

in regard to students' preferences for teaching placements. No self-placements are considered and no placements outside New York or Ontario are possible. Student teaching may be arranged in New York City and abroad through the programs described below, although the National Student Exchange (NSE) program is not applicable for any internship in teacher education programs.

SUNY Potsdam discourages employment during the student teaching semester so that the candidate can devote their full attention to this important experience.

### ***SUNY Urban Teacher Education Center (SUTEC)***

The Office of Field Experiences and Teacher Certification at SUNY Potsdam works closely with the SUNY Urban Teacher Education Center ([www.suny.edu/sutec](http://www.suny.edu/sutec)), under the direction of the New York City Department of Education. SUTEC's primary mission is to assist the 17 SUNY campuses that offer teacher preparation programs in the placement of teacher candidates in New York City public schools. These experiences prepare prospective teachers to become competent and confident professionals in urban, multicultural education environments. SUTEC also facilitates the recruitment of SUNY teacher education graduates for New York City schools and provides an academic center for scholarship and research on urban education.

Prospective and current student teachers are welcome to contact or visit the SUTEC office in New York City to talk with the Director about the opportunities for student teaching in New York City and other issues relating to their student teaching, the housing application process, or future employment in the city schools. The SUNY Potsdam Office of Field Experiences and Teacher Certification advertises campus-wide when the SUTEC Director visits the campus.

### ***Student Teaching Abroad Program***

Student teaching in Australia is coordinated through SUNY Potsdam's Office of International Education, the Office of Field Experiences and Teacher Certification, and Colin Balfour, Project Manager of International Relations at the University of the Sunshine Coast in Queensland, Australia. Applications and further information for Student Teaching Abroad are available from the Office of International Education and the Office of Field Experiences and Teacher Certification.

## **New York State Teacher Certification Procedures**

Beginning February 2, 2004, candidates approved by the State Education Department first receive a five-year Initial Certification. The certificate qualifies the holder to apply for teaching positions and to be employed as a substitute teacher. SUNY Potsdam recommends a candidate for Initial certification once all requirements in his/her program of studies have been completed.

Candidates should consult with the Office of Field Experiences and Teacher Certification for current information on the

procedures for applying for certification. In addition to completing program requirements, applicants must pass the LAST, ATS-W, and CST portions of the New York State Teacher Certification Examinations. NYSTCE Registration Bulletins are available on the shelves outside Satterlee 111 and contain current information on the New York State Teacher Certification Examination program. Candidates must also fulfill the equivalent of two clock hours of instruction in the Recognition and Identification of Child Abuse and two clock hours of School Violence Intervention and Prevention training by completing HLTH 230 School Health (CA, SAVE) or the equivalent. All persons applying for New York State teacher certification must also submit their fingerprints for screening. Application materials for fingerprinting are available at website: [www.nysed.gov](http://www.nysed.gov).

After completing three years of teaching experience (including one year of mentored teaching), MST graduates may then apply for Professional Certification since the MST degree satisfies the academic requirements for Professional Certification. Candidates completing their master's degrees at SUNY Potsdam may apply through the Office of Field Experiences and Teacher Certification for their Professional certificate, which is renewable every five years upon submission of evidence of completion of ongoing, lifelong learning according to NYSED requirements.

Individuals who are interested in additional certifications or alternative certification should contact their regional BOCES certification office. New York State Education certification regulations are on reserve in Crumb Library. Requests for verification of degree completion for out-of-state certification require a minimum of five business days to complete.

The process for certification is complex and has many facets. Contact the certification officer at 315-267-2539 for clarification on this process.

## **SUNY Potsdam Education Unit Fair Process Policy and Procedures**

The State University of New York at Potsdam, School of Education and Professional Studies (adopted April 19, 2006)

### ***ARTICLE I: General Provisions***

#### **Section 1. Scope.**

The provisions of the Fair Process Policy & Procedures apply to all SUNY Potsdam Education Unit programs.

#### **Section 2. Definitions.**

- A. Day. A "day" is a calendar day in a string of consecutive days (including weekend, holidays, and periods during which classes may not be meeting).
- B. Mailed. A letter is "mailed" when it is placed in a United States mailbox or is delivered to a United States Post Office or other commercial delivery service, such as Federal Express or United Parcel Service.
- C. Decision Maker. A "decision maker" is a SUNY Potsdam faculty member or professional staff member who participates in the decision concerning admission, retention, dismissal, graduation, or recommendation for state certification.

- D. Dean. Unless otherwise qualified, the term “Dean” as used in this policy to refer to actions involving teacher candidates refers to the Dean of the School of Education and Professional Studies, or in cases involving music education candidates, the Dean of The Crane School of Music
- E. Education Unit. The Education Unit is composed of all SUNY Potsdam departments offering programs that lead to teacher certification. The Education Unit is under the supervision of the Dean of the School of Education and Professional Studies, who works with the deans of the other schools to assure that the certification regulations of the state of New York are implemented in all degree programs leading to teacher certification.
- F. Terminate From a Program and Not Recommend for State Certification. The phrase “termination from a program” as used in this policy refers to and includes both the decision to “terminate a candidate from a program” and the decision to “not recommend a candidate for state certification.” It is possible for an individual to be terminated from an education program (and therefore not be recommended for a state certification), yet graduate from SUNY Potsdam with a major other than education.

**Section 3. Academic and Professional Criteria for Admission, Retention, Graduation, and Recommendation for State Certification.**

- A. All SUNY Potsdam Education Unit programs prepare candidates to serve as professionals in roles of service to pupils and clients who may be minors or individuals in circumstances of significant vulnerability. In the course of pursuing their academic programs, SUNY Potsdam education candidates come into direct contact with such vulnerable pupils and clients as part of their internships, practica, field experiences and clinical experiences. The SUNY Potsdam Education Unit has an obligation to protect those pupils and clients and cannot tolerate candidate behavior that exploits, endangers, compromises or threatens the welfare, safety or rights of those pupils or clients.
- B. In deciding whether to admit a candidate to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers not only the university’s admission and academic requirements but also the individual’s competencies and dispositions related to serving in the education profession, including but not limited to personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the individual is seeking training or certification.
  1. General Academic Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:
    - a. The values set out in the university’s mission statement and written student policies;
    - b. The values set out in the mission statement of the SUNY Potsdam’s education programs; conceptual framework; and written candidate policies, procedures and professional competencies;
  2. Specific Academic Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:
    - a. Whether the individual has submitted a timely and complete application;
    - b. Whether the individual meets the admission criteria set out in the university’s catalog(s), and in the written admissions materials for the SUNY Potsdam Education Unit and its programs;
    - c. Whether the individual has maintained the required cumulative grade point average;
    - d. Whether the individual has received the minimum required grade as set out by the program for each course taken as part of the degree program; and
    - e. Whether the individual has met all the other program completion requirements for retention, graduation, or recommendation for state certification as set forth in the university’s catalog(s) and each program’s written candidate policies, procedures, and professional competencies;
  3. Professional Competencies and Criteria: In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the SUNY Potsdam Education Unit considers:
    - a. The individual’s educational, work, and other life experiences related to the education profession;
    - b. The individual’s ability to communicate and work effectively with others, including individuals from different backgrounds, individuals with exceptional needs or limitations, individuals from different racial or ethnic populations, and individuals of both genders and different sexual orientations;
    - c. The individual’s moral character and fitness for the profession for which he or she is training, including but not limited to any felony conviction(s) that would bar state certification;
    - d. The individual’s behavior in light of appropriate professional and ethical standards; and
    - e. The individual’s general and specific knowledge, skills, and dispositions needed to successfully complete the particular program and to function effectively in the profession for which he or she is training, as set forth in each program’s written candidate poli-

cies, procedures, professional competencies and the SUNY Potsdam Conceptual Framework, as well as the standards and guidelines adopted or recognized by the applicable professional organizations.

#### **Section 4. Disclaimer.**

Admission to or graduation from a teacher education program at SUNY Potsdam does not constitute a guarantee that the candidate will be granted a State certificate, extension, endorsement, or license.

#### **Section 5. Academic and Professional Decisions Subject to Review Under This Policy.**

An individual who is terminated from a program by a department under Article II of this policy may request a review of such a decision by the applicable Dean's Office following the procedures set out in Article III of this policy.

#### **Section 6. Academic and Professional Decisions Not Subject to Review Under This Policy.**

The following decisions are not subject to review under this policy. However, under certain conditions, appeals may be pursued in accordance with the SUNY Potsdam general policies for grievances as specified in the college catalog.

- A. a decision to deny entrance to a teacher preparation program at SUNY Potsdam
- B. a decision not to transfer credits earned at another institution or in another on-campus program;
- C. a decision denying a request to have a program or course requirement waived;
- D. a decision denying a request for an exception to a program or course policy or procedure;
- E. a decision that the candidate failed a comprehensive or other summative exam;
- F. an evaluation by a field, school or program supervisor;
- G. a decision to place the candidate on probation;
- H. a decision that a candidate should be removed from a class; or
- I. a decision to withdraw a candidate from, or reassign a candidate to, a field placement or clinical experience.

### **ARTICLE II: Termination from a Program by a Department**

#### **Section 7. Grounds for Termination from a Program.**

A department may terminate a candidate from a program for failure to meet, satisfy, or demonstrate satisfactory performance with respect to one or more of the academic and/or professional criteria in Section 3B.

#### **Section 8. Candidate Withdrawal from a Program.**

If at any time a candidate chooses to withdraw from a program, the candidate should notify the department chair in a signed written statement that (a) the candidate has chosen to withdraw, and (b) if the department has already proposed action to terminate or made the decision to terminate, the candidate must also waive the right to request a review of the department's proposed action or decision.

#### **Section 9. Notification of Proposed Action to Terminate a Candidate from a Program.**

- A. It is normal practice for a department chair, the department chair's designee, or other program decision maker to informally consult with a candidate about a proposed decision to terminate that candidate from the program based on departmental policies, and departments will have practices/procedures specific to their programs for regularly reviewing and notifying candidates of their status with regard to program standards. At this point, the candidate may choose to withdraw from the program (see Section 8) and the matter will then be considered concluded.
- B. If a candidate chooses to continue in the program after informal notification, but before the department finalizes a decision to terminate a candidate, the department chair or designee will hand deliver or mail to the candidate a letter:
  1. notifying the candidate of the proposed action, including the effective date of that action;
  2. setting out the reasons for the proposed action; and
  3. providing the candidate 14 days after the hand-delivery or 16 days after it was postmarked to make a written request to meet with the department chair, and/or other appropriate decision-maker(s), to discuss the decision.

#### **Section 10. Department-Level Review Meeting.**

- A. If the candidate does not request a meeting with the department chair or designee, and/or other decision-makers if appropriate, within the timeframe set out in the notification of proposed action, the department chair or designee will hand-deliver or mail to the candidate a program termination decision letter (Section 11), which may be appealed through the Office of the Dean of the School of Education and Professional Studies, or in the case of music education candidates, the Office of the Dean of the Crane School of Music.
- B. If the candidate wishes to meet with the department chair or designee and/or other appropriate decision-maker(s), the candidate must make a written request for such a meeting within 14 days after the notification of proposed action was hand delivered or 16 days after it was postmarked. This written request for a meeting should be addressed to the department chair or designee and shall provide all of the information and explanations the candidate wants the department chair or designee and/or other appropriate decision-maker(s) to take into consideration in making the decision. This written request for a meeting must be signed and dated, and contain all the following information:
  1. A statement identifying the program decision that is being requested for review;
  2. A statement explaining why the candidate believes that the program decision should be changed;
  3. Any information that the candidate has to support the candidate's belief that the decision should be changed;
  4. The candidate's current address, telephone number, and e-mail address; and

5. Assigned statement giving the department chair or designee and/or other appropriate decision-maker(s) permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the review process is thereby concluded and the program decision stands.
- C. Within 14 days of receiving a written request from the candidate, the department chair will schedule a meeting between the candidate, the department chair or designee, and one or more of the decision-makers if appropriate. Whenever possible, the meeting should be held within 14 days of the date the candidate's request for review was received by the department chair.
1. This meeting will be conducted by the department chair or designee. The candidate should be given the opportunity to provide the decision-makers with information or explanations to provide a context for the candidate's performance, and the decision-makers may ask questions.
  2. Since all SUNY Potsdam Education programs are professional programs, candidates are expected to be personally present at the meeting, to speak on their own behalf, and to appropriately participate in the process of the meeting. If the candidate elects to do so, the candidate may be accompanied by a support person (e.g., a SUNY Potsdam Education Unit faculty member, program classmate) who may observe but not actively participate in the meeting, except at the department chair's sole discretion. At least one day prior to the review meeting, the candidate shall inform the department chair of the name of the support person, if any.
  3. The duration of this meeting is at the sole discretion of the department chair or designee.

#### **Section II. Program Decision Letter.**

- A. Whether or not the candidate chooses to meet with program decision-makers as described in Section 10, the program decision-makers will finalize the departmental decision. The department chair or designee will then hand-deliver or mail to the candidate a program decision letter notifying the candidate of the outcome. If the decision is to terminate the candidate from the program, the program termination decision letter will notify the candidate of the opportunity to have the department's decision reviewed through the Office of the Dean of the School of Education and Professional Studies or by the Dean of The Crane School of Music in the case of music education candidates.
- B. Once the department chair or designee has hand delivered or mailed to the candidate a program termination decision letter, the candidate will not be permitted to attend or register for classes or to participate in any SUNY Potsdam sponsored clinical program, practicum, student teaching experience, internship, or activity, except at the discretion of the department chair or designee.

#### **ARTICLE III: Appeal of Departmental Program Termination Decisions**

##### **Section 12. Standard for Appealing a Program Termination Decision.**

A department's decision to terminate a candidate from a program, and thus not to recommend the candidate for state certification, will be overturned only if the Dean of the appropriate school determines that the department's decision was based upon an unfair process. The Dean will not reverse a department's decision simply because the Dean might have reached a different decision given the performance of the candidate.

##### **Section 13. Candidate Request for Appeal Meeting.**

- A. A candidate who wishes to appeal a department decision to terminate the candidate from a program must submit a written request for an appeal meeting within 14 days after the program termination letter was hand delivered or 16 days after it was postmarked, to the Office of the Dean of the School of Education and Professional Studies, or in the case of music education candidates, the Dean of the Crane School of Music. If the candidate does not deliver this request within these time limits, the candidate waives his or her right to an appeal, and the program termination decision stands.
- B. The request for an appeal meeting must be in writing and must contain the following information:
  1. A statement identifying the program decision that is being appealed;
  2. A statement explaining why the candidate believes that the program decision process was unfair and should be reversed;
  3. Any information that the candidate has to support the candidate's belief that the decision was based upon an unfair process and should be reversed;
  4. The candidate's current address, telephone number, and e-mail address; and
  5. Assigned statement giving the Dean or Dean's designee permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the appeal process is thereby concluded, and the program termination decision stands.

##### **Section 14. Candidate's Appeal Procedure.**

- A. The Office of the Dean of the appropriate school (i.e. School of Education and Professional Studies or The Crane School of Music) will schedule an appeal meeting between the candidate and the Dean. The Dean's Office will notify the candidate and the original decision-makers of the date, time, and place of the appeal meeting. Whenever possible, the appeal meeting should be held within 14 days of the date the candidate's request for review was received in the Dean's Office.
- B. If, without good cause as determined by the Dean, the candidate fails to appear for the appeal meeting, the candidate shall be deemed to have abandoned his or her appeal, and the original program decision shall stand.

- C. Since all SUNY Potsdam Education Unit programs are professional programs, candidates are expected to be personally present at the appeal meeting, to speak on their own behalf, and to appropriately participate in the process of the appeal meeting. If the candidate elects to do so, the candidate may be accompanied by a support person (e.g., an Education Unit faculty member, a program classmate) who may observe but not actively participate in the appeal meeting, except at the Dean's sole discretion. At least one day prior to the appeal meeting, the candidate shall inform the Dean's Office of the name of the support person, if any.
- D. As a general rule, the following process will be followed at the appeal meeting:
1. No recording or verbatim record of the meeting is permitted.
  2. The Dean will provide the candidate with an opportunity to explain the candidate's reasons for requesting that the program's decision be changed. The Dean may then ask questions of the candidate. The Dean may conclude the meeting at any time after the candidate has been heard by the Dean.
  3. The duration of this meeting is at the sole discretion of the Dean.
- E. After the conclusion of the appeal meeting, the Dean will deliberate upon the request for review. Such deliberation, at the Dean's sole discretion, may include discussions with the candidate, the department chair, other decision-makers, or any others who have relevant information at times other than the appeal meeting.
- F. Upon review of relevant documents, the Dean may take any of the following actions:
1. Affirm the original decision to terminate the candidate from the program, and thus not recommend a candidate for state certification;
  2. Reverse the original decision to terminate the candidate from the program;
  3. Reverse the original decision to terminate the candidate from the program, which could be subject to the candidate meeting additional requirements; or
  4. Request additional information before deciding to affirm the original decision, reverse the original decision, or reverse the original decision which could be subject to the candidate meeting additional requirements.
- G. After reaching a decision, the Dean's Office will hand deliver or mail a letter setting out the decision of the Dean to the candidate and the department chair within 14 days of the review meeting whenever possible. If the Dean needs additional information, the timeline for notification of the decision may be extended at the discretion of the Dean.
- H. A candidate may request a meeting with the Dean after receiving the decision letter from the Dean. At the sole discretion of the Dean, the time, place, and duration of the meeting will be scheduled by the Dean's Office.
- I. The decision of the Dean is final and is not subject to further review or appeal within the applicable School.