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I. PREAMBLE



4. Commitment to All Stakeholders
5. Commitment to Professional Colleagues, Faculty and Fellow Students

BELOW ARE LISTED EXAMPLES OF PROFESSIONAL CONDUCT EXPECTED OF STUDENTS ENROLLED IN THE SEIDEL SCHOOL OF EDUCATION. THESE DO NOT INCLUDE ALL EXPECTATIONS:

1. Commitment to Ideals of

4. Commitment to All Stakeholders (Examples)

Develop a global perspective through understanding the values, beliefs, languages, and backgrounds of other cultures.

B. Procedures for Handling Violations of the Seidel School Dispositional Expectations Policy

The following procedures are intended to provide direction to all parties regarding the appropriate steps necessary to initiate and administratively adjudicate a reported act of violation of the SSDEP, which may include professional misconduct. Students may be charged for violations of various other policies at the same time. While the steps are designed with most case and/or situation types in mind, the Office of the Dean of the Seidel School and the FDC reserve the right to modify the process to accommodate special situations or circumstances as necessary. The [SSDEP Violation Report Form](#) must be completed and filed for all behaviors deserving one or more of the following sanctions:

- a) Warning, with or

matter to the FDC, the procedure set forth in Section C(ii) will be followed.





investigating and adjudicating the alleged violations of the SSDEP.

C (ii). Faculty Discipline Committee Procedure

In all matters referred to the FDC, the Committee will review all documentation and will request a formal hearing where the Student and other individuals involved will be asked to attend, if the FDC deems a hearing necessary. A written notice of the time, date, and location will be sent to all parties. The notice of a formal hearing sent to the Student shall contain the following:

- a) A complete and itemized statement of the charge(s) being brought against the Student.
- b) A statement that the Student has the following rights:
  - To present relevant witnesses and evidence on his/her behalf. Character references will not be heard.
  - To examine witnesses who are presenting evidence against the Student.

The FDC members will meet to review evidence pertaining to cases received. The hearing will be conducted as follows:

1. The hearing will be held at a reasonable time when all parties (to the extent possible) are available or have an opportunity to be present.
2. If the Student fails to appear at a scheduled formal hearing, the FDC will make a ruling based upon the evidence presented and the Student will be informed in writing of the outcome.
3. The parties will be allowed to present evidence through witnesses and documents, and will be allowed to question witnesses. At the discretion of the Chair of the FDC, direct questioning by a party of a witness, including an opposing party, may not be permitted.
4. Students are permitted to seek the support of an advisor for assistance in the preparation and presentation of a case before the FDC. The advisor will otherwise not participate formally in the proceedings. The advisor is allowed to be present, but is not allowed to speak for the Student. If an attorney is an advisor, the role of the attorney is the same as the role of the advisor. The advisor must sign a [Hearing Advisor Form](#) prior to accompanying the Student at the hearing.
5. The hearing will be closed with attendance limited to individuals directly connected with the case as determined by the Chair of the FDC.

6. Formal rules of evidence need not be followed at the hearing. The hearing body may receive such evidence as a reasonable person would consider relevant in making important decisions. If a question arises about the authenticity

1. The Student must submit a written appeal using the [SSDEP Student Appeal Request Form](#) to the Office of the Dean of the Seidel School. A Student's appeal, including a detailed statement of the grounds for the appeal and any supporting documentation that supports reversal of the instructor's/preceptor's or the FDC's sanctions, must be submitted in writing to the Office of the Dean of the Seidel School within five (5) working days (See Section IV Definitions) after receiving the official notice of the instructor's/preceptor's or the Committee's decision. The Office of the Dean will request from the instructor/preceptor or the FDC a copy of all evidence pertinent to the case.
2. The Dean will review the written appeal and the documentation associated with the case. The Dean has the discretion to take any action necessary to

forwarded to the Office of the Dean. Upon the completion of the appeal timeline and/or process, the Seidel School must retain associated case materials and documents for a period of at least five years. At the institutional level, disciplinary records are retained in the Office of Student Affairs.

## G. Continuation of Coursework During Appeal

In most cases during an appeal, the Student shall remain in enrolled courses pending the results of the appeal. However, charges related to incidents occurring in the field or for behaviors that may potentially risk physical, mental or emotional harm to individuals or property or for any other valid reason that removal is found to be in the best interest of any person or the department or at the request of field partners, or if in the faculty member's professional judgment, a Student should be removed from the site, the Student may then be immediately removed from field or clinical placement or classes. With respect to field placement, if a request for removal is made by site administrators, the University may be obligated to do so. In all cases, prior to removal, the Student will be afforded the opportunity to be heard.

The Department Chair and/or the Program Director have the discretion to remove the Student from the course, from concurrent courses, and/or to prevent enrollment in future courses pending the appeal decision where appropriate and where course continuation compromises the integrity of the classroom or instructional environment or whenever the site administration has

I. Repeat Offenders

The Office of the Dean of the Seidel School will forward the names of Students who have been reported for more than one act of dispositional misconduct to

2. *Dispositions* – include attributes of professional ethics such as values, attitudes, expectations, and commitments that influence behaviors toward stakeholders (i.e. children, families, colleagues, communities, etc.). Dispositions can affect learning, motivation, and development.
3. SSDEP Violation – A violation is an act or omission on the part of a Student when the Student knew that such an act or omission was in violation of the SSDEP. An ethics violation does not include reasonable mistakes made in good faith, or acts or omissions taken in accordance with the reasonable instructions of a supervisor.
4. Warning – A warning is a written or oral admonishment from a faculty to a Student that specifies that a violation of the SSDEP has occurred and cautions further such conduct will lead to more severe action. Warnings are issued for non-egregious violations. A warning may also include a written plan for corrective actions such as additional training or coursework. Records of warnings are maintained in the Student's conduct file in case of subsequent violations.
5. Working Day – A working day is defined as any day Monday-Friday that the University is open and operating on a normal schedule. Working days do not include Saturdays and Sundays and legal holidays.
6. Dean of the Seidel School – This position (also referred to as the Seidel Dean) referenced in this document is the acting Dean of the Seidel School of Education or an equivalent position. If an Interim Dean holds this position, they will assume all responsibilities of the Seidel Dean as outlined in this document. In cases where the Dean is unavailable or unable to exercise these responsibilities, the Seidel Associate Dean, in phone or virtual consultation with the Seidel Dean, may assume these responsibilities once an affirmative vote by the FDC agrees to allow the Seidel Associate Dean to hold the Seidel Dean's responsibilities for any or all portions of a Student's case, as outlined in this document. If the Seidel Dean recuses him or herself from involvement in a particular case, the Seidel Associate Dean shall take over the Seidel Dean's responsibilities of said case, as outlined in this document, without need for an affirmative FDC vote.





**Violation of SSDEP**  
Instructor or preceptor follows reporting procedures within 5 working days of knowledge of violation.

Completes Hearing Advisor Form  
Hearing Advisor completes if student requests advisor present at meeting with accusing instructor or preceptor.

**Notifies and Advises Student**  
Instructor or preceptor notifies student of accusations and all potential violations. Student provided 5 working days to respond.

**Violation Requires Warning Only**  
Instructor or preceptor issues a warning reflecting seriousness of violation.

Completes SSDEP Violation Report Form  
Instructor or preceptor details date of meeting, concerns, warning issued (if any), and potential solutions.

Student Appeals  
Student appeals, in writing, within 5 working days of notice

**Violation Beyond a Warning**  
To request a hearing, the instructor or preceptor completes and submits SSDEP Violation Report Form to Faculty Discipline Committee (FDC) with recommended sanctions.

**FDC Procedures**

Completes Hearing Advisor Form