

## **University of Arkansas Teacher Education**

### **Candidate Support System**

The Teacher Education Program at the University of Arkansas seeks to support candidates as they progress through their programs. The mission of our Teacher Education program is to prepare 1) knowledgeable, 2) skillful, 3) caring, and 4) professional educators. Our Candidate Support System seeks to identify and assist candidates. This system helps to clarify the rights and responsibilities of teacher candidacy.

#### **Responsibilities**

To be a professional educator today requires constant diligence as you work to develop essential skills, knowledge, performances, and dispositions. The University of Arkansas Teacher Education Faculty, administrators, mentors, and support staff look for signs of your growth in all these areas, whether it is in your coursework, your relationship to all the community members involved in your field experience, or your day-to-day actions with university personnel. You are responsible for becoming knowledgeable about the expectations of your professors, administrators, mentors, and support staff so that you can successfully move through the Teacher Education Program. In order to meet your responsibilities fully, you should maintain and check your UARK email account regularly so that you can receive timely updates. You should also monitor your progress through the program through your electronic portfolio (Taskstream) or other method determined by program, and keep updated on the requirements of the Teacher Education Program through the **teacher-education.uark.edu** web site.

#### **Progressing Through the Teacher Education Program**

Four Decision Points are established to mark your progression through the Teacher Education Program:

1. Admission to the University
2. Admission to the Teacher Education Program
3. Admission to Teaching Internship
4. Recommendation for Licensure

You may be delayed in moving through the Decision Points if you demonstrate concerns in meeting course or program standards. To help you correct such concerns, faculty or the Office of Teacher Education (OTE) may file a Notification of Concern (NOC), indicating how you can remedy the concern. Only after the concerns are resolved may you expect to move forward in the program. Therefore, you have a responsibility to respond to an NOC and to initiate contact with the person who filed the NOC within the timeframe stated in the email.

## Notification of Concerns

The electronic Notification of Concern (NOC) process was developed to identify, assist, and monitor teaching candidates who exhibit issues that could prevent them from being successful professionals. Goals of the NOC are to:

- Identify and correct issue early
- Support the teaching candidates in addressing issues
- Clarify procedures to be followed when students fail to correct the issue
- Provide systematic documentation and follow-up to support faculty, department heads, and advisors in addressing such issues

An NOC may be initiated by a faculty member or the OTE. It is the responsibility of the candidate to meet with the initiator to develop a plan for assistance. Each NOC will “flag” the candidate for support. If the concern is not resolved, there may be a second NOC initiated. When a candidate has had three unresolved NOCs, it will result in a meeting with the Teacher Candidate Professional Review Committee (TCPRC) and suspension or academic probation may be considered. An NOC is resolved once the candidate has fulfilled any action goals resulting from the NOC.

## Rights to Appeal

As a teacher education candidate, you have the right of appeal in such matters as denial of admission to various levels of the teacher education program, issuance of an **NOC**, the decision to temporarily drop you from the program because of an unresolved **NOC**, or the process by which you have been suspended from the Teacher Education Program. Any matters that overlap those related to a college policy or procedure, or university Code of Student Life will be subject to the policies and procedures as defined by the college or university.

## Appeals Procedures for the Teacher Education Program

All appeals must be submitted to the Office of Teacher Education ([teach-ed@uark.edu](mailto:teach-ed@uark.edu)) within the stated timeline. This includes an appeal of an NOC, entry into a teacher education program, or suspension from a teacher education program.

## Entry to the Teacher Education Program

Admission to the Teacher Education Program is an honor that comes with responsibility and commitment. Any student who meets the admission requirements in full will be admitted to the Teacher Education Program, unless that student has an unresolved Notification of Concern (**NOC**). Any student who is denied admission because of an NOC can appeal that decision. This appeal must be given within 15 business days after the decision and the Teacher Candidate Professional Review Committee (TCPRC) would receive that appeal and render a decision within 30 business days of appeal receipt.

## **Academic Probation in the Teacher Education Program**

If your required GPA drop below your program's prescribed GPA requirement, you will receive an email from your program and/or the Office of Teacher Education letting you know that you must see an advisor to discuss ways to improve your performance. If the GPA does not improve by the next semester, a program committee will meet to decide if you will be allowed to stay in your program. In extraordinary situations (i.e. health concerns, family emergency), students can appeal to be allowed to continue for a maximum of one semester in the teacher education program even when they no longer meet the required GPAs. To appeal, contact the Office of Teacher Education. Please note that such appeals are only granted when circumstances beyond a candidate's control fully justify granting the appeal.

## **Suspension from the Teacher Education Program**

If you are suspended from the Teacher Education Program for reasons other than an insufficient GPA, you may appeal this suspension. Suspensions for reasons other than GPA may be due to multiple and/or serious Notifications of Concern or extreme behaviors that threaten the safety of others. To appeal a suspension due to non-GPA related causes, you must submit a written request through the Office of Teacher Education, asking that the suspension decision be reviewed by the program. Your appeal must arrive within 15 business days of the date of the suspension notification. A decision upon your suspension will be made by the appropriate program within 15 business days of receipt of your appeal. Should the program's decision be unsatisfactory to you, you have 15 business days from the date of the decision to appeal to the Teacher Candidate Professional Review Committee (TCPRC). The TCPRC will render a final and binding decision regarding your appeal within 15 business days. Suspensions from the Teacher Education Program due to factors other than grades or GPAs are for a minimum of one year. Only the most extreme circumstances would warrant consideration for re-admission before one calendar year has elapsed and is determined by the TCPRC. At the time of suspension, students are informed of the conditions and procedures for re-admission to the program.

## **Suspension from the Teacher Education Program**

If you have multiple unresolved **Notification of Concerns** indicating significant concerns in meeting the standards for the Teacher Education Program, you will be considered for suspension from the Program. Suspension from the Program is determined by the TCPRC and is for a minimum of one calendar year. Only the most extreme circumstances would warrant consideration for re-admission before one calendar year has elapsed and is determined by the TCPRC. At the time of suspension, candidates are informed of the conditions and procedures for re-admission to the program.

## **Emergency Suspension**

Any candidate may be suspended by a Teacher Education Program Coordinator for extreme, unforeseen circumstances such as endangerment of students, disruption of schools or classes, felonious behaviors, or ethical violations (i.e. Arkansas Code of Ethics, Code of Student Life). Such suspensions will be referred to the TCPRC for review and may become permanent.

## **Candidate Support System**

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