The function of the Disposition Review Committee is to review, and when necessary recommend to the Office of the Dean, changes in admission and retention guidelines and standards. In addition, the sub-committee is empowered to hear and act upon disciplinary cases involving teacher education candidates. Disciplinary actions will follow the steps below:

**Step 1.** A referral is made to the Office of Dean by professional education faculty, content area faculty, academic advisor, public school personnel or other relevant personnel. Candidate is informed of the area of concern and signs the official referral form in acknowledgement of the initiation of the referral process.

**Step 2.** The Dean of the School of Education & Public Service will review referral and determine if situation can be sufficiently addressed by an informal discussion with the candidate.

**Step 3.** If informal discussion/mediation does not rectify the issue, or if it is the decision that the concerns merit a formal review, the Dean and Chair of Disposition Review Committee will identify a Review Team composed of Teacher Education Committee members (including representatives from each area on the committee). If necessary, other individuals who have relevant information may be asked to attend without a vote.

**Step 4.** Candidate is notified in writing of Review Team Meeting (time and place) and given written explanation of the procedure that will be followed in the meeting.

**Step 5.** Review Team meets with candidate who has received referral. Candidate is given opportunity to respond to the referral.

**Step 6.** Review Team will consider all the evidence presented and make a recommendation to the Dean of the School of Education & Public Service who has the final decision responsibility.

**Possible Outcomes**

1. No action taken.
2. Warning with recommendation for suitable remediation.
3. Warning with recommendation for suitable remediation plus additional or increased supervision and/or coursework.
4. Recommendation to remove from Teacher Education Program or deny initial admission.