



GRADING PROCEDURES FOR CLINICAL PRACTICE

Grades Earned for Professional Education Coursework

1. Teacher candidates are required to maintain a **minimum grade point average of B** in all program courses.
2. Teacher candidates must receive a **grade of C+** or better in all professional coursework.
3. If a teacher candidate earns less than a C+ or drops below a B average, the candidate must retake the course(s) before being eligible for clinical practice. The candidate must meet with the Program Coordinator to design an action plan.
4. Should a teacher candidate receive a **grade of Incomplete** in a credential course, the faculty member must complete the *Contract for Clearing a Grade of Incomplete* and submit it to the SOE Director. Additionally, the faculty member must alert the program coordinator, clinical practice office, and the SOE Director.
5. The plan for completion of the Incomplete should take into consideration the timeline for eligibility for clinical practice. On occasion, a teacher candidate may possess the requisite skills to be successful in clinical practice but not have completed required coursework, as additional time is necessary beyond the end of the semester. In general, however, this additional time should NOT exceed beyond the beginning of the following semester. Should a grade of Incomplete occur during the final semester of the program, a meeting with the Program Coordinator and SOE Interim Director is required prior to admission to final clinical practice. Delaying final clinical practice is a viable option. Timeliness is required to insure that a candidate does not proceed in the programs appropriately.

Grades Earned for Clinical Practice

1. A grade of **CREDIT (CR)** or **NO CREDIT (NC)** is awarded for clinical practice experiences. If a teacher candidate has not successfully met the Teacher Performance Expectations in a sufficient manner, the candidate may be required to extend or repeat the experience.

2. **A grade of Incomplete** may be given if a candidate must extend the clinical practice experience due to missing days of clinical practice and/or requiring additional time to meet the TPEs. A grade of Incomplete is only granted when there is a high likelihood that the candidate will meet the requirements with up to an additional few weeks of clinical practice. If additional time is required to show competence in meeting TPEs, the candidate will remain in the placement.
3. If a candidate is unsuccessful in a clinical practice experience, a grade of NO CREDIT (NC) will be given. Granting of an additional opportunity for clinical practice will be made based on the circumstances under which the original NO CREDIT was awarded.
4. Should a candidate be in the potential situation of not receiving CREDIT (CR) for clinical practice, the university supervisor and cooperating teacher must complete a Statement of Concern as soon as possible and provide copies to the Clinical Practice Office and the Program Coordinator. The documentation in the Statement of Concern, the action plan, and the follow-up steps to the action plan are key documents that will be used in verifying inadequate performance in clinical practice.
5. Should a second clinical practice experience be recommended, the candidate must re-register for the clinical practice course prior to the new placement being made.