

Exit from or Removal from the Educator Preparation Program (EPP)

Student Decision to Leave the EPP:

If a student who has been formally accepted into the EPP decides not to continue with certification prior to program completion, a dated written request to be removed from the certification program must be submitted by the candidate to the Certification Coordinator in the EPP. That document initiates the process of formal removal in the state and federal certification platforms. The student is responsible for working with an advisor to notify the Registrar through completion of the Change of Major forms. The Certification Coordinator will issue a notice of dismissal to the student, for potential use if pursuing certification through other programs in the future.

Low GPA: Because high academic excellence is needed by educators, meeting a specific GPA is both a state and local requirement. When undergraduate students have a GPA of 2.0 or lower and have no more than 12 hours of coursework remaining for degree completion, they will be dropped from the Educator Preparation Program, since meeting the 2.75 overall GPA for program entry and program completion under state guidelines is not feasible. Graduate students must maintain the GPA required for continued participation in the graduate program, as stated in the graduate catalog. If not, they will be dropped from the Educator Preparation Program.

Felony or Misdemeanor Conviction

“In accordance with Article 6252-13c, Texas Civil Statutes, the commissioner of education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to duties and responsibilities of the teaching profession.” All applicants for Texas certificates are screened (fingerprinted) for a record of felony or misdemeanor conviction through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). Failure to pass a criminal history review for a field experience, internship, or clinical teaching will result in removal from placement and may result in removal from the Educator Preparation Program, upon review by the Dean and Associate Dean for the College of Education.

Dismissal from Public School Campuses:

UMHB works in partnership with several area independent school districts. In the event that a student teacher or intern is prevented from returning to a school to which he or she was assigned, procedures are in place to address the issue. (See Failure to Demonstrate Disposition to Teach below.)

Failure to Demonstrate Disposition to Teach

Disposition to teach is considered a relevant and critical aspect of effective instruction.

A student's disposition to teach will be assessed at UMHB through educator preparation courses, through the College of Education interview process, during any field-based experience, while clinical teaching, and/or in other instructional settings associated with teacher

preparation. The instructor or clinical teaching supervisor who feels a student is not demonstrating the disposition to teach will take the following steps:

1. The student's file (kept on record in the COE office) will be checked for evidence of previously-reported concerns.
 - a. If no previous concerns are noted, the instructor will notify the student to discuss the concern and direct the student in resolving the problem. The date of the conference, the concern, and the specific directions provided to the student will be submitted via a "Notice of Concern: Disposition to Teach" form which is available on the College of Education website and also in the College of Education office. The form will be forwarded to the Certification Officer for inclusion in the student's file.
 - b. If a previous concern was already in the file (based on the same deficiency or other behaviors of concern to one or more instructors/supervisors), the instructor/supervisor will complete a second Notice of Concern: Disposition to Teach" form and will indicate this is a second notice. This will be forwarded to the Associate Dean for Education, who will set up a meeting with the instructor, the student, and the Associate Dean at a time that is convenient to all parties. This meeting should occur within 10 days of the reported deficiency or behavior. The student will have the opportunity to explain her/his position and provide additional relevant information. The Associate Dean will determine whether additional faculty, staff or school personnel are required to support or refute the observed behavior.

The result of this meeting may be a decision to monitor the student's performance more closely but take no further action unless a third notice is filed, development of a remediation action plan, or a recommendation to the Dean of the College of Education to remove the student from the Educator Preparation Program. The Associate Dean will make the final decision with input from the committee and will provide copies of the decision to the student and instructor within 10 class days. Documentation of the meeting's content, including any written agreements or action plans, will be placed in the student's file.

- c. If a third notice is provided to the Associate Dean for Education – or at any time when a program director or school administrator determines it is necessary to remove the clinical teacher or intern because he/she poses a threat to the academic program or the students at a school campus – a meeting will be held involving the Associate Dean for Education, the Dean of the College of Education, and the instructors/professors filing the original notices of concern. The Dean of the College of Education will make the final decision, based on input from the instructors involved.

At this time, the student may be extended an opportunity for remediation or may be dismissed from the Educator Preparation Program. The student has a right to appeal the committee's decision within ten days by providing a written

statement refuting the evidence reviewed by the committee to the Provost for Academic Affairs. Graduate students may appeal to the Dean of the College of Education and/or the Provost & Senior Vice President for Academic Affairs.

Inactive Candidates

In accordance with 19 TAC §228.31, inactive candidates will be dismissed/ removed from the EPP after one academic year (two consecutive long semesters) of inactivity. An inactive candidate is one who is no longer completing coursework, training, and testing requirements with an EPP and is not a completer of the EPP.

Student Name _____

UMHB # _____ Date _____