**Teacher Candidate Removal from Clinical Placements**

A teacher candidate can be removed from a clinical placement (including but not limited to pre-student teaching clinical placements and student teaching) by the school or by the University.

Removal by Cooperating Teacher or School Administrator:

The University has agreements with school districts that allow. the school at its own discretion to remove a teacher candidate from a clinical placement. If this occurs, the University Supervisor needs to ask the cooperating teacher or building administrator to complete the Teacher Candidate Removal from Clinical Placements form on the Cecilia J. Lauby Teacher Education Center webpage. The University Supervisor should also get any other additional information completed in the appropriate section on the form (including University Supervisor comments, if applicable).

Removal by University Supervisor or Program:

If a University supervisor, clinical instructor, or faculty member removes a teacher candidate from a clinical placement, they must complete the Teacher Candidate Removal from Clinical Placements form on the Cecilia J. Lauby Teacher Education Center webpage.

Following removal in either case above please follow the steps below:

1. If a teacher candidate is removed prior to or during the 6th week of the ISU semester, the case will be reviewed by the Clinical Removal Committee consisting of the Director of the Cecilia J. Lauby Teacher Education center, Lead Placement Coordinator, teacher education program coordinator, and teacher education program clinical coordinator (if applicable). The teacher candidate will be asked to provide any relevant information in writing before a final decision on options moving forward is made. Reviewing all information, including information provided by the teacher candidate, a decision on one of the future options listed below will be communicated to the teacher candidate by the Committee.
   1. Seek an additional clinical placement with remediation in the same semester (this is not guaranteed. If a placement cannot be secured, the teacher candidate will be offered a placement in the next available semester).
   2. Seek an additional clinical placement in a following semester with remediation plan. The remediation plan must be completed prior to the replacement.
   3. The University will not seek a clinical placement again based on the nature of the rationale for the removal and this will stop the teacher candidate’s progress in Teacher Education. Teacher candidate then has the following options:
      1. Appeal this decision to TERB and then CTE
      2. Change programs/majors (if possible)
      3. Withdraw
2. If a teacher candidate is removed after the 6th week of the ISU semester, the case will be reviewed by the Clinical Removal Committee consisting of the Director of the Cecilia J. Lauby Teacher Education center, Lead Placement Coordinator, teacher education program coordinator, and teacher education program clinical coordinator (if applicable). A second clinical placement **will not** be sought in that same semester based on the timing of the removal. The teacher candidate will be asked to provide any relevant information in writing before a final decision on options moving forward is made. Reviewing all information, including information provided by the teacher candidate, a decision on one of the future options listed below will be communicated to the teacher candidate by the Committee.
   1. Seek an additional clinical placement in a following semester with remediation plan. Substantial progress on the remediation plan must be completed prior to the replacement.
   2. If the University agrees and a student teacher who is removed and has met all other requirements of student teaching (including a passing grade in student teaching), the teacher candidate can be recommended for graduation and licensure except in limited circumstances outlined in c.
   3. The University will NOT seek an additional clinical placement or recommend the teacher candidate for licensure based on the nature of the rationale for the removal. This will stop the teacher candidate’s progress in Teacher Education. Teacher candidate then has the following options:
      1. Appeal this decision to TERB
      2. Change programs/majors (if possible)
      3. Withdraw
3. Teacher candidates will not be recommended for graduation and licensure in the following circumstances (this list is not all-encompassing):
   1. [List to be drafted in consultation with Office of General Counsel]

**Teacher Candidate Removal from Clinical Placements**

A teacher candidate can be removed from a clinical placement (including but not limited to pre-student teaching clinical placements and student teaching) by the school or by the University.

If you are removing a teacher candidate from their clinical placement, please complete this form.

**Teacher Education Program Personnel Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role

University Supervisor

Cooperating Teacher

District/Building Administrator

Faculty Member

Teacher Education Program Coordinator

Other (Please specify)

**Teacher Candidate Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Education Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University course with associated clinical placement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of removal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Information**

District/Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/Organization Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperating Teacher Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperating Teacher Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Removal Information**

Please provide information about why the teacher candidate is being removed. Provide as much detail as possible (who, what, when, where).

**Additional Information**

Please upload any documentation/files to provide additional information/explanation related to this removal.

Please provide the names of additional individuals who may be able to provide additional information related to this removal. These individuals will be offered the chance to provide additional information.

Name

Role

Email

Additional information

Name

Role

Email

Additional information

\*\*Additional Information email:

You have been identified as someone who can provide additional information related to a teacher candidate’s removal from a clinical placement. Please use this link to provide any information you would like to share.