

## **RETENTION AND OTHER POLICIES IN THE TEACHER EDUCATION PROGRAM**

Following acceptance to the educator preparation program, a candidate's good standing will be reviewed periodically and possibly revoked by program faculty if:

- The candidate fails to exhibit responsible and professional behavior in all classes, field experiences, and interactions with peers and faculty, as judged by the program faculty, mentor teachers, and other school personnel.
- The candidate violates the UCA academic integrity policy, the code of ethics for Arkansas educators, or criminal law.
- The candidate earns a grade less than C in any required lower or upper division course in the candidate's major.
- The candidate's UCA GPA falls below 2.70.
- The candidate fails to meet the required course or program prerequisites, especially for field-based teaching methods courses and internship.
- The candidate's knowledge, skills, and/or dispositions are judged by two or more instructors and/or mentor teachers to be unsatisfactory.
- The candidate does not complete an internship satisfactorily.

A formal review by the program faculty will occur before a candidate will be allowed to enroll in the final internship. The outcomes of this review will determine whether the candidate will be permitted to continue in the educator preparation program. The review may result in a remediation plan rather than dismissal. Decisions to remove a candidate from the educator preparation program will be made by the program faculty and forwarded by the program coordinator to the department chair, the appropriate representative in the Office of Candidate Services, and the Dean of the College of Education.

### **Retention in Field Experiences/Internship I/Internship II**

A candidate may be removed from a field experience when any of the following occurs:

- The appropriate school authority states that the teacher education candidate's presence in the classroom is not in the best interest of the public school's students and/or requests that the teacher preparation candidate be removed.
- The joint decision of the appropriate program coordinator and department chair in consultation with the Mentor Teacher and University Supervisor states that the circumstances are such as to prevent the development and/or maintenance of a satisfactory learning environment.
- The candidate exhibits unprofessional/unethical behavior.
- A decision has been reached that the teacher education candidate cannot receive a satisfactory grade in a field experience course.

### **Placement Decisions**

Academic program areas will determine field placements (including Internship I and II). Exceptions to the placement policy will not be made.

**Policy for adding Internship II Sites Outside the 60 Mile Radius** (Rev. February, 2015)

Individual programs may exempt candidates from the 60-mile radius Internship II placement policy if it documents limited, acceptable placements in the specific content area within the 60-mile radius. The individual program area agrees to cover the cost of the supervision beyond the 60-mile radius. (Candidate fees will cover the first 60 miles if funds permit.) In addition, the following conditions must be met prior to submitting the request:

- The chair of the department has approved the site and understands that the department will cover the additional travel expenses.
- The universities/colleges currently using that school have been contacted and approve the request for the UCA candidate to be placed in that school.
- The school principal is contacted to ensure the mentor is willing to take a UCA candidate.

**Appeals of Admission, Retention, and Placement Decisions**

If a candidate wishes to challenge an admission, retention, or placement decision, s/he may submit a formal appeal related to these policies. All appeals concerning Internship II policies should be submitted by October 15 for spring Internship II and by February 15 for fall Internship II. The candidate must first submit a request to reconsider a decision or an exception to the policy in writing to the program's department chair. An appeal must explain the exceptional or extenuating circumstances and other pertinent information not previously available or considered. If the candidate is not satisfied with the decision of the department chair, s/he may appeal to the Dean of the College of Education. This second level formal appeal must be submitted in writing within ten (10) business days of being notified of the department chair's decision. The COE Dean will respond to the appeal within ten days and this decision is final.