

Wiley University Educator Preparation Program (EPP)

Exit Policy

Purpose

The purpose of this policy is to establish clear and equitable procedures for the voluntary or involuntary exit of candidates from the Wiley University Educator Preparation Program (WU-EPP). This policy ensures compliance with Texas Administrative Code (TAC) §228.20(h) and promotes accurate recordkeeping, ethical practices, and transparent communication during the exit process.

Policy Statement

Candidates may voluntarily withdraw from the EPP or may be exited by the program for failure to meet academic, professional, or behavioral expectations. Once exited, the candidate is no longer considered active in the program and will be reported as “withdrawn” in the Texas Education Agency (TEA) Educator Certification Online System (ECOS) within ten (10) business days.

All exit decisions will be documented and retained in the candidate’s EPP file in accordance with Wiley University and TEA retention requirements.

Procedures

1. Voluntary Exit

- Candidates wishing to withdraw from the WU-EPP must:
 - Submit a formal written notice (email or letter) to the EPP Director stating their intent to exit the program.
 - Participate in an exit conference with the EPP Director to:
 - Review program progress to date
 - Discuss implications for future certification eligibility
 - Review available academic or career counseling resources
- The EPP Director will document the withdrawal and complete the TEA ECOS withdrawal action within ten (10) business days.

2. Involuntary Exit

- Candidates may be exited from the EPP for reasons including:
 - Failure to maintain required GPA or meet academic expectations (see EPP Intervention & Retention Policy)
 - Failure to adhere to the Code of Ethics and Standards for Texas Educators
 - Unprofessional conduct or behavior during coursework or field experiences
 - Failure to complete coursework, benchmarks, or field-based requirements within

five years (TAC §228.31(d))

- The EPP Director will notify the candidate in writing of the intent to exit and the reasons for the decision.
- The candidate will be given an opportunity to respond or appeal within five (5) business days.
- Upon final decision, the EPP Director will complete the ECOS withdrawal action within ten (10) business days.

3. Documentation

- The following documentation must be placed in the candidate's official EPP file:
 - Candidate's written request to withdraw or notice of exit
 - Exit conference summary
 - Communication and evidence supporting the exit decision
- Records will be stored securely for a minimum of five (5) years.

Appeal Process

- Candidates who wish to appeal an involuntary exit may submit a written appeal to the Dean of the School of Education within five (5) business days of the exit decision.
- The Dean will review the appeal and issue a final written decision within ten (10) business days.
- The Dean's decision is final at the institutional level.

Responsible Parties

- EPP Director
- Dean, School of Education
- Certification Officer
- Program Faculty and Field Supervisors