



## **Student Dismissal Policy**

A student may be dismissed prior to completion of a program in the Department of Advanced Studies in Education for failure to meet generally accepted standards of professional conduct, personal integrity, emotional stability, ethical behavior requisite for professional practice or for inappropriate or disruptive behavior toward colleagues, faculty or staff (at the university or field placement). The programs include the following: Counselor Education, Curriculum and Instruction, Reading Specialist, School Administration, and Doctoral Program in Educational Leadership.

The procedure for implementing the dismissal process includes advising the student of his/her status, a hearing and a decision by an Ad Hoc Student Review Committee.

Dismissal procedure:

1. A faculty member (other than the department chair) or student enrolled in a program may initiate review of a student in a program by communicating the concerns to the program director or coordinator. If the student under review is enrolled in a program that is directed or coordinated by the chair of the department, the concerns shall be communicated directly to the College Dean who shall consult with the department chair to determine the appropriate course of action for review. The program director or coordinator shall notify, in writing, the student under review that a dismissal process has been initiated.

A program director or coordinator may order, in writing, the removal and placement on temporary leave of a student whose behavior is, in the sole judgment of the director or coordinator, severe. Such leave shall be effective until the Ad Hoc Student Review Committee makes a decision regarding status in the program.

2. The director or coordinator of the program for which the student under review is enrolled shall within 10 working days after the review is initiated, confer with the student to:
  - a) inform him/her of the concerns.
  - b) obtain his/her perspective.
  - c) clarify any needed information.
  - d) determine if he/she may wish to withdraw from a program rather than participate in the review.

If the student under review does not respond to a written request by the program director or coordinator to meet within 10 working days after the review is initiated, the committee process shall continue as described.

3. The director or coordinator of the program for which the student under review is enrolled shall prepare a written report that is presented to the student under review and department chair. The report shall be presented within 10 working days after the program director or coordinator has conferred with the student under review.
4. The student under review, on receipt of the written report from the director or coordinator, may submit to the chair of the department within 10 working days, a written response to the written report prepared by the program director or coordinator.
5. The department chair shall, on receipt of the written report prepared by the program director or coordinator, constitute an AD Hoc Student Review Committee within 10 working days. The members of the committee shall be appointed by the department chair in consultation with the student under review and program director or coordinator. The committee shall consist of one faculty member from the Department of Advanced Studies, one faculty member from outside of the Department of Advanced Studies and President of the Associated Students or his/her designee. The department chair shall, in consultation with the student under review and program director or coordinator, appoint the chair of the committee. The committee shall conduct a hearing and complete all of its duties within 20 working days from the date constituted.
6. Before or during the hearing, the committee members may review documents and speak to any persons with relevant information including but not limited to the student under review, the director or coordinator of the program for which the student under review is enrolled, and the faculty member or student bringing the matter to the attention of the program director or coordinator.
7. The program director or coordinator and the student under review shall be entitled to be present throughout the hearing and to present evidence, including testimony by other persons. The student under review and the program director or coordinator may be accompanied by a person from the University faculty or student body to assist them in presenting evidence. The hearing shall not be open to the public. At the close of the hearing, the committee shall deliberate privately. The committee chair shall formulate an agenda for the hearing and assure that the following procedures are employed in the conduct of the hearing:
  - a) The program director or coordinator shall first make an opening statement by presenting evidence, which the program director or coordinator believes constitutes legitimate grounds for dismissal from the program.
  - b) After the program director or coordinator presents evidence in support of dismissal, the student under review may present rebuttal evidence.
8. Following private deliberations, the committee shall review documents and testimony, then vote on the final decision regarding whether the student under review will be dismissed from or remain in the program. The committee chair shall inform, in writing within 10 working days, the student under review, program director or coordinator and department chair, of the committee's decision.