

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

Revised August, 2017

Initial and advanced credential programs endeavor to admit only candidates who have demonstrated through the application process and prerequisite coursework that they possess the important characteristics and dispositions necessary to be successful educators:

- Respect for all individuals enriched by an understanding of culture and diversity
- Commitment to working collaboratively
- Commitment to learning and continuous improvement
- Wide constellation of knowledge and skills related to teaching in their field
- Ethical character demonstrated by
  - having integrity
  - being trustworthy, honest, courteous, open minded, treating others fairly and impartially.

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 are expected to be knowledgeable about and demonstrate the professional standards for their field of teaching, as well as University standards outlined in the CSUF University Catalog and Department Student Handbook, especially the sections on Student Conduct, Academic Dishonesty, and the expected dispositions and student outcomes as described in the Education Unit's Conceptual Framework. 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 applicable) candidates 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 and supervisors as well as fieldwork and student teaching mentors, such as master/cooperating teachers (clinicians).
- Maintain successful academic progress by passing all classes as determined by programs (check department policy for more information).
- Demonstrate a commitment to fairness and the belief that all children can learn.
- Demonstrate the candidate disposition expectations (for more information see, <http://ed.fullerton.edu/about-us/accreditation-and-assessment/candidate-dispositions/>)

**Credential Candidates will be considered for removal from the program if they:**

- Exhibit academic dishonesty as defined by the University Catalog and Department Student Handbook
- Exhibit inappropriate student conduct as defined by the University Catalog and Department Student Handbook
- Exhibit unacceptable academic, field, pedagogical, and/or clinical performance behaviors

- Fail to meet the standards set by the Commission on Teacher Credentialing including CTC assessment standards
- Fail to behave according to the standards of the profession, public schools, University, college, department and/or program
- Fail to demonstrate credentialing competencies
- Fail to maintain a GPA of 2.75 or above (initial) and 3.0 or above (advanced)

### **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, we have identified the Department of Secondary Education as the responsible party for this work.
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, (2) the letter grade of F, or (3) a Withdrawal (W) for graded courses for those courses in which the student has been removed or has registered for, but not yet completed, 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. The appeal must be submitted to the Associate Dean, College of Education. An academic workday is defined as a day 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 14 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 five 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 the continuation of her/his participation in the program.

- 9.** The Candidate may meet with the Associate Dean, College of Education to present any concerns 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.

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**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):

- Demonstration of academic dishonesty as defined by the University Catalog and Student Handbook
- Demonstration of inappropriate student conduct as defined by the University Catalog and Student Handbook
- Demonstration of unacceptable academic, field, pedagogical, and/or clinical performance behaviors
- Failure to meet the standards set by the Commission on Teacher Credentialing
- Failure to behave according to the standards of the profession, public schools, University, college, department and/or program
- Failure to demonstrate credentialing competencies

The specific reason(s) for removal are:

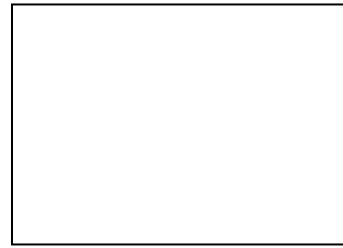
Previous meetings and/or notifications of needs for improvement:

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

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Copy to Associate Dean, College of Education on \_\_\_\_/\_\_\_\_/\_\_\_\_



Date Stamp from College of Education  
Give the student a copy of the stamped form.

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**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 type or legibly print the required information. If you need additional space to complete your answers, please continue on separate, attached pages. In addition to your written statement, please provide any additional relevant supporting documentation.

Your full name \_\_\_\_\_ CWID \_\_\_\_\_

Credential Program \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

Your City \_\_\_\_\_ Zip code \_\_\_\_\_

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 U.S. mail
- By Email

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

Your signature \_\_\_\_\_ Date \_\_\_\_\_

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**Verification of In-person Delivery of Documents  
(to be completed by a College of Education Staff, Faculty or Administrator)**

**Type of document:**

- Notification of Removal from Program**
- Request to Appeal**
- Appeal Board Decision**

**Document delivered to:** \_\_\_\_\_

**Location of delivery:** \_\_\_\_\_

**Date of delivery:** \_\_\_\_\_

**Received by:** \_\_\_\_\_  
(signature)