

PORTLAND STATE UNIVERSITY
GRADUATE SCHOOL OF EDUCATION
BEHAVIOR AND PERFORMANCE GUIDELINES
Effective September 15, 2006
Revised May 2011

This document outlines expectations for students in the Graduate School of Education in three areas: academics, behavior, and performance in field placements. It also outlines procedures the PSU Graduate School or the Graduate School of Education will take to respond to serious problems in any of those areas.

Many students in the Graduate School of Education (GSE) are preparing to work as professionals who work with children, clients, and/or adult learners. They must develop and demonstrate competence consistent with the expectations of their professions. Students who do practica, internships, and/or student teaching in PreK-12 schools, social service agencies, and/or institutions of higher education must exemplify the attitudes and actions of teachers, administrators, librarians, counselors, or adult educators rather than those of students. All students, throughout their programs, must demonstrate behavior that is consistent with the ethical codes of the professions they are pursuing (e.g., Oregon Administrative Rules for teachers and administrators, Council for Exceptional Children's Code of Ethics, National Education Association's Code of Ethics of the Education Profession, American Association of School Administrators' Statement of Ethics, American Library Association's Code of Ethics, American Counseling Association and the American Psychological Association's Codes of Ethics, American Rehabilitation Counseling Association and Commission on Rehabilitation Counselor Certification's Code of Ethics, and American Association of Adult and Continuing Educators' standards).

Students are responsible for knowing and complying with all regulations and procedures required by the University, the GSE, and their profession's codes of ethics. University and GSE regulations and procedures are to be found in the Portland State University Bulletin and in the student handbooks developed specifically for each program. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or due to the assertion that the student was not informed by a faculty advisor or other authority. Students must follow these policies, regulations and procedures in order to complete and/or be recommended for licensure programs.

I. Definitions

- A.** "School Day" shall be a day when PSU is in session (excluding weekends) and includes final exam week and summer session.
- B.** "Review Panel" or "Panel" shall mean that Department Committee or Review Panel appointed by the Department Chair and charged with reviewing a student's behavioral or performance concerns or a student's unprofessional behavior as discussed in this Code.

II. Advancement Requirements

All GSE students must make adequate progress in academic performance, satisfying University and GSE grade point requirements and showing adequate knowledge of the competencies associated with their programs. When students are involved in the field experiences, they are expected to demonstrate adequate competence and reasonable growth in their work in those placements. They are expected to act in a professional manner, relating effectively with faculty, student peers, public school or agency personnel, and the students and/or clients with whom they work. In addition, students are expected to comply with all PSU codes of conduct, the professional standards of the school or agency in which they are placed, and the code of ethics in their particular professions, and to demonstrate a high level of ethical behavior generally.

Students seeking an incomplete in any course will need to comply with the requirements of all graduate studies students as stated in the current PSU Bulletin (under Graduate Studies: Enrollment.) A program may restrict placement in a field experience if a student has an incomplete in any course in the student's program.

As a rule, students are automatically advanced from one stage of the program to the next, and should consider themselves advanced unless they are informed otherwise. The following procedures are designed to ensure that students complete their programs fully prepared for professional practice and that problems are handled predictably and fairly, respecting student rights and program responsibilities.

III. Academic Concerns

- A.** The academic requirements to remain a student in good standing for a student who has been admitted to graduate studies at Portland State University are stated in the PSU Bulletin (under Graduate Studies: Enrollment: Academic Standing.) These requirements may be affected by the terms of the student's admission, which are also stated in the PSU Bulletin (under Graduate Studies: Admissions Requirements.)

- B.** Requirements of the Graduate School of Education
 - 1. In addition to meeting the requirements of the Graduate School, students admitted to GSE programs must meet the following expectations:
 - a. Make satisfactory progress toward meeting the required competencies for licensure/degree programs;
 - b. Satisfy any conditions placed on admission to the program within the timeline outlined at the time of admission; and
 - c. Present work that meets the standards for quality of the profession and/or the program.

IV. Performance Review (initiated by a faculty member or supervisor)

A performance review is requested when a faculty member or supervisor has a serious concern about the student. Serious concerns include but are not limited to behavior or performance that violates ethical or legal standards, interferes with others' opportunity to learn, reflects a lack of judgment, or does not meet expectations outlined in student handbooks or program descriptions.

- A.** The faculty member or supervisor who has identified a serious concern about a student will provide a statement of the concerns and a Request for a Performance Review in writing to the student, the cohort leader/advisor, and the Department Chair.
 - 1. The Chair reviews the request and determines whether the concern warrants a formal review. If the review is not to be handled formally, the Chair works with the referring faculty member to address the concern.
 - 2. The Department Chair notifies the Dean's office of the request and convenes a Review Panel or refers the request to the appropriate Review Panel*.
 - 3. The Review Panel notifies student in writing of the date and time of the Review Hearing. The student may request that a faculty member or other representative

of his/her choice attend the hearing. However the student must speak for him/herself at the hearing. The Review Hearing should take place within 15 school days of the request.

4. Decision of the panel should be rendered within 15 school days of the Review Hearing, with a written copy sent to the student, Department Chair and Deans Office. The student may appeal the decision to the Dean (or his/her designee) in writing, within 5 school days of the decision.

*Review Panel makeup can vary by department. Some Departments may have standing review panels; others may convene them on an ad hoc basis. In either case, panels should all include: at least 3 faculty members, one from a list provided by the student. The Department Chair can be a member of the Panel or not, as the Department policy describes.

Possible outcomes of these hearings are as described in the GSE Behavior and Performance Guidelines (p.3).

5. The outcome of the Review Hearing will be one of the following:
 - i. Dismissal, in the event the Panel determines that the basis for the Request for Review was unwarranted.
 - ii. A Plan of Assistance (Plan) for continuation in the program (See Section IV, B below);
 - iii. Approval of a leave of absence from the program while concerns are resolved; or
 - iv. Suspension from the program while a Plan of Assistance is implemented.

The outcome of the hearing should be conveyed to the student and to the Dean's office in writing within fifteen (15) school days of the hearing. The student may appeal the decision to the Dean (or his/her designee), in writing, within five (5) school days of the decision.

6. If the concern about a student involves reservations about the appropriateness of the student continuing to work in a field placement, the department chair may, at any point in the Review Process and in consultation with the cohort leader/advisor, decide that the student should not take part in any field placement pending the outcome of the hearing. This decision will be communicated to the student in writing. The student may request in writing, within five (5) school days of the decision, that the Dean (or his/her designee) review the decision.

The Panel will monitor the Plan of Assistance and determine when its requirements have been met. If the problems are not resolved, the process moves to suspension/termination from the program (see section VI).

B. Plan of Assistance for Behavioral or Performance Deficiencies

1. The Panel may oversee the development of a written Plan of Assistance. The Plan of Assistance will include the following components:
 - a. A description of the behavioral, dispositional, or performance deficiencies;
 - b. The goals the Plan will help the student address;
 - c. A clear statement of the criteria for evaluating successful remediation of problems;
 - d. A description of specific actions the student will take and assistance the program will provide, if any;
 - e. A designated faculty member who will monitor the student's progress and report to and confer with the appropriate Department Chair; and

- f. A timeline which includes a date for evaluating the student's performance and making a decision about next steps. All decisions about next steps should be made in consultation with the appropriate Department Chair.
2. At the time(s) established in the Plan of Assistance, the designated faculty member(s) will meet with the student to evaluate progress. Four possible scenarios may occur:
 - a. The student has remediated the deficiencies and has demonstrated adequate progress toward meeting the required competencies. The student continues in the program.
 - b. The student has made progress, but has not demonstrated the level of competence required. The designated faculty may extend the deadlines, revise the Plan of Assistance, provide additional resources for remediation and set a new date for evaluation.
 - c. The student has made progress toward demonstrating the required competencies, but needs an extension of time beyond the current quarter to fully meet the requirements. The student may be given a grade of Incomplete for the course or field experience in question and an extension of time, in alignment with the requirements outlined in the PSU Bulletin. If the extension involves additional field experiences, the student will be required to register and pay tuition for those additional field experiences. Satisfactory completion of the extension will be required for removal of any incompletes. If the student does not show competence by the end of the extension, the (I) will be changed to an (F) and the consequences of academic disqualification provided for Graduate Studies as outlined in the PSU Bulletin will ensue.
 - d. The student has not made sufficient progress toward meeting the required competencies. The Panel will convene, at the designated faculty member's request, to consider suspension or termination, following the procedures outlined below. The student has the right to appear before the Panel and to be accompanied by a faculty member of his or her choice.

C. Removal from Field Placements

1. Field placements are integral to programs to prepare professionals. Because field placements serve as the culmination of programs and often involve children and other vulnerable populations, the GSE has the responsibility to assure that students' actions are consistent with expectations for professionals in those settings.
2. A student will be removed immediately from a practicum, an internship, or student teaching field placement if such removal is requested by the onsite administrator and/or University supervisor.
3. The University supervisor may recommend that an alternative placement be arranged. If the University supervisor so recommends, the Field Placement Officer will attempt to locate an alternative placement. If an appropriate alternative site cannot be found, the student may request a Leave of Absence from the program or defer completion of the practicum, internship or student teaching. A student removed from a field placement may be allowed to continue participation in course work.
4. When a student is removed from a field placement, the Department Chair may request a Performance Review, following the procedures outlined above.

V. Academic Disqualification

A student may be academically disqualified from the GSE program at Portland State University as stated in the PSU Bulletin (under Graduate Studies: Enrollment: Academic Standing.)

VI. Suspension and Termination for Unprofessional Behavior

- A.** Unprofessional conduct which includes, but is not limited to serious violations of the ethics code of the profession, program expectations, or actions that threaten the safety of others may result in suspension or termination from the program. If an allegation of unprofessional conduct is made to the department chair, the following process applies:
1. The department chair will refer the matter to the appropriate Review Panel. A copy of this referral will be provided to the student. The Panel will set a time and date for a Review Hearing and will notify the student of the same. The student may request that a faculty member or other representative attend the Review Hearing. However, the representative may not speak for the student. If the Panel finds that the student does not meet the professional standards of conduct as required by PSU, the GSE, or the pertinent professional association(s), or if the student's behavior is a threat to others' safety, the Panel may make a decision to suspend or terminate the student from the program.
 2. Students should be notified in writing within fifteen (15) school days of the review committee's hearing regarding their decision. The student may appeal the decision to the Dean (or his/her designee). The appeal must be made in writing and received within five (5) school days of receipt of the decision. If the student is suspended from the program, the Panel will list conditions the student must meet to return to the program in good standing. It will be up to the student to request that the suspension be lifted, and this request must be made in writing. Upon receipt of the request, the Panel will meet with the student to determine whether the conditions have been met. The committee should meet within fifteen (15) school days of the student's request and make a decision and notify the student and department chair of their decision within fifteen (15) school days of the meeting.
 3. If a student is arrested or indicted for an offense that, if convicted, would result in the denial of licensure by a state entity, the Department Chair will ask the Vice Provost for Student Affairs to review the case. If the Vice-Provost makes a finding that the student's continuation in the program, while the matter is being resolved, poses a risk to children or vulnerable adults, the student will be suspended from the program until the matter is resolved. The Department Chair will make a determination to lift the suspension when the student provides evidence that he or she is able to resume full participation in the program without risk to others.
 4. Students may be terminated from a program under the following conditions:
 - a. Conviction of an offense that will result in denial of licensure by a state agency;
 - b. Failure to complete the requirements of a Plan of Assistance; or
 - c. Receipt of an unsatisfactory grade in a field placement.

VII. Readmission after Termination

A student who has been terminated from a GSE program may apply to the GSE for re-admission as a degree-seeking or licensure-seeking student after one (1) calendar year. A terminated student seeking readmission must be admitted into the GSE through the appropriate program's regular admission process during the regular admission cycle.

VIII. Leave of Absence

In addition to the requirements for any leave of absence from graduate studies at Portland State University (as stated in the PSU Bulletin under Graduate Studies: Enrollment: Leave of Absence), a student in good standing must request a leave of absence from a GSE program under this procedure. A leave of absence will be granted for no more than one (1) year.

1. The request must be submitted in writing to the Department Chair.
2. The chair will notify the program faculty, who will determine if the leave request should be granted.
3. The Department Chair will notify the student in writing of the program faculty's decision.
4. If the program faculty recommends approval of the leave, they will also specify the conditions and requirements the student must meet to return to the program.
5. The student must sign a "Conditions and Requirements for Return" document indicating that s/he understands the conditions. Copies of these letters are sent to the department chair and also placed in the student's file.
6. A student on leave of absence must notify the Department Chair in writing three (3) months before he/she plans to return to complete the program.

IX. Medical Leave of Absence

To request a Medical Leave of Absence, a student must complete a GSE medical leave request form and provide a medical recommendation to the Department Chair. The Chair will notify the program faculty, and the student of approval of the request. A student on medical leave of absence must notify the Department Chair in writing three (3) months before he/she plans to return to complete the program. Requests for any needed accommodations should be made through the Student Disabilities Services Office at PSU.

X. Appeal of Performance Review decision (initiated by student)

1. The student submits an appeal (in writing) to the Dean's Office within 5 school days of panel decision.
2. Dean (or designee) rules on the appeal (within 15 school days of request) and submits decision in writing to the student and the Department Chair.
3. If the student is still not happy with the decision, she/he can appeal through an appropriate PSU appeals process, if any is applicable, such as the Academic Appeals Board, Deadline Appeals Board or Scholastic Standards.

XI. Appeal of Academic Evaluation (initiated by a student)

Academic reviews can be requested by students who believe they have not been treated fairly in class or in their evaluation.

1. The student submits a request for review (in writing) to the Department Chair. This request must be submitted no later than the first 15 school days of the term following the awarding of the grade or evaluation in question. The request should include evidence that supports the student's contention that her/his work was unfairly evaluated.
2. The Department Chair reviews the appeal and renders a decision (in writing) within 15 school days of receiving the review request.
3. If the student is still dissatisfied she/he submits a request for review (in writing) within 5 school days of the Chair's decision, to the Dean's Office.

4. The Dean (or designee) reviews the appeal and renders a decision, in writing, within 15 school days of receiving the request.
5. If the student wishes to continue the appeals process she/he can consider these resources: PSU Academic Appeals Board, Deadline Appeals Board, and Scholastic Standards.

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