

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

Revised June 2026

**I. Policy**

- A. A Candidate may continue to participate in a Credential Program (as defined below) at Cal State Fullerton as long as they adhere to the professional standards determined within each program. Specifically, a Candidate must meet the following:
- Maintain academic integrity in accordance with the [University Catalog](#) and applicable Department Student Handbook.
  - Demonstrate appropriate and professional conduct as defined by the [University Catalog](#) and applicable Department Student Handbook.
  - Meet all standards, based on the program the Candidate is enrolled, established by the Commission on Teacher Credentialing (CTC), including the [Teacher Performance Expectations](#) (all Initial Credential Programs), [International Literacy Association](#) (Advance Credential-Literacy and Reading Specialist), and [California Administrator Performance Expectations](#) (Advanced Credential-Administrative Services).
  - Demonstrate compliance with all applicable federal, state, and local laws, as well as school district policies and regulations governing professional practice.
  - Maintain a minimum cumulative [GPA of 3.0](#).
- B. A Candidate who fails to meet one or more of the above standards will receive a Candidate Improvement Plan (CIP) and/or be required to stop out of the program, as their failure to meet these standards may impact their eligibility to receive their credential upon conclusion of the program. In addition, for all stop-outs, the Associate Dean will consult with the Office of Student Conduct to determine whether disciplinary action under the [CSU Student Conduct Policy](#) is warranted.

**II. Definitions**

- A. The **Academic Advisor** serves as the central point of advisement and coordination for student support by assisting the Program Coordinator (as defined below) in developing the CIP, ensuring policies and procedures are followed, and managing documentation related to student progress and outcomes. In addition, the Academic Advisor participates in meetings with students individually or with the Program Coordinator.
- B. An **academic workday** is defined as a day campus is open excluding weekends or campus holidays (e.g., days the campus is closed).
- C. A **Candidate** is an individual formally admitted into one of our Initial Programs who is completing required coursework and supervised clinical practice (e.g., fieldwork, student teaching or intern teaching) to earn a California Teaching Credential or Advanced Services Credential.
- D. A **Credential Program** is a state-approved Educator Preparation Program that includes required coursework and supervised clinical practice, and that leads to a recommendation

for a California teaching or services credential through the California Commission on Teacher Credentialing.

- Initial Credential Programs: The CTC defines initial credentials as entry level licensure for the teaching profession. Our Initial Programs include Education Specialist (Special Education), Multiple Subject, PK-3 Early Childhood Specialist, and Single Subject.
- Advanced Credential Programs: The CTC defines Advanced Credentials as licensure that builds upon or extends an Initial Credential. The Initial Credential is a prerequisite to earning an Advanced Credential. Our Advanced Credential Programs include the Preliminary Administrative Services (PASC) and Reading and Literacy Specialist (RLSC).

- E. **Egregious behaviors** include, but are not limited to, violations of school placement policies, state law, or university policy, or actions resulting in removal from a placement, may lead to immediate stop-out.
- F. The **Program Coordinator** is a faculty position that serves as the program liaison between the Academic Advisor, Program Faculty, Clinical Coaches, and Candidates. They gather documentation from faculty, clinical coaches, and Candidates in an effort to support Candidates' successful completion of program requirements. The official title of this role varies by program as stated below.

Multiple Subject (Initial)

- Block Leader

Single Subject (Initial)

- Subject Area Coordinator

Special Education (Initial)

- Mild to Moderate Support Needs Program Coordinator
- Extensive Support Needs Program Coordinator
- Early Childhood Special Education Program Coordinator

Literacy and Reading

- PK-3 Credential Coordinator (initial)
- Graduate Coordinator (Advanced)

Educational Leadership

- Preliminary Administrative Service Credential Program Coordinator (Advanced)

- G. **Stop Out:** A Candidate who fails to meet program requirements, regardless of whether they have been placed on a Candidate Improvement Plan (CIP), will be notified by the Academic Advisor that they are no longer eligible to continue in the program. Such Candidates may be eligible to reapply for admission to the same program in a future term, contingent upon meeting all requirements at the time of reapplication and subject to space availability.

1. **Permanent Stop Out:** A Candidate who has re-entered a program after being stopped out, who is stopped out for a second time or a Candidate who displays egregious or unethical behaviors will be permanently removed from the program even

without necessarily being placed on a CIP. Egregious behaviors, including, but not limited to, violations of school placement policies, state law, or university policy, or actions resulting in removal from a placement, may lead to immediate stop-out.

2. **Temporary Stop Out:** A Candidate who is placed on a Candidate Improvement Plan (CIP) and does not meet the requirements of the CIP will be temporarily stopped out of a program. They will be given the opportunity to re-enter pending program space and availability. The CIP will remain in place if a Candidate re-enters the program and may include an amendment. Egregious behaviors may lead to an immediate stop-out. If the Candidate returns to the program after being stopped out, they will be placed on a CIP upon return.

- H. The **Candidate Improvement Plan (CIP)** is developed by the Program Coordinators in collaboration with the Academic Advisor when Candidates have not met the standards set forth in this policy typically after the first verbal and written warning has been communicated with the Candidate and improvement is not demonstrated. Egregious behaviors may lead to the Candidate being placed on a CIP without a verbal warning. The CIP outlines expected improvements and timelines for meeting requirements. The CIP will remain in place until the Candidate completes the program.

### III. Stop Out Process

- A. The process to stop-out a Candidate from a program can be initiated by a Program Coordinator, after consultation with the appropriate faculty member(s) and Academic Advisor. This process will be handled through the department within which the program is housed in the College of Education. For Single Subject Credential Programs who have programs outside of the College, the Department of Secondary Education is responsible.
- B. If a department is considering stopping out a Candidate from a program, the Academic Advisor and Program Coordinator must attempt to meet with the Candidate (in person or virtually within 3 academic work days of the notification of concern) to review any concerns, etc., so that the Candidate has notice of the potential stop out and an opportunity to ask questions, and receive any clarification needed and present counter arguments. The Academic Advisor will notify the Candidate of the meeting 24 hours in advance. The Candidate may waive their right to the meeting.
- C. The Candidate will then be provided with written notification of the decision regarding the stop out decision. If the decision is to stop out the Candidate, the stop out document must include the specific reasons for being stopped out. The written notice can be provided in person or sent to the Candidate's CSUF email through Adobe sign and include a copy of this policy. A copy of the document will be provided to the Associate Dean, College of Education.
- D. Candidates who have been stopped out from a program will receive: (1) No Credit (NC) for credit/no credit or, (2) F for graded courses that have started at the time the Candidate is stopped out of the program, or (3) a Withdrawal (W) for graded courses that have not yet started at the time the Candidate is stopped out of the program. If the Candidate does not withdraw from the identified courses by the campus deadline, they will receive a no credit or a non-passing grade. Poor academic performance is not evidence of a serious and compelling reason for withdrawal. (See UPS 300.016 and 300.018).
- E. The Academic Advisor will provide the Candidate with specific withdrawal procedures after the appeals process has concluded. Final grades and/or withdrawals should not be issued until after the appeals period has passed or been completed per this policy.

#### **IV. Appeal Process**

- A. Candidates who wish to appeal to remain in the program must do so within 5 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.
- B. The Associate Dean will appoint one tenure track member from the Credential Program Committee (CPC), two members of the tenure track Education faculty (none of which are from the program in which the Candidate is enrolled) to serve as an Appeals Board.
- C. Within 3 academic workdays of receiving a Request to Appeal Form, the Associate Dean, College of Education, will provide written notification to the Candidate with signature required to confirm receipt or in person) of the date, time, and purpose of the Appeal Board meeting to the Candidate's CSUF email address.
- D. The Appeals Board will hold a meeting to consider the Candidate's appeal within 5 academic workdays of the receipt of the appeal by the Associate Dean, College of Education.
- E. The Candidate may make a written and/or oral presentation to the Appeals Board. Written materials must be provided to the Associate Dean, College of Education, at least three working days prior to the meeting.
- F. The Academic Advisor, Program Coordinator and/or the Department Chair may also make a written and/or oral presentation to the Appeals Board. Written materials must be provided to the Associate Dean, College of Education, at least three working days prior to the meeting.
- G. Only the members of the Appeals Board will be present when the Board deliberates about their decision.
- H. Within 2 academic workdays of the Appeals Board meeting, the Appeals Board will provide the Associate Dean, a written recommendation either upholding the dismissal of the Candidate from the Program or the continuation of their participation in the Program and the reasons supporting the recommendation.
- I. The COE Associate Dean will make a final decision and provide the Candidate, Department Chair, and Academic Advisor with a written decision within 2 academic working days of the board's recommendation. This decision is final. If the Associate Dean's final decision differs from the Appeals Board's recommendation, the Associate Dean must have a follow-up conversation with the Appeals Board to explain the rationale for the change. Any deviation from the Appeals Board's recommendation shall have a specific legal, policy, and/or procedural justification.
- J. If a Candidate's appeal is approved, the Department will work with the Candidate to determine the next steps to Program re-entry.
- K. Students who are permanently stopped out of a Program are ineligible to apply for any future Program within the College of Education at Cal State Fullerton.

## V. Appeals Criteria

The Appeal Board members must be “reasonably impartial and uninvolved” from the underlying facts and circumstances of the Candidate. The Appeals Board is responsible for evaluating whether there are reasonable grounds for believing that the Candidate engaged in the alleged misconduct and whether the misconduct supports the proposed sanction. The Appeals Board does not substitute its judgment with respect to the discipline to be imposed but rather reaches a conclusion as to whether there are reasonable grounds to justify the discipline imposed. Specifically, it is not the function of the Appeals Board to conduct a full re-hearing of all of the evidence.

### Appeals and Stop-Out Process Timeline Summary

Process Step	Timeline Requirement
Academic Advisor sets meeting with Candidate for consideration of stop out	Within 3 academic workdays of notification
Advance notice of meeting with Candidate	At least 24 hours before meeting
Candidate submits appeal	Within 5 academic workdays of notification
Associate Dean notifies Candidate of appeal meeting	Within 3 academic workdays of receiving appeal
Appeals Board holds hearing	Within 5 academic workdays of appeal submission
Candidate and Academic Advisor submits materials before hearing	At least 3 working days prior to hearing
Appeals Board provides recommendation	Within 2 academic workdays after hearing
Associate Dean issues final decision	Within 2 academic workdays after recommendation

**California State University, Fullerton  
COLLEGE OF EDUCATION**

**Notification of being stopped out from Credential Program**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

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

Temporarily Stopped Out     Permanently Stopped Out

You have been temporarily or permanently stopped out from the credential program for the following reason(s)/behavior(s):

- Maintain academic integrity in accordance with the [University Catalog](#) and applicable Department Student Handbook.
- Demonstrate appropriate and professional conduct as defined by the [University Catalog](#) and applicable Department Student Handbook.
- Meet all standards, based on the Program the Candidate is enrolled, established by the Commission on Teacher Credentialing (CTC), including the [Teacher Performance Expectations](#) (all Initial Credential Programs), [International Literacy Association](#) (Advance Credential-Literacy and Reading Specialist), and [California Administrator Performance Expectations](#) (Advanced Credential-Administrative Services).
- Demonstrate compliance with all applicable federal, state, and local laws, as well as school district policies and regulations governing professional practice
- Maintain a minimum cumulative [GPA of 3.0](#).

The specific standards and policies that were not met that are cause for being stopped out include

Summary of previous meetings and/or notifications of Candidate's need to improve

Please note that the Candidate appeal procedures are included within the attached Policy One document.

Department Chair or Program Coordinator:

Academic Advisor Date

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

**California State University Fullerton  
COLLEGE OF EDUCATION**

**Request to Appeal Form  
Must be received within 5 academic workdays of notification.**

All parts of this form must be completed. The form must be received by the Associate Dean, College of Education (in person to CP500 or by email to kcase@fullerton.edu), within 5 academic workdays of the date appearing on the notification of being stopped out from the program.

Please complete this form. In addition to your written statement, please provide any relevant supporting documentation.

Full name \_\_\_\_\_ CWID \_\_\_\_\_

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

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

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

Email \_\_\_\_\_ Primary phone ( \_\_\_\_\_ )

Explain the basis of your appeal and why you believe that your stop out is unjustified (attach additional pages and/or documentation as needed).

How are you delivering this notice to the Associate Dean, College of Education?

- By Hand to the Office
- By Email

Attach a copy of the notification of your stop out from the program to this Appeal Form.

Teacher Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_