



Policy and Procedures – Student Performance Reviews (SPRs)

The College of Education at Roosevelt University employs the following procedures for reviewing the academic performance and progress of all students enrolled in the College's programs.

Section 1: Circumstances In Which SPR May Occur

A Student Performance Review (SPR) may be initiated by any of the following actions:

- A. A student is rated as “Unacceptable” on one or more items on an Assessment of Professional Dispositions. In such instances, the Assistant Dean for Continuous Improvement will inform the Department Chair in writing, whereupon the Department Chair will, within 10 days after receiving the relevant information from the Assistant Dean, make a written request for a Student Performance Review by program faculty members. If the request is approved by the program faculty, a Student Performance Review will proceed in accordance with the procedures listed below.
- B. A student’s performance is rated as “weak” on an early Verification of Hours and Evaluation of Student Performance Form. In such circumstances, the instructor responsible for the field experience course should first review and discuss the completed Verification of Hours and Evaluation of Student Performance Form with the student, and then submit the completed form to the Department Chair, along with a written request for a Student Performance Review. The Department Chair will then forward this the request to the program faculty, within 10 days after receiving the initial request. If the request is approved by the program faculty, a Student Performance Review will proceed in accordance with the procedures listed below.
- C. A university supervisor indicates on a Site Evaluation Form after observing a student in a field experience that a student’s behavior or performance is perceived to be inadequate or unprofessional, or raises concerns on the part of the cooperating teacher and/or school district personnel. In such circumstances, the university supervisor must also complete a Student Performance Review Form. The supervisor will submit both such forms to the Department Chair for a Student Performance Review. When initiated for this reason, the SPR will be conducted using the procedures outlined in the Clinical Experience Dismissal and Change of Placement Policy found in the Student Teaching Handbook and on the College of Education website.
- D. At least three schools or clinical sites reject a student for clinical experiences due to concerns about academic performance and/or performance in an interview context; a student unilaterally removes her/himself from a clinical placement arranged by the

Office of Field Placement; a student violates the written guidelines for clinical placements listed on the official RU application forms; or, a student receives a grade lower than C in student teaching or a practicum or internship, and requests to re-enroll. In such instances, the Director of Field Placement and/or the Assistant Dean for Student Services will inform the student in writing that the college will not seek a clinical placement, and why. They also will inform the Department Chair, who will, within 10 days after receiving this communication from the Assistant Dean of Student Services, make a written request for a Student Performance Review by program faculty members. If the program faculty approves the request, the Student Performance Review will proceed in accordance with the procedures listed below.

Section 2: SPR Meeting and Range of Outcomes

The College of Education faculty has established a professional procedure for administering Student Performance Reviews and making the academic judgments necessary to resolve concerns that spur a Student Performance Review. Program faculty form a committee to collectively conduct each such Review and make determinations regarding the individual student's status in the academic and/or certification program. The process for gathering information for consideration at and conducting an SPR is as follows:

1. The Department Chair will prepare a Notification of Student Performance Review attaching all supporting documentation (including any written materials from the initiating faculty/staff member(s)); the Chair will also provide a copy of this Policy and Procedures document to the student and to all faculty required to attend the Student Performance Review meeting. All such documents, as well as all other associated documents, will be scanned into the student's electronic academic file. The Notification will inform the student of a date, time, and location for the Student Performance Review meeting.
2. After receiving the Notification of Student Performance Review and related documents, the student may present any appropriate information orally, during the SPR meeting; in the alternative, a student may choose to submit written materials in lieu of attending the SPR meeting. If the student chooses to submit written materials, any such materials must be submitted a minimum of five university business days prior to the date of the SPR meeting in order to allow copies to be circulated among committee members. All written materials are to be submitted to the Department Chair. Written material not submitted five university business days prior to the SPR meeting need not be considered by the committee at the meeting. The committee has the discretion to impose reasonable limitations upon the volume of written materials submitted or, in unusual circumstances, to allow a student to present his or her position orally before the SPR committee as well as submit written materials prior to the SPR meeting.
3. At the SPR meeting, the committee of program faculty will describe the nature of the problem identified by the faculty/staff member(s) who initiated the SPR. If present, the

faculty/staff member(s) who initiated the SPR may provide additional explanation. The student shall have the opportunity to explain his/her perspective of the situation (either by appearing before the committee or by submitting written materials as set forth in paragraph 2 above). If the student chooses to appear before the committee, the student may be accompanied by one support person of the student's choosing. This support person will not be permitted to present information directly to the committee but may consult with the student privately during the meeting. If the support person is a J.D. or practicing attorney, the committee must be notified a minimum of five university business days prior to the SPR meeting (in order to provide time to arrange for the presence of university counsel). If possible, the student's faculty advisor will attend the SPR meeting to provide information about the student's performance in the program to date. The student may also choose to have the ombudsman present as a neutral observer. Members of the committee may question the student or other participants about any of the information presented.

4. The committee of program faculty at the SPR meeting shall then meet independently to decide if the student's behavior violates any disposition listed in the COE dispositions assessment rubric or otherwise indicates that the College should take action with respect to the student's status within the program.

The outcomes of an SPR may include, but are not limited to, the following:

- A. The student may be informed that the written concern(s) do not warrant further action; the student will be allowed to proceed in the program.
- B. The student may be placed on "professional probation" with specific requirements for remediation. The nature and scope of necessary progress reports will be determined by the SPR Committee. The student is responsible for ensuring that the progress reports specified are submitted to the designated faculty member by the designated time.
- C. The student may be dismissed from the program.

A written decision outlining the SPR's outcome shall be prepared by the Department Chair, in consultation with the SPR committee; that resolution shall be forwarded to the student, the course instructor or the university supervisor who initiated the SPR, the members of the SPR committee, the Office of Field Placement (when applicable), and the Associate Dean. A copy of this resolution shall also be placed in the student's file.

Section 3: Appeal Process

If the student wishes to appeal the decision of the SPR committee, the student shall use the following procedures (which are, in large part, the same as the Procedures For Handling Student Concerns Other Than Final Grade Appeals outlined in the Roosevelt University Student Handbook). Specifically, the student shall first communicate his or her objections to the decision in writing to the department chair responsible for the Student Performance Review. In many cases, the simple communication of the concern will lead to an improved understanding

between the Student Performance Review Committee and the student and result in an immediate adjustment of expectations on one part or the other. The department chair shall forward the student's written appeal to the SPR committee, consult with the committee, and inform the student in writing of the committee's resolution of the student concerns. Students may bring such a concern up to (30) calendar days after the conclusion of the Student Performance Review. After thirty (30) calendar days, the concern cannot be reviewed and the SPR committee's decision shall be final.

If the student is not satisfied with the response of the department chair, the student may then, within 10 days of receipt of the initial resolution described above, take a second appeal, in writing, to the associate dean of the College of Education. The student will be informed that the associate dean will speak with the department chair and the Student Performance Review Committee to hear their points of view before a decision is made about how the issue should be resolved. The associate dean will present the concern to the department chair and committee members to verify the facts, hear their point of view, and seek a resolution. If a student brings a concern about a Student Performance Review to a University official other than the department chair or associate dean, the official will direct the student to the department chair or associate dean and provide the student with the necessary contact information. This second appeal, like the initial appeal described above, shall conclude with the associate dean's written summary of the Resolution, with a copy provided to the student.

If the student remains unsatisfied with the resolution at the associate dean level, he/she may, within ten (10) calendar days of receipt of the Resolution of the second appeal, take a final appeal in writing to the College of Education Dean, who will review the matter with the associate dean and department chair and decide whether to uphold the proposed appeal resolution or to offer a different resolution. The decision of the dean, which shall be summarized in writing with a copy provided to the student, is final.

At the discretion of the Dean of the College of Education, the above time limitations and SPR procedures and appeal processes, as well as the forms associated with the SPR process, may be modified for good cause, with any such modification to be explained in writing to the student and affected faculty member or other college officials.

Date:

Roosevelt University

Student Performance Review Request Form

This form is applicable to all students enrolled in programs in the College of Education. The instructor/department chair should complete this form if a student's non-academic performance raises concern about the student's progress toward achieving all professional dispositions/standards associated with degree and/or certification completion.

Student's Name:

Student's ID:

Major and Course Number:

State briefly the nature of the issue or problem. You may also include any recommendations for remediation, if appropriate, or attach a copy of Professional Dispositions Assessment Form completed on Taskstream.

Signature, Instructor/Dept. Chair

Date

Approved

Rejected

_____ Date SPR Approved by Program Faculty (list here):

Copies to: Student, RU Files, Department Chair



NOTIFICATION OF STUDENT PERFORMANCE REVIEW

Date:

Dear _____,

A Student Performance Review (SPR) has been set up for **Month, Day, Date, Year at Time**, on the **Campus** Campus in **Room**. The purpose of the SPR is to review your status in the **Program**.

The meeting will focus primarily on your performance in **Course, Clinical Experience, etc.** You will have an opportunity at the meeting to present information, as will your **Course Instructor or University Supervisor**. The SPR Committee will consider all information presented to decide whether the concerns warrant further action, whether you will be placed on professional probation, or whether you will be permitted to continue in the program.

If possible, your faculty advisor will attend to provide information about your performance in the program to date. You are encouraged to attend the meeting in person and address the committee at this time; but you may instead submit your position in the form of a written statement regarding your performance. **If you choose to send a written statement, I must receive it no more than five university business days prior to the meeting**, so that it may be circulated among the committee members.

If you elect to attend the meeting in person, one support person of your choosing may accompany you. This individual may consult with you during the meeting but may not address the committee directly. If you plan to bring a J.D. or practicing attorney, you must notify me ASAP (**at least 5 business days in advance of the meeting**) because university counsel will be required as well. As in all procedures, you have the right to have the ombudsman present as a neutral observer.

As part of the review, committee members may ask questions about the information that you or others present (**either in person or by means of a written statement**). **Please be prepared to address any such questions.** A frequent question is what you will do in the future to ensure your meeting of professional expectations. You should carefully consider your response before the SPR.

Enclosed for your information are copies of the Policy & Procedures for Student Performance Reviews, the approved Student Performance Review Request Form, and other documentation associated with your review. If you have any questions concerning the SPR Meeting or any of the procedures or documentation, please contact me at **Insert contact information**.

Sincerely,

Department Chair

cc. Program Faculty, Assistant Dean for Student Services, Director of Field Placement, & Associate Dean



Student Performance Remediation Plan

Student Name:

Placement Level/Program Area/Setting:

Cooperating Teacher or Clinical Supervisor (If Applicable):

University Supervisor or Instructor:

Please list each area of concern. List specific tasks that the student must complete, or behaviors that the student must exhibit, in order to complete the plan. Failure to complete specified items within the designated time frame may result in dismissal from the program.

Area of Concern:

Contract Tasks/Behaviors:

Deadlines:

Department Chair Signature

Student Signature

Date

Date

(By signing this statement, the student agrees to complete the tasks and/or exhibit the behaviors listed above.)

Cooperating Teacher or Clinical Supervisor Signature (If Applicable)

Date

Copies to: Student, University Supervisor or Instructor, Department Chair, Office of Field Placement, Asst. Dean for Student Services, & Associate Dean