

U of A Professional Preparation Programs Due Process Flow Chart

Orientation:

- Student given copy of *U of A PPP Professional Standards*, with links to all applicable professional standards.
- Student signs *U of A PPP Professional Standards* indicating understanding of the standards and the consequences for failing to meet them.
- Student is held to these Behavioral, Professional, and Academic Standards for the duration of their education preparation program.

Concern is Initiated:

- May be initiated via email, phone, or conversation by U of A Faculty, Staff, Supervisor, Practitioner, Administrator, or an individual student's duty to disclose investigations regarding criminal, unprofessional or immoral conduct.
- Concern will subsequently be detailed via a written *Performance Concern Form*.

Minor Performance Concerns:

- Program Director/ Site Coordinator meets with student to discuss the alleged concern and the proposed remediation.
- A *Response to Concern Form* is prepared and shared with student and relevant personnel. Due process ends if issue addressed.
- If the issue persists, student may be placed on a Professional Growth Plan.

Major Performance or Repeat/Multiple Minor Performance Concerns:

- Program Director/Site Coordinator prepares a *Professional Growth Plan (PGP)* which outlines the alleged concerns, expectations that must be met, timeline for meeting them, support to be provided, and potential consequences for the student should it be deemed at a later date that the expectations have not been met.
- Program Director convenes a Professional Growth Team to support the student.
- Director and Team hold initial meeting with student to discuss, sign, and initiate the PGP.
- For Graduate students, PGP may be shared with Graduate College.
- Director and Team hold subsequent meeting(s) to determine if expectations have been met.
- If the student has not met PGP expectations, the Program Director, in consultation with Department Head, determines the consequence.

Alleged Conduct Violations:

- In dire circumstances, student may be immediately removed from field placement pending review/investigation.
- For alleged violations of AZ State Board of Ed. standards, ABOR Code of Conduct, UA Student Code of Conduct/Threatening Behavior/Discrimination/Harrassment/Academic Integrity policies, UA PPP Professional Standards, the agency/school district standards, and/or the profession-specific accrediting standards, the Program Director conducts a review per program policy. Pending review, student may be referred to the College Department Head, College Deans, UA Dean of Students and/or the UA Graduate College.

Possible Consequences:

- Placed on extended PGP and/or probationary status.
- Withdraws from course. May be allowed to re-take course in future.
- Fails course (as determined by instructor). May be allowed to re-take course in future.
- Student withdraws from program with possibility of readmission to that program. Student must reapply.
- Student withdraws from program with no option to be readmitted to that program.
- For Undergraduate Students: Recommendation to College Dean for dismissal from program, with notification to UA Dean of Students
- For Graduate Students: Recommendation to UA Graduate College for dismissal from program, with notification to College Dean.

*Specific program appeals processes are included in program handbooks

*UA grade appeals process outline: <https://catalog.arizona.edu/policy/courses-credit/grading/grade-appeal>