

## SOE Policy on Repeating Undergraduate or Graduate Field Experience

**POLICY:** A student who fails an undergraduate or graduate field experience (e.g. preclinical, practicum, student teaching, internship) is not automatically eligible to reapply or repeat the field experience. Failure includes being withdrawn from the experience due to inadequate performance. The student may, however, request permission to pursue a remediation plan, and upon successful completion of the remediation plan, reapply to repeat the field experience.

A candidate may only request permission to pursue a field experience remediation plan one time. If a candidate is withdrawn from a field experience due to inadequate performance for a second time, the candidate will not be allowed to continue to pursue education certification.

Following notification of being withdrawn from an undergraduate or graduate field experience, a candidate may follow the procedures noted below:

### PROCEDURE:

1. The student must submit a written request to the SOE Coordinating Chair to be considered for permission to pursue a remediation plan for the purpose of becoming eligible to reapply for or register to repeat a field experience. The letter should address the following:
  - A. Reasons for desiring to be a member of the profession.
  - B. Explanation for the unsuccessful completion of the field experience.
  - C. A description of what the candidate has done in the interim to remediate the deficiencies that resulted in unsuccessful completion of the field experience.
  - D. A minimum of three references who can speak to their desire and ability to pursue their profession.
2. The Coordinating Chair will appoint an ad hoc committee to consider the candidate's request. The committee will consist of the Coordinating Chair, the candidate's Program Director, a minimum of one faculty member from the candidate's discipline area, and if possible, the candidate's preclinical, student teaching/intern or practicum supervisor. The meeting will be conducted by the Coordinating Chair and may include a written and oral presentation to the committee by the candidate. The purpose of the committee deliberation will be twofold:
  - First, the committee will determine the candidate's eligibility to pursue a remediation plan. Eligibility to pursue a remediation plan will be based on the reason for the unsatisfactory grade, the strength of the candidate's letter/presentation, and ultimately, the judgment of the committee members. The student will be notified of the committee's decision within one week of the meeting. The decision of the committee may be appealed to the Dean of Education. If unresolved at that level, the student may appeal through the university positive action process.
  - Second, if the committee determines that the candidate is eligible to pursue a remediation plan, members of the committee will develop a remediation plan that specifies: 1) the knowledge, skills, and behaviors that the candidate must demonstrate prior to reapplying to repeat this field experience, 2) how the competencies will be demonstrated and assessed, and the criteria for successful completion, and 3) the remediation plan logistics (timeframe, what coursework the candidate needs to enroll in, etc.). The remediation plan will be sent to the student within three weeks of the committee meeting. The student will then have one week to indicate in writing his/her decision regarding pursuit of the remediation plan.

3. Upon completion of the remediation plan, the student submits all evidences to his/her Program Director. The Program Director submits a written recommendation to the Coordinating Chair regarding the candidate's eligibility to reapply or reregister for the field experience to the Coordinating Chair. Upon approval, the Coordinating Chair informs the candidate of his/her eligibility to reapply or reregister for the field experience. If the candidate does not successfully complete the remediation plan, the candidate is advised to meet with his/her program director for advice on completing the program without certification or other options.

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