

**Teacher Education at Purdue University**  
Student Teaching Remediation or Dismissal Policy

**Section I. Remediation Plan**

Remediation is initiated when the university supervisor has a student teacher who is faltering and whose performance is below standard. Remediation can be initiated by the principal, cooperating teacher, supervisor, or student. The remediation plan is to be a formative instrument for the student teaching placement. It will be designed as a contract, with specific goals and timeline. The information below is intended to provide concrete guidance on the development of the remediation contract.

- I. Who designs remediation plan?
  - A. Instructor of record
  - B. Head university supervisor (if different from Instructor of record) will work with student to develop remediation plan with input from current university supervisor. Remediation must be able to be implemented by end of the next student teaching experience.
- II. Who has input in remediation plan design?
  - A. Student
  - B. Current university supervisor
  - C. Current cooperating teacher
- III. Remediation plan guidelines:
  - A. Background
  - B. Specific concerns
  - C. Action plan for remediation
    1. Steps
    2. Deadline
  - D. Evaluation plan
  - E. Additional information
  - F. Approval signatures (see IV)
- IV. Who approves remediation plan and signs off?
  - A. Student
  - B. Cooperating Teacher (if relevant)
  - C. Program convener
  - D. Head university supervisor
  - E. Principal
- V. Who receives copy of remediation plan?
  - A. Student teacher – signature required
  - B. Cooperating Teacher
  - C. Supervisor/Overseer of remediation plan (Head university supervisor, course instructor, program convener, university supervisor, etc.) ☑
  - D. Academic advisor
  - E. ~~Director of Office of Field Experiences~~/Student Teaching Placement Coordinator
  - F. Head of the Department where the student is enrolled and EDCI Department Head
- VI. Who will we evaluate the success of a remediation plan?
  - A. The Head university supervisor will provide formative evaluation of the student's work on their remediation plan, with input from the student's cooperating teacher
  - B. The Course instructor and the Head University Supervisor will work together on a summative assessment of the success of the remediation plan

- VII. Will a student who needs remediation be able to repeat student teaching?  
A. Yes, once, if the remediation plan is successful

### ***Section II. Dismissal Policy***

If the student teacher is unable to successfully complete the remediation plan and/or is judged by program faculty to be incapable of successfully completing student teaching, he or she will be dismissed from Teacher Education and referred to his/her academic advisor for an alternate academic route to a degree.

*Who dismisses student from student teaching?*

- I. Program area makes recommendation to the Head of the department for the student's major with a cc to the student, the instructor of record and supervisor if the student is currently enrolled in student teaching, the student's advisor, and the ~~Director of Field Experiences~~
- II. Home department head decides whether to dismiss or remediate the student. When dismissal is chosen, the Head writes a memorandum of dismissal from student teaching and forwards it to the College of Education Dean's Office for approval
- III. Associate Dean for Learning in the College of Education and the Dean of the College of Education decide whether to approve the dismissal recommendation

*What formal record is kept of the dismissal?*

- IV. Grade of W/F for student teaching on transcript
- V. FUTURE: If a grade of "D" or "F" is given, transcript would show "not eligible for licensure" (Due to the current registrar system, this is not possible; however, new system will hopefully have this capability)

*What happens next?*

- VI. Academic advisor makes recommendation to department head for alternate route to a degree.

### ***Section III. Appeal Process***

Students who wish to appeal will follow the University grade appeal process/procedure. Recommended informal procedures for appeals of dismissal from student teaching are as follows:

- I. Step One:  
Student meets with remediation plan supervisor and program area faculty to resolve issues
- II. Step Two:  
Student meets with the home department head where student is registered
- III. Step Three:  
Student meets with College of Education Associate Dean of Learning and Engagement and the Associate Dean for Learning in his/her home college registration

If these informal steps do not resolve the issue, the student has the option of initiating a formal grade appeal to the College Grade Appeals Committee in the College where the student is registered. University Grade appeals procedures and college grade appeals procedures are followed for formal appeals.

**Section IV. Recommendation with regards to degree without completion of student teaching and transcript:**

- I. Will a student be able to receive a degree without completing student teaching?
  - A. College of Education needs to have one to two general degrees for students who do not complete student teaching for the following reasons:
    1. Those who do not want to student teach
    2. Those who are not successful in student teaching
  - B. The departments should design an undergrad degree without licensure.
  - C. Show on transcript of those who receive “D” or “F” in student teaching: “not eligible for licensure”

Approved by the TEC May 10, 2006