Standards for Continued Participation in Credential Programs
At California State University, Fullerton
Policy One

Revised March, 2012

The credential programs endeavor to admit only candidates who have demonstrated through the application process that they possess the important characteristics necessary to be successful educators:

- Respect for all individuals enriched by an understanding of culture and diversity
- Commitment to working collaboratively
- Commitment to lifelong learning
- Wide constellation of knowledge and skills
- Ethical character demonstrated by
  - Having integrity, and being trustworthy, honest, courteous, open minded, and by treating others fairly and impartially.

Candidates are required to demonstrate professional behavior in all aspects of their participation in the credential program. Candidates are expected to be knowledgeable about and adhere to the professional standards for their field of teaching, as well as University standards outlined in the Schedule of Classes and Catalog, especially the sections on Student Conduct, Graduate Admission, and Academic Dishonesty, and student outcomes as described in the Education Unit’s Conceptual Framework. Individuals who are accepted for admission to a credential program become credential candidates and are responsible for meeting the high standards of personal conduct expected of professional educators. Candidates’ continued participation in credential programs at Cal State Fullerton is dependent upon their ability to adhere to professional standards as assessed within each credential program.

In order to continue to participate in a Credential Program and related Master’s Program (if there is one) you must:
- Behave in an honest and forthright manner.
- Follow standard scholarly practice in giving credit to sources used in assignments.
- Follow directions of University instructors, supervisors, and fieldwork and student teaching mentors such as master teachers.
- Behave in a manner expected of professional educators.
- Cooperate and collaborate with fellow candidates on projects and assignments.
- Maintain successful academic progress by passing all classes and maintaining at least a 3.0 grade point average. No classes for which grades of D or F were assigned will be used to meet credential requirements. In credit/no credit classes students must achieve a final grade of 80% or better to receive credit.

Credential candidates will be considered for removal from the program if they:
- Exhibit academic dishonesty as defined by the University Catalog
- Exhibit inappropriate student conduct as defined by the University Catalog
- Exhibit unacceptable academic, field, pedagogical, and/or clinical performance behaviors
- Fail to meet the standards set by the Commission on Teacher Credentialing
- Fail to behave according to the standards of the profession, public schools, university, department and/or program
- Fail to demonstrate credentialing competencies
Procedures to be followed by departments to remove a student from a credential program:

1. The process to remove a candidate from a credential program in accordance with written department or program policies can be initiated by a program coordinator or department chair after consultation with the appropriate faculty member(s). This process will be handled through the department within which the program is housed in the College of Education. For Single Subject credential programs, this is the Department of Secondary Education.

2. If a department is considering removing a candidate from the program, the student will be notified in writing of the specific reasons. The written notice can be provided in person or by registered mail. A copy of the document will be provided to the Associate Dean, College of Education. In the event the Associate Dean is not available, the Assistant Dean of the College of Education will serve in place of the Associate Dean in all matters regarding the appeal process.

3. Students who have been removed from a credential program will receive: (1) No Credit (NC) for credit/no credit courses or (2) a Withdrawal Unauthorized (WU) for graded courses for those courses in which the student has been removed or has yet to complete as part of the program. Poor academic performance is not evidence of a serious and compelling reason for withdrawal. (See UPS 300.016 and 300.018). Students should consult the Department Chair or Program Coordinator for specific withdrawal procedures.

Appeal procedures

1. Students who wish to appeal to remain in the program must do so within 10 academic workdays of notification, using the Request to Appeal form provided with the notice that must be submitted to the Associate Dean, College of Education. An academic workday is defined as the days campus is open excluding weekends or campus holidays (e.g. days campus is closed).

2. The Associate Dean will appoint one member of the Credential Programs committee and two members of the tenured Education faculty who are not from the program in which the candidate is enrolled to serve as an Appeals Board.

3. Within five academic workdays of receipt of a Request to Appeal form, the Associate Dean, College of Education will notify (by registered mail or in person) the student appealing of the date and time of the Appeal Board meeting.

4. The Appeals Board will hold a meeting to consider the candidate’s appeal within 6-10 academic workdays of the receipt of the appeal by the Associate Dean, College of Education.

5. The Candidate may make a written and/or oral presentation to the Appeals Board. Every effort should be made to provide written materials to the Associate Dean, College of Education prior to the meeting.

6. The Department Chair and/or Program Coordinator may also make a written and/or oral presentation to the Appeals Board.

7. Only the members of the Appeals Board and possibly legal staff of the University will be present when the board deliberates about their decision.

8. Within three academic workdays of the board meeting, the Appeals Board will provide the Department Chair, Program Coordinator, Associate Dean, College of Education, and the Candidate a written decision either upholding the dismissal of the student from the credential program or continuing her/his participation in the program.

9. The candidate may meet with the Associate Dean, College of Education to present any concerns the candidate may have that the due process procedures outlined in this document were not followed. The Associate Dean, College of Education has the power to appoint a second Appeals Board if the outlined procedures were not followed.

10. The decision of the Appeals Board is final.

11. The Appeals Board may recommend to the Associate Dean, College of Education that the Commission on Teacher Credentialing be notified of very serious lapses in professional behavior.
12. In the event that a student’s appeal is upheld, the Department will work with the student to determine the next steps to program re-entry.
California State University, Fullerton
COLLEGE OF EDUCATION

Notification of Removal from Credential Program

Name of candidate______________________________________   Date_____________

CWID______________________________     Credential Program_____________________

You have been removed from the credential program for the following reason(s)/behavior(s):
   You exhibited academic dishonesty as defined by the University Catalog.
   You exhibited inappropriate student conduct as defined by the University Catalog.
   You exhibited unacceptable academic, field, pedagogical, and/or clinical performance.
   You failed to meet the standards set by the Commission on Teacher Credentialing.
   You failed to behave according to the standards of the profession, public schools, university, department and/or program.
   You failed to demonstrate credentialing competencies.

The specific reason(s) for removal are:

Previous meetings and/or notifications of needs for improvement:

Please note that the attached Standards for Continued Participation in Credential Programs include candidate appeal procedures.

Dept. Chair___________________________________________   Date____________

Program Coord. _______________________________________  Date____________
(If one is appointed.)

Copy to Associate Dean, College of Education on ____/____/____
California State University, Fullerton
COLLEGE OF EDUCATION

Request to Appeal Form

All parts of this form must be completed. The form must be received by the Associate Dean, College of Education (CP500, CSUF, PO Box 6868, Fullerton, CA 92834) within 10 academic workdays of the date appearing on the notification of removal from the program. (Please word process, type or legibly print the required information. If you need additional space to complete your answers, please continue on separate, attached pages.)

Your full name___________________________________    ID#_________________________

Credential Program_____________________________________________________________

Your Mailing Address___________________________________________________________

Your City_________________________________________________ZIP_________________

Your e-mail__________________@__________   Your home phone (_____)_____-_________

1. Explain the basis of your appeal and why you believe that your removal is unjustified.
2. How are you delivering this notice to the Associate Dean, College of Education? (It is in your best interest to deliver this appeal in person to the Office of the Associate Dean, College of Education.)

☐ By hand to the office
☐ By US mail

Attach a copy of the notification of your removal from the program to this appeal form.

Your signature_______________________________________ Date___________
Verification of In-person Delivery of Documents

Type of document:

- Notification of Removal from Program
- Request to Appeal
- Notification of date and time of Appeal Board Meeting
- Appeal Board Decision

Document delivered to: ________________________________

Location of delivery: ________________________________

Day of delivery: ___________  Date of delivery: ___________

Affirmed by: ________________________________

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