

POLICY ON STUDENT REMEDIATION AND/OR DISMISSAL FROM THE PROGRAMS IN THE DARDEN COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES (DCEPS)

The goal of this policy is to provide an avenue to support student success in the Darden College of Education and Professional Studies. All students are expected to follow the ODU Code of Student Conduct, the Technical Standards, and appropriate professional standards identified by the program.

If a faculty member has concerns about a student's academic behavior, a student's competency as a professional in training, or a student's ethical or professional conduct that may call into question the student's fitness for the intended DCEPS program, the faculty member shall take the following steps (issues related to violations of the Code of Student Conduct, including academic integrity violations (e.g., plagiarism, cheating, facilitation, and/or fabrication) should be addressed by the Office of Student Conduct & Academic Integrity):

1. The faculty member, accompanied by an additional full-time faculty member, will first address the student individually to identify the concerns and determine if a plan for addressing the problem is feasible.
2. If the situation of concern is not resolved at the conclusion of the conference with the student, or in the event a plan has been developed to address the problem but the requirements set forth in the plan are not met, the faculty member will send a private memo to the Program Director, or designee, outlining the faculty member's concerns about the student and summarizing the conference that took place with the student and/or the established plan.
3. The Program Director, or designee, will seek input pertaining to the situation from the student and may hold a meeting with the student and faculty member to attempt to resolve the issue. If prior attempts by the faculty member to resolve the issue are deemed insufficient or the meeting with the Program Director or designee, and the faculty member, and the student does not result in a resolution of the issue, the Program Director or designee will alert the Department Chair of the situation and will then call a private program faculty meeting to discuss the concerns.
4. The program faculty will discuss the situation in a private meeting. The faculty can decide not to take action or can consider a recommendation deemed appropriate for the situation. Some possible recommendations include: asking the student to participate in personal counseling or some other self-reflective, change-oriented experience; asking the student to sign a professional development plan in which expected behaviors are detailed; asking the student to take additional coursework or activities to complete the degree; asking the student to take a leave of absence from the program for a period of time; asking the student to permanently withdraw from the program; or referring the case to the Office of Student Conduct & Academic Integrity. A letter describing the problem, the steps taken leading up to the private meeting, and the recommended remediation will be written. A copy will be placed in the student's records.
5. The Program Director or designee will then meet with the student to inform him/her of the concerns that were discussed and the faculty's recommendations regarding the matter. The student will be given a copy of the letter placed in his/her records.
6. If the student does not voluntarily agree to follow the recommendations provided by the faculty, the student may request a review with the Department Chair. The request must be made in writing and must specify the reasons why the student feels the recommendations are inappropriate.
7. Upon receiving the request for a review from the student, the Department Chair will request from the Program Director or designee a written document which summarizes the concerns

that were raised with the student, the process the faculty used in discussing the concerns, and the recommendations the faculty developed. The document will be given to the Department Chair.

8. The Department Chair will review the evidence, talk with the student, the Program Director or designee, and relevant faculty members, and then render his or her decision and recommendation. The decision and recommendation will be provided to the Program Director or designee and the student in the form of a letter.
9. If the student does not voluntarily agree to follow the recommendation provided by the Department Chair, the student may request a hearing with the Appeals Committee of the College which consists of at least two program directors and a student representative, none of whom are from the department in which the student requesting the appeal is enrolled.
10. The Department Chair will request appointment of the Appeals Committee from the Dean's office. The Chair or designee associated with the student and the student will have the right to challenge, for valid cause, any or all of the members of the committee and, in that event, replacements will be appointed and no further challenge will be permitted. The committee will be asked to decide whether to require the student to take the recommendations of the Department Chair. The committee will interview the Chair, the Program Director or designee, the faculty member or faculty members who initiated the concern about the student, the student, and other pertinent witnesses as well as all related documentation. The committee, after careful deliberation, will make its recommendation to the Department Chair, who will relay the information in the form of a letter to the Department Chair, Program Director or designee, and the student.
11. If the Program Director or designee, or the student believes that the established procedures for the appeal have not been followed, an appeal for a rehearing may be made to the Dean of the Darden College of Education and Professional Studies or designee. The only basis for appeal will be the failure to have been provided due process as prescribed by this policy. After reviewing the appeal, the Dean or designee may affirm the decision from the hearing that was held, or may require that a new hearing be held either by the original hearing panel or with a new hearing panel. The decision will be documented in a formal letter and provided to the Department Chair, Program Director or designee, and the student. The decision of the Dean or designee is final and not subject to further appeal.
12. In the event the student voluntarily agrees to follow the recommendations established by the faculty (step 4) and described to the student (step 5) but violates the agreement, the program faculty who developed the plan in step 4 may further change the plan or dismiss the student from the program. In the event the student is dismissed:
 - For undergraduate students: The UPD must inform the student of their dismissal in writing. The student may file an appeal, in writing, stating the reasons for the appeal and attaching any supporting documentation, to the Dean or Dean's designee. The Dean's decision is final. If the student is removed from the program they may be encouraged to seek advising to switch to a different major or may also be subject to review according to the Old Dominion University Regulations for Continuance for Undergraduate Students.
 - For graduate students: The GPD must inform the student of their dismissal in writing along with a copy of the G8 Form as described in the Graduate Catalogue. The student may file an appeal by following the Dismissal for a Graduate Program policy found in the Graduate Catalogue.