

## 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 proposed remediation.
- A *Response to Concern Form* is prepared and shared with student and relevant personnel

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, specifies the expectations which must be met and the support to be provided, as well as 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 an initial meeting with student to discuss, sign, and initiate the PGP.
- Director and Team hold a subsequent meeting to determine if expectations have been met.

If the student has not met the PGP expectations, the Program Director determines the appropriate consequence.

### **Alleged Conduct Violations:**

- When circumstances are dire, student may be immediately removed from field placement pending review/investigation.
- For alleged violations of ABOR Student Code of Conduct, the U of A Code of Academic Integrity, the U of A PPP Professional Expectations, and/or the Arizona State Board of Education Professional Practices for Certificate Holders, Program Director conducts an appropriate review of the circumstances.
- Pending review, the student may be referred to the [Dean of Students Office](#).

### **Possible Consequences:**

- Placed on extended PGP.
- Withdraws from course. Allowed to re-take course in future.
- Fails course (as determined by instructor). Placed on PGP. Allowed to re-take course in future.
- Withdrawn from program. Must petition for readmission.
- Dismissed from program.

\* All appeals follow the process outlined at: <https://catalog.arizona.edu/policy/grade-appeal>