

PURDUE UNIVERSITY NORTHWEST  
SCHOOL OF EDUCATION AND COUNSELING

**STUDENT PROGRESS REVIEW PROCEDURES MANUAL**

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## STUDENT PROGRESS REVIEW PROCEDURES

The School of Education and Counseling (SoEC) employs the following procedures for reviewing the progress of candidates in the courses, practica, and internships offered by the department.

A Student Progress Review (SPR) meeting to review a candidate's knowledge, skills, or dispositions demonstrated in a course, practicum, or internship may originate from one of the following sources:

- A. An instructor, advisor, or faculty member completes and submits a Progress Report Form if a candidate's performance or behavior in class raises concern about his or her progress and/or suitability for a degree program because of deficiencies in professional behavior and/or professional/personal dispositions.
- B. A practicum instructor completes and submits a Progress Report Form if a candidate's behavior/performance in a clinical course or internship is perceived to be inadequate, unprofessional, or raises concerns on the part of the instructor.
- C. A candidate's practicum placement is terminated, or a candidate receives a grade of "Unsatisfactory" from course work associated with a practicum.
- D. An advisor completes and submits a Progress Report Form for a graduate student if a student does not meet the requirements of the M.S. Ed. Program.

Submitting individuals must request that the candidate signs the Progress Review Form prior to submitting the form to the chair of the SoEC Student Affairs Committee. The signature designates that the candidate has read the form; it does not have to indicate agreement with the content. If the candidate refuses to sign the form, report submitter(s) must indicate that on the candidate's signature line.

When the chair of the SoEC Student Affairs Committee (SAC) receives a Progress Report Form, s/he will check to see if a Student Progress Review meeting is recommended. If a SPR meeting is not recommended, the SAC Chair will pass the Progress Report Form to the SoEC Director who will place the document in the candidate's file and meet individually with the candidate if warranted or request a SPR meeting to be held. If a SPR meeting is recommended, the SAC Chair will consult with the SoEC Director to determine if a SPR meeting is warranted. If it is determined to be so, the SAC Chair will initiate the SPR meeting process. All Progress Report Forms and accompanying documentation will be retained in candidates' files. A SPR meeting is required if the candidate is asked to leave his or her practicum placement for any reason or if the candidate is recorded as having dispositional issues that may affect his or her ability to teach any or all students.

Academic issues should be resolved, when possible, within the regular course grading process. That is, candidates who are not deemed ready to teach students in a particular content area should not receive a passing grade in that course.

Once warranted, a member of the SAC will be identified as chair for the SPR meeting and s/he will be responsible for initiating and completing the SPR Meeting process outlined in this manual.

Members of the SoEC Student Affairs committee will hear each case and make a determination regarding the candidate's status in his or her respective course or program. The SPR Meeting Chair will organize and lead the meeting as a non-voting member. The SoEC Director or the Director's designee will attend the meeting, but not vote, to ensure protocol is followed. The individual(s) who submitted the Progress Report Form may attend the meeting or may be included via conference call.

The candidate has an opportunity to present any appropriate information pertinent to the SPR meeting to the committee orally or in writing. If the candidate chooses to prepare a written statement, it must be submitted to the SPR Meeting Chair no later than three business days prior to the date of the SPR meeting to allow copies to be made for, and read by, committee members. If the candidate needs services from the Disability Access Center, the candidate is responsible for arranging such assistance. If the candidate chooses to appear before the committee, one person of his or her choosing may accompany the student. This support person cannot present information or address the committee directly, but may consult with the candidate during the SPR meeting. If this support person becomes disruptive to the SPR meeting at an unacceptable level, the support person may be asked to leave. If the individual accompanying the candidate is an attorney, the SPR Meeting Chair must be notified no later than 72 hours in advance of the scheduled meeting date in order to provide time to arrange for the presence of University Counsel

During the Student Progress Review meeting, the individual(s) who submitted the Progress Report Form will present the rationale for recommending the SPR meeting. Next, the candidate will have the opportunity to respond to the information in the Progress Report Form. Committee members may ask for clarifications as necessary. Finally, the individual(s) who submitted the report and the student (along with any observer) will be asked to leave the room.

At this time, the committee members will begin their deliberations leading to the Student Progress Review meeting decision. The SPR Chair and SoEC Director or Director's designee may participate in the deliberations but may not vote or indicate how they would vote. The deliberations should be based solely upon the written and spoken data presented at the meeting.

The Student Progress Review meeting decision may include, but is not limited to, the following:

- A. Concerns do not warrant further action; the candidate will be allowed to proceed in the course or program.
- B. The candidate may be placed on professional probation with specific requirements assigned for improvement. The SoEC Director will determine what improvement plan elements the candidate must follow to validate that the candidate has met the requirements for improvement by a designated date.
- C. The candidate may be dismissed from the academic program and/or prevented from further enrollment in the program and/or courses offered by the School of Education and Counseling.

Should the SoEC Student Affairs Committee select option B, the initiator(s) of the Progress Report Form and SPR meeting may be brought back into the room to assist with the development of a suggested improvement plan. This individual(s) may not be in the room during the deliberations. The candidate and Progress Report Form submitter(s) may return to the meeting to hear the SoEC Student Affairs Committee's decision. SPR Meeting Chair will contact the candidate and Progress Report Form submitter(s) after the meeting via email with a formal outcome letter within 3 business days. A copy of the letter will be forwarded in writing to all faculty member(s) or instructor(s) involved, the SAC Chair, the SoEC Director, and the candidate's advisor. A copy of the letter will be placed in the candidate's file.

The candidate has the right to appeal the decision of the School of Education and Counseling Student Affairs Committee. The appeal should be filed in writing to the Dean of the College of Humanities Education and Social Sciences (CHESS) within 30 days of the decision. The Dean is not obligated to consider this appeal. In all procedures, the candidate has the right to retain counsel for personal advice and guidance. However, only the candidate participates in these procedures and the counsel is not permitted to participate as a substitute for the candidate.

## **STEPS FOR SUBMITTING A PROGRESS REPORT FORM**

1. Faculty, advisor, and/or instructor (submitter) fills out the Progress Report Form (Appendix A) and indicates at the bottom of the form whether or not he/she believes a SPR meeting is warranted.
2. Submitter contacts the candidate for his/her signature. The signature designates that the candidate has read the form; it does not have to indicate agreement with the content. If the candidate refuses to sign the form, this must be indicated in writing on the candidate signature line of the Progress Report Form.
3. Submitter gathers all documentation, including the Progress Report Form, and submits it to the SoEC Administrative Assistant (either electronically or via hard copy).

Following the submission:

1. The SoEC Administrative Assistant scans all of the documents into one electronic file and forwards it to the SoEC Student Affairs Committee Chair.
2. SAC Chair meets, or exchanges information by phone or electronically, with Director of the SoEC to determine if a SPR meeting is warranted.
3. If a SPR meeting is warranted, the SoEC Student Affairs Committee Chair forwards the electronic file to SPR Meeting Chair.
4. SoEC Student Affairs Committee Chair follows the steps outlined in the Steps for Student Progress Review Meeting Chair documents.

**STEPS FOR STUDENT PROGRESS REVIEW MEETING CHAIR  
PRIOR TO SPR MEETING**

1. SoEC Student Affairs Committee Chair receives Progress Report Form and any related documentation.
2. SoEC Student Affairs Committee Chair selects a date and time for the SPR meeting with voting members from the SoEC Academic Affairs Committee. The date must be at least 4 business days in advance of the meeting to give the candidate time to prepare a written statement (optional) and/or obtain counsel.
3. SoEC Student Affairs Committee Chair notifies the SoEC Director of the date and time. The SoEC Director will arrange to attend the meeting or will appoint a Director's designee.
4. SoEC Student Affairs Committee Chair notifies the submitter(s) of the Progress Report Form of the date and time. The meeting may take place without the submitter(s) in attendance.
5. SoEC Student Affairs Committee Chair reserves a room for the meeting.
6. SoEC Student Affairs Committee Chair completes SPR Meeting Notification Letter (Appendix B) that includes the date, time, and location of the SPR meeting.
7. SoEC Student Affairs Committee Chair emails the candidate using PNW email to inform him/her of the scheduled SPR meeting and attaches a scanned pdf document of the SPR Meeting Notification Letter and supporting documentation. PNW email serves as official PNW notification.
8. SoEC Student Affairs Committee Chair emails the voting members, the SoEC Director, the individual(s) who submitted the Progress Report Form, the candidate's advisor, the SAC Chair, and the SoEC Administrative Assistant to confirm/inform them of the scheduled SPR meeting, and attaches the scanned pdf document of the SPR Meeting Notification Letter and supporting documentation.
9. If candidate submits a written statement, SoEC Student Affairs Committee Chair will distribute a copy of the letter to all parties involved in the SPR meeting, including SoEC Administrative Assistant.
10. SoEC Student Affairs Committee Chair emails the candidate's advisor and asks him/her to complete an Advising Report Form (Appendix C). SoEC Student Affairs Committee Chair brings this form to the SPR meeting.
11. Prior to the SPR meeting, SoEC Student Affairs Committee Chair picks up the candidate's file from the Advisor and brings it to the SPR meeting. The file should be returned to the Advising Office immediately after the SPR meeting.
12. SoEC Student Affairs Committee Chair brings a digital audio recorder to the SPR meeting.

## STUDENT PROGRESS REVIEW MEETING PROCEDURES

1. SoEC Student Affairs Committee Chair turns on audio recorder.
2. SoEC Student Affairs Committee Chair calls meeting to order.
  - a. *“Today is \_\_\_\_\_. We are here for a Student Progress Review meeting for (Candidate). I need to let you know that these proceedings are being audiotaped, and a copy of the recording will be placed in (candidate’s name) file. Let’s begin by introducing ourselves. We’ll go around the table. Please identify yourself according to your role in today’s meetings and whether or not you are a voting member. Also, please acknowledge that you are aware that the proceedings are being audiotaped. If you are an observer, please acknowledge that you may not address the committee or answer any questions from the committee, and are only permitted to consult with the student.”*
3. SPR Meeting Chair provides overview of proceedings.
  - a. *“The format of the meeting will be as follows: first the individual(s) who submitted the Progress Report Form will provide an overview on the context of the situation. Next, the candidate will present their perspective on the situation and may respond to items written in the Progress Report Form and supporting documentation. Then, the committee may ask questions of the candidate and/or submitter(s) of the Progress Report Form. Once questioning is done, all non-committee members will be asked to leave the room. The committee may ask the submitter(s) to briefly remain in the room and give their suggestions as to the outcome. Deliberations may not begin until the submitter(s) have left the room. If University Counsel is involved, such counsel may remain in the room. The committee will deliberate and come to a decision. Outcomes include but are not limited to:
    - i. *Concerns do not warrant further action; you will be allowed to proceed in the course or program.*
    - ii. *You may be placed on professional probation with specific requirements assigned for improvement and continuation in your program or course. The SoEC Director will work with you to specify the requirements and required dates of completion.*
    - iii. *You may be dismissed from the program or prevented from further enrollment in your program and/or courses offered by the School of Education and Counseling.**
  - b. *Once the committee has reached a decision, the candidate and submitter(s) of the Progress Report Form will be called back in to hear the committee’s decision. Are there any questions?”*
4. The individual(s) who submitted the Progress Report Form provide(s) a brief overview on the context of the situation and why the Progress Report Form was submitted and a SPR meeting was requested.

5. The candidate provides a brief overview from his/her perspective, responds to the content of the Progress Report Form and supporting documentation, and provides any additional information.
6. The SoEC Student Affairs committee members ask questions (if desired) to the candidate or Progress Report Form submitter(s) to provide further clarification.
7. Non-committee members are asked to leave the room.
8. The audio recorder is turned off and the committee deliberates. The SoEC Student Affairs Committee Chair guides and may participate in the deliberations but may not vote or indicate how they would vote if able. The SoEC Director and/or Director's designee may take part in the deliberations but may not vote or indicate how they would vote if able; they also make sure the protocol is followed. The committee may ask for the individual(s) who submitted the Progress Report Form to briefly join them and give suggestions for an improvement plan if desired, but the individual(s) must leave the room again prior to formal deliberation. University Counsel, if involved, may also remain in the room. The voting members decide on the SPR meeting outcome. Two out of three votes are required for the decision. If an improvement plan is selected, the committee suggests and records recommended elements for the plan. The SoEC Director will take note of the recommendations and meet with the candidate to outline the specifics of the plan.
9. If the candidate and/or other individuals have waited to hear the SoEC Student Affairs Committee members' decision, they are called back into the room.
10. The audio recorder is turned back on and the SoEC Student Affairs Committee Chair announces the committee's decision.
11. The SoEC Student Affairs Committee Chair thanks everyone for coming, calls the meeting to a close, and turns off the audio recorder.



## **STEPS FOR SOEC STUDENT AFFAIRS COMMITTEE CHAIR AFTER THE SPR MEETING**

1. SoEC Student Affairs Committee Chair completes the SPR Outcome Report Form (Appendix D) and sends it to the SoEC Director and the SoEC Administrative Assistant within 3 business days following the SPR meeting. If an improvement plan is selected, SoEC Student Affairs Committee Chair lists suggested improvement plan options. SoEC Director will follow up on the improvement plan and implementation.
  
2. SoEC Student Affairs Committee Chair completes the SPR Outcome Letter (Appendices E, F, G) and sends it to all parties involved in the SPR meeting as well as to the SoEC Administrative Assistant within 3 business days of the SPR meeting.
  
3. SoEC Student Affairs Committee Chair creates digital audio files of the meeting recording and gives them to the SoEC Administrative Assistant. No copies of the recordings can remain on faculty computers.

## STEPS FOR SOEC ADMINISTRATIVE ASSISTANT

1. Progress Report Forms will be submitted to you as well as supporting documentation. The forms may be submitted in either hard copy or electronic form. Compile and scan each Progress Report Form and all documentation into one electronic file.
2. Email electronic file to the SoEC Student Affairs Committee Chair.
3. Print electronic file and place a copy in the student's file.
4. The SoEC Student Affairs Committee Chair will email you the SPR Meeting Notification Letter. Print and place a copy in the candidate's file.
5. If the candidate submits a written statement, the SoEC Student Affairs Committee Chair will email you a copy of that document. Print and place a copy in the candidate's file.
6. On the day of the SPR Meeting, the SoEC Student Affairs Committee Chair will pick up and return the candidate's file from the Advisor.
7. After the SPR Meeting, the SoEC Student Affairs Committee Chair will email you a copy of the SPR Outcome Letter and the SPR Outcome Report. Print and place a copy in the candidate's file.
8. The SoEC Student Affairs Committee Chair will provide you with an audio copy of the SPR meeting. Place in the candidate's file.
9. Record all SPR Progress Report submissions in an electronic chart. The chart should include:
  - a. Candidate's name and ID number
  - b. Date of the Progress Report submission
  - c. Whether or not a SPR Meeting was held
  - d. Date of SPR Meeting
  - e. Outcome of SPR Meeting
  - f. Gender and ethnicity of student, disability if documented

**APPENDIX A**

Date \_\_\_\_\_

**School of Education and Counseling**

**Progress Report Form**

This form is applicable to students enrolled in the School of Education and Counseling. The instructor, faculty member, or advisor should complete this form if a candidate's performance or behavior raises concern about the candidate's progress and/or suitability for teacher education due to concerns in academic performance, professional skills or attitude.

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Major

\_\_\_\_\_  
Course

Please state briefly the nature of the concern. You may also include any recommendations for improvement if appropriate.

\_\_\_\_\_  
Signature, Faculty/Instructor/Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Candidate (I have read above report.)

\_\_\_\_\_  
Date

Recommending SPR \_\_\_\_\_

Not Recommending SPR \_\_\_\_\_

**APPENDIX B**

**School of Education and Counseling**

**Advising Report Form**

Name of Candidate \_\_\_\_\_

Candidate ID Number \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Candidate's Current Grade Point Average (GPA) \_\_\_\_\_

Does the candidate respond to appointments and requests from Advising Office in a timely fashion? Yes \_\_\_\_ No \_\_\_\_

Is the candidate making adequate progress toward degree/certification? Yes \_\_\_\_ No \_\_\_\_

Please provide a brief summary of progress:

Are there any positive or negative service indicators for this student? Please briefly describe:

Do you have any additional comments (subject to FERPA regulations)?

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

### Notification of Student Progress Review Meeting Letter

[ADD DATE]

Dear [ADD STUDENT'S FIRST NAME HERE],

The Student Affairs Committee of the School of Education and Counseling has scheduled a Student Progress Review (SPR) meeting for [ADD DATE HERE] at [ADD TIME HERE] in [ADD BUILDING NAME AND ROOM NUMBER HERE]. The purpose of the SPR meeting is to hold a comprehensive review of your status in your program. You will have an opportunity at the meeting to present information, as will [ADD THE NAME(S) OF INDIVIDUAL(S) RECOMMENDING SPR MEETING]. Written and audio records will be made of the SPR meeting proceedings. The SoEC Student Affairs Committee will consider all information presented to decide whether the concerns warrant no further action, you will be placed on professional probation, or you will not be permitted to continue in your program/course.

You are encouraged to attend the SPR meeting and to summarize the situation from your perspective, adding to what the recommending individual(s) reported, and/or noting areas of agreement and/or disagreement. In addition, you have the option of submitting a written statement. If you choose to send a written statement, it must be received by the SoEC Student Affairs Committee Chair no later than noon on [ADD DATE THAT IS THREE BUSINESS DAYS PRIOR TO THE SPR MEETING], so that it may be duplicated and circulated among the SoEC Student Affairs Committee members.

If you elect to attend the meeting in person, one person of your choosing may accompany you. That individual may consult with you during the meeting but may not address the SoEC Student Affairs Committee members directly. If this individual disrupts the SPR meeting to an unacceptable level, he/she may be asked to leave. If you will be bringing an attorney, you must notify the SoEC Student Affairs Committee Chair a minimum of three university business days before the SPR meeting because University Counsel will be required as well. Please note that written documentation that has not previously been distributed to you, all committee members, and referring faculty/staff members three university business days prior to the meeting may not be presented to the committee on the day of the meeting.

SoEC Student Affairs Committee members may ask questions about the information that you or [ADD THE NAME(S) OF INDIVIDUAL(s) RECOMMENDING SPR] present. One question that will be asked is what you would do differently to ensure a successful outcome if allowed to continue in the program. You should come to the meeting prepared to respond to that question.

Enclosed are a copy of the submitted Progress Report Form and all documentation being presented. If you have any questions concerning the SPR meeting or any of the procedures, please do not hesitate to e-mail me at [ADD YOUR EMAIL ADDRESS HERE].

Sincerely,

[ADD YOUR NAME AND TITLE HERE]  
Chairperson, SoEC Student Affairs Committee

cc: SoEC Director  
Members of SPR Meeting Committee  
Individual(s) recommending SPR Meeting  
Student's Academic Advisor

**APPENDIX D**

**School of Education and Counseling  
Student Progress Review Meeting Outcome Report**

Candidate \_\_\_\_\_ Major: \_\_\_\_\_ ID #: \_\_\_\_\_

Chair: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

<b>SoEC Student Affairs Committee Members</b>	<b>Program</b>

<b>Other Attendees</b>	<b>Role</b>

The student:  attended.  
 submitted a written statement.  
 neither attended nor submitted a written statement.

<b>Presenting Issues/Candidate Response</b>

**STUDENT AFFAIRS COMMITTEE DECISION**

After hearing all reports of presenting issues and discussing all aspects of this candidate’s performance, the consensus of the voting members of the SPR meeting committee was that (mark one):

**1. Continuation**

\_\_\_ The candidate is allowed to continue his/her program effective \_\_\_\_\_. The candidate is responsible for meeting all paperwork deadlines for registration, clinical experiences, student teaching, etc.

Notes: \_\_\_\_\_

**2. Improvement Plan**

The candidate will be allowed to continue in his/her program and/or enroll in future courses offered through School of Education and Counseling with the stipulation that timely and thorough completion of all requirements as detailed in the following table have been documented.

<b>Improvement Requirements</b>	<b>Submission modality</b>	<b>Person implementing and/or assessing</b>	<b>Submission deadline</b>	<b>Complete or Incomplete</b>
1.				
2.				
3.				
4.				
5.				
6.				

Notes: \_\_\_\_\_



**NOTICE:** Failure to complete and properly submit any of the improvement plan tasks by the assigned due date will result in immediate, automatic, permanent dismissal from all programs in the School of Education and Counseling.

**Improvement Plan Outcome (mark one)**

1. \_\_\_\_ Improvement plan requirement(s) were met as of \_\_\_\_\_ . The candidate is allowed to continue in her/his program and is responsible for meeting all paperwork deadlines for registration, clinical experiences, student teaching, etc.

2. \_\_\_\_ Dismissal from all School of Education and Counseling programs and/or courses has resulted from failure to meet improvement plan requirement(s) \_\_\_\_\_. Dismissal is effective \_\_\_\_\_ and is permanent.

<b>Rationale for Dismissal</b>

**Notes:** \_\_\_\_\_

**3. Dismissal**

\_\_\_ The candidate is dismissed from or denied admission to all School of Education and Counseling programs and/or courses.

**OR**

\_\_\_ The candidate is dismissed from or denied admission to current program only.

This is effective \_\_\_\_\_ and will continue to be effective  
\_\_\_ permanently.

\_\_\_ for a period of \_\_\_\_\_.

The candidate is to be referred to his or her Academic Advisor.

Notes: \_\_\_\_\_

<b>Rationale for Dismissal</b>

**Notes:** \_\_\_\_\_

## APPENDIX E

### Student Progress Review Meeting Outcome Letter Template Continuation in Program

[ADD DATE]

Dear [ADD CANDIDATE'S FIRST NAME HERE],

The Student Affairs Committee of the School of Education and Counseling held a Student Progress Review (SPR) meeting on [ADD DATE HERE] to determine your status in the [ADD STUDENT'S PROGRAM OF STUDY]. After hearing all reports of presented concerns, the consensus of the voting members of the SPR meeting was that you are allowed to continue your program of study.

If you have any questions concerning the outcome of the SPR meeting, please do not hesitate to e-mail me at [ADD YOUR EMAIL ADDRESS HERE].

Sincerely,

[ADD YOUR NAME AND TITLE HERE]  
Chairperson, SoEC Student Affairs Committee

cc: SoEC Director  
Members of Student Affairs Committee  
Individual(s) recommending SPR Meeting  
Candidate's Academic Advisor

## APPENDIX F

### Student Progress Review Meeting Outcome Letter Template Improvement Plan

[ADD DATE]

Dear [ADD CANDIDATE'S FIRST NAME HERE],

The Student Affairs Committee of the School of Education and Counseling held a Student Progress Review (SPR) meeting on [ADD DATE HERE] to determine your status in the [ADD STUDENT'S PROGRAM OF STUDY]. After hearing all reports of presented concerns, the consensus of the voting members of the SPR meeting was that you will be allowed to continue in your program and/or enroll in future courses offered through the School of Education and Counseling pending completion of an improvement plan to the satisfaction of the SoEC Director.

In order to proceed with your improvement plan, please make an appointment with the Director of the School of Education and Counseling within 3 days of receipt of this letter. At this meeting, specific requirements of the improvement plan will be determined between you and the department chair. Recommendations from the committee include:

[LIST HERE THE RECOMMENDED ELEMENTS SUGGESTED BY THE SPR MEETING COMMITTEE].

Please note that failure to complete and properly follow the conditions of your improvement plan will result in immediate, automatic, permanent dismissal from all programs and/or courses offered by the School of Education and Counseling.

If you have any questions concerning the outcome of the SPR meeting, please do not hesitate to e-mail me at [ADD YOUR EMAIL ADDRESS HERE].

Sincerely,

[ADD YOUR NAME AND TITLE HERE]  
Chairperson, SoEC Student Affairs Committee

cc: SoEC Director  
Members of Student Affairs Committee  
Individual(s) recommending SPR Meeting  
Candidate's Academic Advisor

## APPENDIX G

### Student Progress Review Meeting Outcome Letter Template Dismissal from Program and/or Department

[ADD DATE]

Dear [ADD CANDIDATE'S FIRST NAME HERE],

The Student Affairs Committee of the School of Education and Counseling held a Student Progress Review (SPR) meeting on [ADD DATE HERE] to determine your status in the [ADD CANDIDATE'S PROGRAM OF STUDY]. After hearing all reports of presented concerns, the consensus of the voting members of the SPR meeting was that you are dismissed from and/or denied admission to all School of Education and Counseling programs and courses effective immediately and permanently.

You have the right to appeal the decision of the School of Education and Counseling Student Affairs Committee. The appeal should be filed in writing to the Dean of the College of Humanities, Education and Social Sciences within 30 days of the decision. The Dean is not obligated to consider this appeal. In all procedures, you have the right to retain counsel for personal advice and guidance. However, only you may participate in these procedures and the counsel is not permitted to participate as a substitute for you.

If you have any questions concerning the outcome of the SPR meeting, please do not hesitate to e-mail me at [ADD YOUR EMAIL ADDRESS HERE].

Sincerely,

[ADD YOUR NAME AND TITLE HERE]  
Chairperson, SoEC Student Affairs Committee

cc: SoEC Director  
Members of Student Affairs Committee  
Individual(s) recommending SPR Meeting  
Candidate's Academic Advisor