**Unsuccessful Student Teaching**

1. A student will be considered an “unsuccessful student teacher” if s/he by the end of Student Teaching I does not demonstrate the competencies required to move to the next level of student teaching (examples: does not successfully complete requirements, does not earn passing grade, does not demonstrate professional dispositions, etc.) or if s/he by the end of the Student Teaching II experience does not demonstrate the competencies required of a beginning teacher (examples: does not earn passing score on assessments, does not demonstrate professional dispositions etc.).Such student teacher will be referred to the Education Intervention Board (EIB) by the Student Teaching Director. The EIB has authority to determine the course of action for the student teacher. (See Appendix C.)
2. If a student teacher in Student Teaching I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ demonstrates poor performance early in the experience, the Student Teaching Director will meet with the student teacher to address the weaknesses of the student teacher. Such meeting will be documented with the Student Concern Register and Plan. If such student teacher demonstrates significant growth under the requirements of the Student Concern and Register Plan, the student may proceed to Student Teaching II upon the decision of the Student Teaching Director involved. If such student teacher does not meet the requirements of the Student Concern Register and Plan, such student teacher will be referred to the Education Intervention Board by the Student Teaching Director and/or the university supervisor. (See Appendix C.)
3. Students who have not achieved the competencies established for their student teaching experience will be referred to the EIB. (See Appendix C.) The EIB may determine that the student teacher earn a grade of Incomplete (I) or Fail or that the student teacher should petition to “Withdraw.” If the student is allowed to withdraw, a “W” will be recorded on the official transcript for the Student Teaching Experience.

A student teacher may appeal decisions of the EIB to the Associate Dean of Education, Health and Human Sciences. (See Appendix C.)

**Removal from Student Teaching**

On the rare occasion that a student teacher demonstrates performance and/or dispositions that are not acceptable for the teaching profession (examples: does not successfully complete Teacher Work Sample or student teaching assessments, does not earn passing grade, does not demonstrate professional dispositions etc.) such student teacher may be removed from the student teaching placement. When a school requests that a student teacher be removed from the placement, Concordia University will honor such request and the student teacher will be removed immediately. When Concordia University determines that a student teacher will be removed from a student teaching placement, the school will be notified as soon as possible.

When removed from student teaching placement, the student teacher must submit all property of the school (school materials, equipment, student work, etc.) to the school. The school should arrange for the student teacher to collect his/her personal belongings from the school when students are not present. If possible, the university supervisor should be present when the student teacher is leaving the school in order to provide support for the student teacher.

A student teacher who has been removed from student teaching placement will be referred to the Education Intervention Board by the Student Teaching Director. (See Appendix C.)

**Repeating Student Teaching**

When a student desires to repeat student teaching after having been removed from student teaching placement or after having failed student teaching (or for any other reason), such student must notify the Student Teaching Director(s) or the Program Director. Either of these directors will refer the former student teacher to the Education Intervention Board for a hearing. (See Appendix C.) The EIB has authority to determine if the student may repeat or not repeat student teaching and under what conditions any repeat of student teaching may occur.

**Process for Appeal to the Associate Dean of Education, Health and Human Sciences**

1. When a student chooses to appeal a decision of the EIB to the Associate Dean (AD), the student must notify the AD in writing with the request for an appeal hearing.
2. The AD will schedule an appeal hearing with the student at the earliest available meeting time and notify the student of the hearing at least three business days before the hearing. The student is responsible to notify the AD to confirm that s/he will be at the scheduled hearing. If the student notifies the AD that s/he will not attend the hearing or does not attend, the hearing will not take place.
3. The student may bring a Concordia University faculty or staff member as a support person to the appeal 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 AD 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.
4. The AD may invite any university faculty or staff member s/he deems relevant to be present at the appeal hearing.
5. At the appeal hearing, the student will clearly state the rationale for the appeal, providing evidence to support such rationale.
6. The AD will ask questions of the student in order to gain more information or for clarification.
7. The AD will not state a decision regarding the appeal at the hearing.
8. The AD may investigate the student’s academic record, field experience record, Education department files and/or any other information s/he regards as relevant to the decision.
9. The AD will submit a written notification of the decision to the student within 10 business days of the appeal hearing.

A student may appeal any decision of the Associate Dean to the Dean of the College of Education, Health and Human Performance.