

## STUDENT POLICY

### Termination from the Teacher Certification Program for Unsatisfactory Performance in Field Placements

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

If a placement is discontinued at any point prior to the end of the placement due to unsatisfactory performance, the candidate will receive a grade of "no credit" for that quarter and no field hours will be credited to the candidate's overall required total. If a placement is discontinued due to factors outside of the candidate's control such as a school closure, the Director of Field Placements and Partnerships may award an "incomplete" for that quarter, and all or some of the field hours completed may be counted toward the required totals.

With the approval of the Director of Field Placements and Partnerships, and in consultation with the School of Education's Graduate Faculty Council, 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 Director of Field Placements and Partnerships, in consultation with the School of Education's Graduate Faculty Council and any appropriate faculty and staff. If a second placement also is discontinued due to unsatisfactory performance, the candidate will be terminated from the Teacher Certification Program.

If the candidate chooses to pursue the M.Ed. without certification option, the candidate's academic advisor should be notified before the end of the quarter in which the failed fieldwork occurred. Otherwise, the School of Education will notify the UW Graduate School of the candidate's termination, which will result in the student being dropped from the Teacher Certification Program.

## Procedures

**Note:** below is the ordinary sequence of events. However, if a candidate is removed from a placement due to egregious and/or illegal conduct, the School of Education may proceed to immediate termination of the field placement and removal from the Teacher Certification Program with no opportunity for being re-placed. Illegal activities will be reported to the appropriate law-enforcement authorities.

- 1) 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 Director of Field Placements and Partnerships along with the candidate's field supervisor, to discuss the situation and clarify next steps. If the two roles above are one in 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; and b) discuss how the candidate will address and change the concerning behaviors to make the new placement successful, and (c) determine whether a second attempt at a field placement is warranted.
- 2) The candidate may appeal the grade of "no credit" by following the Grade Appeal process as laid out in the School of Education's Graduate Student Handbook.

- 3) The Director of Field Placements and Partnerships will make all attempts to re-place the candidate at a different school in a timely manner. If the candidate's conduct has been of concern, the Director of Field Placements and Partnerships may inform the partner school of the conditions under which the original placement was discontinued. The Director of Field Placements and Partnerships will have the authority to determine the number of hours which the candidate must repeat, when the new placement can begin, and other logistics related to the re-placement of the candidate. Any further concerns raised by school personnel or removal from a field placement may result also in immediate termination from the Teacher Certification Program and a drop request will be sent to the UW Graduate School, to be enacted at the end of the quarter.
  - a. The UW Graduate School will be notified in writing of the candidate's removal from the first fieldwork site, 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) If the candidate is removed from, or discontinues, a second placement for unsatisfactory performance including 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. The UW Graduate School will place the candidate on "Drop" status.
  - a. If the student is eligible for an M.Ed degree without certification, the student may request this from the GFC before the end of the quarter. If the student chooses to shift into this other degree track within the College, the student will not be dropped from the program after being terminated from the Teacher Certification Program.
- 5) The candidate may appeal any termination decision from the Teacher Certification Program to the School of Education's Graduate 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.
- 6) If a candidate is dissatisfied with the decision of the School of Education's Graduate Faculty Council, a final appeal may be sent to the Dean of the School of Education within 30 calendar days of receiving the Council's decision in writing.
- 7) The candidate may access other existing UW procedures, such as the Graduate School's policy on Academic Grievances (Memo 33) if applicable, to appeal the decision if they so choose.

Note: the Dean of the School of Education may appoint a designee if the Director of Field Placements and Partnerships or a member of the school's Graduate 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: **September 26, 2018**

Approved by School of Education Faculty Date: **October 22, 2018**

Policy Effective Date: **Fall Quarter, 2018**