dismissal from the UW Graduate School.

4. Graduate School Academic Grievance Procedure

Having exhausted the avenues for resolution within the Education program, a graduate student with a complaint of unfair treatment involving academic policies may approach the Graduate School. If resolution is not reached through informal conciliation by the Graduate School, the student may file a formal complaint seeking resolution by the
General Guidelines for Retention and Dismissal: Teacher Certification Program (TCP)

Teacher Certification program (TCP) students at the University of Washington Tacoma are admitted into the Graduate School of the University of Washington. They are separately invited to be admitted into the TCP. This section describes the policies and procedures for retention and dismissal from the TCP. The Graduate School has separate policies regarding admission and retention, which may be found at: http://www.grad.washington.edu/policies/index.shtml. Admission to the TCP graduate unit is only possible with admission to the Graduate School. However, dismissal from TCP does not necessarily constitute dismissal from the Graduate School.

The staff and faculty of the Education Program at the University of Washington Tacoma and their colleagues in the public schools take very seriously their responsibility to prepare and recommend for certification individuals who uphold the highest intellectual, moral, ethical, and personal standards of the profession.

Retention or dismissal from the TCP graduate unit is not only an academic issue, but includes issues of professionalism and skill acquisition. Professional development will be considered holistically, and may include: academic performance; mastery of instruction and planning; classroom demeanor; legal and ethical considerations; negative attitudes toward children; negative racial, gender, or ethnic attitudes; and other unprofessional behavior. The review may consider performance information provided by the TCP adviser, field supervisor, field administrator, district/school personnel, faculty, or program director on all issues regarding excellence in the professional development of the interns.

Obligations of the UWT Teacher Certification Program.

1. The Graduate Faculty Council (GFC) will conduct quarterly reviews approximately 10 days after grades are posted for the most recent quarter. Program advisers will provide a grade report to the GFC and the GFC will identify students who have not met scholarship standards.

2. Faculty and his/her designees will review for satisfactory performance and progress including adherence to the Standards for Essential Abilities and Dispositions (see disposition policy for TCP).

3. UWT faculty (or his/her designees) and program advisers may initiate a review at any time based on a violation(s) of scholarship and/or performance standards.

4. The adviser for the TCP program will apprise students in writing of their progress toward certification quarterly.

5. If, in the professional judgment of faculty (or his/her designee) and/or program adviser an intern has not demonstrated all standards of comportment, action, and reflection, she or he will be counseled as early as possible and opportunities for remediation, if appropriate, will be provided. If the issue can be resolved through the efforts of the intern and the university/institutional representatives working with the intern, a report on the problem, expectations and resolution of the problem should be placed in the intern’s file. If the issue(s) needs formal intervention the case must be submitted to the GFC (please see Project RTI process for addressing needs of struggling interns in field experiences. It is the obligation of the faculty or his/her designee to communicate issue to the program director.

6. By contractual agreement with school districts, in cases of serious breach of professional standards or legal obligations, interns may be immediately removed from their site placement, and may be dismissed from the TCP.
Obligations of interns.

1. It is the responsibility of the student to become familiar with all academic and administrative regulations and procedures relating to his or her course of study at UWT.

2. Grades below 2.7 are interpreted as failure to master relevant program standards. Any intern who at term’s end has earned a grade below 2.7 in a required course will receive a Letter of Warning from the TCP adviser and will be required to retake the course. It is understood that the course may not be available until the following year and the requirement to retake it may result in significant delay to an intern’s program.

The GFC must approve alternative options for granting students a passing grade in the required course (other than retaking the course the next time it is offered). The instructor must present these options to the GFC for approval either in writing or at a GFC meeting.

3. It is expected that an intern’s overall cumulative grade-point average (GPA) will not fall below 3.0. If an intern’s GPA falls below 3.0 at the end of any quarter, he or she will receive a Letter of Warning from the TCP adviser and will be placed on academic probation for one quarter. Interns on probation who fail to earn a grade-point average of at least 3.0 the following quarter are subject to dismissal from the program.

The GFC will review all files from students who are put on academic probation two consecutive quarters in order to decide whether the student should be recommended for dismissal.

4. Interns are responsible for being in their field placement during all hours that they are assigned. Interns must successfully complete all field observations and assignments as delineated in the field handbooks. Performance in the field is evaluated by university and school personnel using the assessments and guidelines as outlined in the field handbooks and standards of the Washington State Professional Educators Standards Board (PESB).

5. Interns will demonstrate the professional behaviors expected of a practicing teacher. Professionalism will be evaluated by the field supervisor and cooperating teacher.

Procedures for dismissal from field placement.

PLEASE NOTE: Although the following sequential process is preferred, it is not required in cases where a student’s actions are deemed sufficiently serious as to result in immediate removal from a field placement or the Teacher Certification Program graduate unit (see Project RTI Process for Addressing Needs of Struggling Interns in Field Experiences).

1. Informal Procedure — Discussion of the Problem

   Reports of unsatisfactory progress or unprofessional behavior may be initiated by the TCP adviser, field supervisor, faculty, school personnel, or program director. In such a case, the TCP adviser will notify the student in writing of the concern and set up a meeting with the student, the student’s field supervisor and/or the specified faculty coordinator for the field supervisors/school personnel to discuss the problem situation. This team will work with the student to develop a contract for resolving the concern. The problems, mode for resolving the problem, assessment criteria the intern must reach and the time frame in which the intern must reach resolution should all be delineated in the contract. The conditions of the contract must be strictly adhered to in order for the student to continue in the TCP. The TCP program adviser should be notified of issues as soon as possible. It is the responsibility of the faculty, field supervisor and/or the specified faculty coordinator to keep the TCP program adviser updated in a timely fashion about the issue, plan, progress, and outcome of the intervention. A formal plan for remediation must be placed in the intern’s file and updated as necessary.

2. If the intern is unable to reach resolution as prescribed in the contract, the faculty, field supervisor and/or the specified faculty coordinator will initiate a review by the graduate faculty council. The GFC will review the progress the student has made on the contract.
and determine the status of the student. The chair of the GFC will set a meeting date with the council and the student and chair the review meeting. The GFC will develop a remedial plan as necessary and make a recommendation to the program director through a written document summarizing the meeting and outlining future steps. A signed copy of the letter [on letterhead] will be submitted to the TCP adviser and the director. Upon approval of the director the original will be sent to the student and a copy will be placed in the student record.

a. The GFC may outline further remediation that must be completed satisfactorily within a given time frame for the intern to remain in the program. The GFC will identify means for assessment of progress and determine whether the student has successfully fulfilled the terms of the contract.

b. The GFC may make a recommendation to the program director that the student should be removed from field work with the possibility of completion of the field experience at a further date.

c. The GFC may make a recommendation to the program director that the intern should be dismissed from the field and from the TCP.

**Dismissal.**

If the GFC has determined that remediation is not a viable option, or if the GFC has determined that a student’s actions are deemed sufficiently serious as to result in immediate removal from a field placement, the following steps will be taken and the student may be dismissed from the program. The GFC will recommend to the program director that the intern be placed on temporary leave from her or his field placement during which time she or he will not return to elementary, middle or high school premises. The TCP program adviser will make arrangements for the intern to collect his/her belongings from the field placement. An intern’s failure to comply with a request to leave her or his placement may result in notification of appropriate law enforcement agencies and will constitute just cause for dismissal from the program.

In certain cases the GFC may make a recommendation to the program director to retain the student in the program, but for the student to complete the program at a later date. In such a case the student must comply with the recommendations by the GFC for remediation and placement or be dismissed from the TCP graduate unit.

If the GFC decides to recommend dismissal of a student from the TCP graduate unit they will forward the recommendation to the program director. The program director will review the recommendation by the GFC regarding dismissal and will make a decision regarding quarter grades in consultation with the GFC. The director will forward the recommendation to the Vice Chancellor for Academic Affairs. Dismissal from the UWT graduate unit may result in dismissal from the UW Graduate School.

**Graduate School Academic Grievance Procedure.**

Having exhausted the avenues for resolution within the UWT Education Program, a graduate student with a complaint of unfair treatment involving academic policies may file a formal complaint seeking resolution by the Graduate School Academic Grievance Committee. (For complete procedural details, refer to the Graduate School Memorandum No. 33, Academic Grievance Procedure @ [http://www.grad.washington.edu/policies/memoranda/memo33.shtml](http://www.grad.washington.edu/policies/memoranda/memo33.shtml).
Retention and Dismissal Process and Flow Chart

Although the following process is preferred, it is not required in cases where a student’s actions are deemed sufficiently serious to result in immediate removal from a field placement or the graduate unit.

Informal Procedure

Reports of unsatisfactory progress or unprofessional behavior may be initiated by the adviser, field supervisor, faculty, school personnel, or program director. This team will work with the student to develop a contract for resolving the concern. The problem(s), mode for resolving the problem, assessment criteria the intern must reach and the time frame in which the intern must reach resolution should all be delineated in the contract. The conditions of the contract must be strictly adhered to in order for the student to continue in the program.

Formal Procedure

First Warning: Initial Intervention

The student will be notified in writing and a date and time to meet with the Graduate Faculty Council (GFC) will be established. A contract outlining a plan for remediation including: problem, plan, outcomes, evaluation and time line for resolving the concern will be developed at the meeting. The student along with his/her and appropriate representatives of the graduate unit will sign the contract and set a date for review.

Concern ends. Concern continues if the GFC is not satisfied with a student’s progress after the initial intervention.

Second Warning: Focus of Concern

The Student will be notified in writing that she/he has been identified as a focus of concern. The letter will include a date and time for the student to meet with the GFC. If appropriate, A contract outlining a plan for improvement including: plan, outcomes, evaluation and time line for resolving the concern will be developed at the meeting. The student along with his/her and appropriate representatives of the graduate unit will sign the contract and set a date for review.

Concern ends. Concern continues if the GFC is not satisfied with a student’s progress after the initial intervention.

Student may voluntarily withdraw from the graduate unit

If the decision is made to retain the intern in the program, the intern must comply with the recommendation for placement and remediation, or be dismissed from the graduate unit (TCP or Ed. Admin).

If the decision is made to dismiss an intern from the graduate unit (TCP or Ed. Admin.), the Education Program director will forward to the Vice chancellor for Academic Affairs a recommendation regarding dismissal and will make a decision regarding quarter grades, as appropriate.*

VCAA informs the student, the GFC, Education Program Director, and the Dean of the Graduate School of the final decision

Student may appeal decisions made by the GFC by following the UW Graduate School Academic Grievance Procedure**

*Dismissal from the UWT graduate unit may result in dismissal from the UW Graduate School

**http://www.grad.washington.edu/policies/memoranda/memo33.shtml
Course Enrollment for all Students in M. Ed.

Students may not enroll in a course, from which they withdrew or completed but failed, for a third time. UWT Education Graduate Faculty Council may decide a course cannot be taken more than once if a student was referred to the council for low scholarship and/or unsatisfactory progress.

Ombudsman

The Ombudsman is to assist in the protection of the rights and interests of individual members of the student body, the faculty and the staff against arbitrary or capricious action or lack of appropriate action by University agencies, the student body, the faculty, or the staff. -- Executive Order 18 of the President. If you would like to contact the University of Washington Ombudsman please see the Ombudsman web page http://www.washington.edu/about/ombudsman/.