

## PRACTICUM WITHDRAWAL PROCEDURES

### Voluntary Withdrawal

The student has the right to terminate her/his practicum assignment. Student responsibilities:

- Provide written notification to public school and University personnel of decision and reason(s) for withdrawal
- Withdraw from University course, if applicable
- Return any borrowed materials, records, and/or keys to rightful owner
- Student shall be evaluated by the Professional Education Unit Council for future retention in the Teacher Education Program

### Involuntary Withdrawal:

Field-based students may be removed from placement under any of the following circumstances:

1. Formal request by public school administrator or appropriate teacher to terminate placement.

#### ACTION:

- Termination is immediate
  - Student shall be informed of decision of public school personnel
  - Student shall be evaluated by the Professional Education Unit Council for future retention in the Teacher Education Program
2. Student does not demonstrate an acceptable level of competence or behavior as evidenced by:
    - a. Negative evaluations by public school and/or University personnel, and/or
    - b. Requests by public school personnel for additional support and/or re-evaluation of student's ability

#### ACTION:

- Student informed of inadequate performance by public school and/or University personnel
- Student given opportunity to correct deficiencies, if applicable, within a given time period. Additional supervision may be provided.
- Student will be re-evaluated for retention or removal
- Removal requires written notification and justification by the Director of Teacher Education
- Student shall be evaluated by the Professional Education Unit Council for future retention in the Teacher Education Program.