**Education Intervention Board Procedures**

The purpose of the Education Intervention Board (EIB) is to address issues and concerns about Concordia University students who are enrolled in Education courses before and after admission to the Education program. The EIB will consist of three faculty members who are appointed by the Associate Dean of Education, Health and Human Sciences. The Synodical Placement Director may also be included on the EIB at the direction of the Associate Dean.

The model for the purpose and procedures of the EIB is Jesus’ teaching in Matthew 18: 15-16:

“15 If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. 16 But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.” (English Standard Version. Retrieved at [http://www.esvbible.org/Matthew+18/](http://www.esvbible.org/Matthew%2B18/))

Procedures for EIB:

1. When a student in an Education course, the Education program, and/or student teaching is demonstrating performance and/or dispositions that are not acceptable for the teaching profession, a Concordia faculty member, staff member or university supervisor will meet with the student. The purpose of this meeting is for the faculty, staff or supervisor to clearly state the student’s behavior(s) that demonstrates the unacceptable performance and/or dispositional issue(s). Examples of such behaviors are absences, tardies, late submission of coursework or lesson plans, poor communication or interpersonal skills, poor academic skills, lack of participation, disrespect to others, unprofessional behavior in field experience or student teaching, university disciplinary action, etc. The faculty member, staff member or university supervisor will meet with the student to communicate the improvements that must be made by the student and designate a timeline in which such improvements must be made. The faculty or staff member will document the meeting with the *Student Concern Register and Plan.* The *Student Concern Register and Plan* will be kept by the faculty or staff member, and the student may be given a copy. A copy should also be submitted to the Director of the Field Experience.
2. If the student does not demonstrate improvement as required in the Student Concern Register and Plan, the faculty, staff or supervisor will submit the EIB referral form to the EIB. As a courtesy to the student, the referring party will ask the student to sign the referral form, thereby indicating that s/he has been informed of the referral. The referral form will be submitted to EIB whether or not the student signs.
3. In the case that the Education student is involved in disciplinary action with the university, the Vice President for Student Affairs and Athletics office will submit the referral form to EIB.
4. EIB will schedule a hearing with the student at its earliest available meeting time and notify the student of the hearing through CUNE email at least three business days before the hearing. The student is responsible to notify the EIB that s/he will or will not be attending. If the student notifies the EIB that s/he will not attend the hearing or does not attend, the EIB will hold the hearing without the student present.
5. The student may bring a Concordia University faculty or staff member as a support person to the hearing. A student may not bring a parent or person outside the faculty and staff of Concordia University; direct parental participation is not allowed in this process. If a support person will be present at the hearing, the student must inform the EIB at least 24 hours in advance. The support person’s role is to help the student understand the importance of the issues and assist the student in responding to them. It is not the role of the support person to speak for the student.
6. Before the hearing, EIB may request information from Concordia University faculty and/or staff members to determine if additional concerns about the student have been raised, addressed and/or documented.
7. At the hearing, the faculty or staff member who referred the student will present the Student Concern Register and Plan to the hearing and clearly state the performance and/or dispositional issues that have been demonstrated by the student as well as the interventions that have been discussed with the student. Additional documentation from other faculty and staff may also be presented to or by the EIB.
8. The student will respond to and ask questions about the issues/concerns. Responses may include the explanation of circumstances or situations that led to the issues/concerns.
9. EIB members may ask additional questions of the student and/or the referring faculty or staff member for more information or clarification.
10. EIB will convene in closed session to determine an Action Plan for the student, make a decision about the student’s continued admission in the Education program and/or remove a student from student teaching placement.
11. The student will be called back into the hearing in order for the EIB to state the decision to the student. The EIB may develop an Action Plan, for which the student must meet requirements. The EIB may remove the student from the Education program, deny a student future enrollment in Education courses, remove a student from field experience, remove a student from student teaching placement, determine the final grade for student teaching and/or determine if a student may repeat student teaching. The EIB may also delay formal admission to the Education program and/or student teaching, pending the student’s successful fulfillment of the Action Plan and approval of EIB.
12. The student will be given the opportunity to ask questions about the decision of the EIB.
13. Within three business days, the EIB decision will be sent to the student through CUNE email. The student will be required to reply to the email and schedule a time with the EIB representative to sign and date the decision to indicate that s/he will meet the requirements
14. The EIB may require a student to be scheduled for an additional hearing to follow up on the student’s progress.

The EIB has authority to:

* develop an Action Plan for which the student must meet requirements;
* delay admission to the Education program and/or Student Teaching;
* require a student to repeat an Education course;
* remove the student from the Education program;
* deny a student future enrollment in Education courses;
* remove a student from field experience;
* remove a student from student teaching placement;
* determine the final grade for student teaching; and/or
* determine if a student may repeat student teaching.

A student may appeal the decision of the EIB to the Associate Dean of Education, Health and Human Sciences.