

## **MED Educational Administration and Principal Certification Retention and Dismissal Policy**

- 1. Admission:** After admission, courses taken more than six years prior to the semester of degree completion cannot be used to meet graduate degree requirements or towards principal certification requirements.
  
- 2. In accordance with the TAMUC Graduate School policy (13.99.99.R0.39 Graduate Academic Probation, Retention and Suspension).** Students with full admission status who fail to achieve and maintain an overall graduate GPA of 3.00 after the completion of twelve semester hours of graduate enrollment will be placed on academic probation. A student who fails to achieve a 3.00 overall graduate GPA by the end of the next semester of enrollment will be placed on academic suspension for a period of two semesters (Two summer terms count as one semester). After the academic suspension is served, the student may be allowed to re-enroll only upon the recommendation of the major Department Head and with the approval of the Dean of the Graduate School. Failure to achieve an overall 3.00 graduate GPA during any subsequent semester of enrollment will result in suspension, and the student will not be allowed to pursue further graduate study in a degree program for 3 years.
  
- 3. Six-Year Timeline for Course Completion.** A student has six years to complete all course work to earn a Principal Certification and have the approval to take the Principal (268) TExES/PASL exam. Please note that no course may be older than six years at the time a student attempts the Principal Certification exam. Students who do not complete the program within this time period will not be approved to take the Principal Certification exam and may be required to complete additional coursework or satisfy other requirements to receive such approval.

**The Graduate Catalog states:** All work for the master's/specialist degree must be completed during the six years immediately preceding the date on which the degree is to be awarded. Credit earned over six years prior to graduation requires specific written departmental justification and approval

by the Dean of Graduate Studies to be counted toward a master's/specialist degree. The discipline in which the course(s) was taken shall be involved in the validation of an old course.

4. **Valid Teacher Certificate:** Students must maintain a valid teaching certification throughout program enrollment.
5. **Student Code of Conduct:** Students must be in good standing with the university in accordance with the guidelines delineated in the Student Code of Conduct.
6. **In accordance with the Graduate School Policy: 1.6 .**The candidate who fails the comprehensive examination(s) may retake the exam when the department head or equivalent deems appropriate. Should the candidate fail the examination upon the second attempt, a third and final attempt may be taken only with the recommendation of the department head or equivalent and approval of the Dean of the Graduate School in accordance with University Procedure *11.99.99.R0.13 Examinations for Graduate Degrees*
7. **In Accordance with the Graduate School Policy: 1.7.** Individual departments may reserve the right to suspend from their programs students who, in their judgment, would not meet the professional expectations of the field for which they are training.
8. **In accordance with Texas A&M University-Commerce Procedure 13.99.99.R0.10 (Academic Honesty):** A student may be suspended or expelled for academic dishonesty, including, but not limited to, cheating, falsifying assignments, and plagiarism. If the student disagrees with the charge or level of penalty related to academic honesty, University procedure 13.99.99.R0.10 provides the appeals process. *University Procedure 11.04.99.R0.16 (Graduate Academic Probation, Retention and Suspension)* states “individual departments may reserve the right to suspend from their programs, students who, in their judgment, would not meet the professional expectations of the field for which they are training” (Revised April 2004). Therefore, a student who fails to demonstrate appropriate communication, interpersonal, or professional skills as

identified by a faculty member may be required by the department to seek remediation including, but not limited to, repeating a clinical skills course and/or receiving counseling. In addition, a student who demonstrates personal limitations that impede professional performance, who is harmful to clients, or who violates ethical standards, may be removed from the program.

- 9. Readmission:** Dismissed students may initiate a readmission application into the Educational Leadership degree and/or certification program through re-applying to the Graduate School. The Educational Leadership Curriculum Committee will be presented with the re-application file/request and determine acceptance or denial of readmission.

### **Superintendent Certification Retention and Dismissal Policy**

- 1. Minimum GPA 3.0 (13.99.99.R0.39 Graduate Academic Probation, Retention and Suspension).** In accordance with the TAMUC Graduate School policy Students with full admission status who fail to achieve and maintain an overall graduate GPA of 3.00 after the completion of twelve semester hours of graduate enrollment will be placed on academic probation. A student who fails to achieve a 3.00 overall graduate GPA by the end of the next semester of enrollment will be placed on academic suspension for a period of two semesters (Two summer terms count as one semester). After the academic suspension is served, the student may be allowed to re-enroll only upon the recommendation of the major Department Head and with the approval of the Dean of the Graduate School. Failure to achieve an overall 3.00 graduate GPA during any subsequent semester of enrollment will result in suspension, and the student will not be allowed to pursue further graduate study in a degree program for 3 years.
- 2. Three-year Timeline for Course Completion.** Complete certification courses in three calendar year to be approved to take the Superintendent TEXES. A

student has three years to complete all course work to earn a Superintendent Certification and have the approval to take the TEXES Superintendent 195. Please note that no course may be older than three years at the time a student attempts the Superintendent Certification exam. Students who do not complete the program within this time period will not be approved to take the Superintendent Certification exam and may be required to complete additional coursework or satisfy other requirements to receive such approval.

- 3. Valid Teacher/Principal Certificate:** Students must maintain a valid teaching/principal certification throughout program enrollment.
- 4. Student Code of Conduct:** Students must be in good standing with the university in accordance with the guidelines delineated in the Student Code of Conduct.
- 5. In Accordance with the Graduate School Policy:** 1.7. Individual departments may reserve the right to suspend from their programs students who, in their judgment, would not meet the professional expectations of the field for which they are training.
- 6. In accordance with Texas A&M University-Commerce Procedure (13.99.99.R0.10 Academic Honesty):** A student may be suspended or expelled for academic dishonesty, including, but not limited to, cheating, falsifying assignments, and plagiarism. If the student disagrees with the charge or level of penalty related to academic honesty, University procedure 13.99.99.R0.10 provides the appeals process. *University Procedure* 11.04.99.R0.16 (Graduate Academic Probation, Retention and Suspension) states “individual departments may reserve the right to suspend from their programs, students who, in their judgment, would not meet the professional expectations of the field for which they are training” (Revised April 2004). Therefore, a student who fails to demonstrate appropriate communication, interpersonal, or professional skills as identified by a faculty member may be required by the department to seek remediation including, but not limited to, repeating a clinical skills course and/or receiving counseling. In addition, a student who demonstrates personal limitations that impede professional performance, who is harmful

to clients, or who violates ethical standards, may be removed from the program.

- 7. Readmission:** Dismissed students may initiate a readmission application into the Educational Leadership degree and/or certification program through re-applying to the Graduate School. The Educational Leadership Curriculum Committee will be presented with the re-application file/request and determine acceptance or denial of readmission.