

**UNDERGRADUATE CHILDHOOD/ EARLY CHILDHOOD EDUCATION PROGRAM**  
*Policy Guidelines and procedures for students unsuccessful in the Childhood/Early Childhood Education course(s)*

**Required Content Knowledge & Professional Behaviors**

In the Childhood/Early Childhood Education Program, faculty members are encouraged to document when students are unsuccessful in the program's education courses (EDLS 201, EDLS 207, EDUC 303, Block I and Block II courses). Students and faculty should refer to the applicable 'Assessment Gates/Benchmarks' document each student is following to determine the required grade for each education course. A grade of 'INC' (incomplete) in an education course is also considered unacceptable to proceed forward.

**A student who:**

- a) is unsuccessful in EDLS 201, EDLS 207 (including the lab) and EDUC 303 is unable to proceed into Block I.
- b) is unsuccessful in a Block I or Block II course and passes all other courses and the practicum, is required to repeat only that course, but is prohibited from proceeding to the next level in the program, i.e., Block II or Student Teaching.
- c) is unsuccessful in just the practicum but passes all classes in Block I or Block II is required to retake the practicum and is prohibited from proceeding to the next level in the program, i.e., Block II or Student Teaching.
- d) is unsuccessful in two or more courses in Block I or Block II (including the practicum), is required to repeat the entire Block, regardless of the grades in the remaining classes in the Block.

**Procedures for students to follow when unsuccessful in Block courses**

1. A student who is unsuccessful in EDLS 201, EDLS 207, EDUC 303, a Block I or a Block II course will be notified via his/her Potsdam e-mail account by the Teacher Education Advising Coordinator for Childhood/Early Childhood Education. The student will be dropped from Block I, Block II or Student Teaching (depending on what the student is registered for in the following semester). The student's advisor, program coordinator and department chair will be included on the email.
2. After a student becomes aware of having been unsuccessful in an education course, he or she is expected to contact the Teacher Education Advising Coordinator for Childhood/Early Childhood Education to review his/her class schedule for the following semester. The reviewed schedule should reflect a repeat of the course(s) the student was unsuccessful in.
3. If a student has a grievance about the grade(s) received, he/she should follow the appeal process outlined in the College Catalog. Receiving a 'U' (Unsuccessful) in a practicum course in the Block will result in the student being put on a Professional Development Plan (PDP) based on the Disposition Framework. During this period and until the matter is resolved, the student must be aware that he/she WILL NOT be allowed to move on to the next level in the Childhood/Early Childhood Education Program until ALL education requirements the student was unsuccessful in and/or the PDP have been successfully met.