

Educational Technology Division
Non-Academic Probation/Dismissal Graduate Study Policy

The Division of Educational Technology wishes to emphasize its policy that all students are subject to the rules and regulations of the university currently in effect or which, from time to time, are put into effect by the appropriate authorities of the university. Students, in accepting admission, indicate their willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the university to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations or for conduct deemed unsatisfactory or detrimental to the department and the university.

Students must demonstrate appropriate ethical and professional standards beyond their academic achievement. Students enrolled in the masters program will acknowledge the philosophical foundation of the program and will represent the mission and goals in a professional manner. The following is an outline of appropriate student non-academic performance.

Students will demonstrate:

1. appropriate and responsible use of UNI resources and will adhere to the Acceptable-Use Policy for technology.
 2. flexibility with respect to differences in teaching and learning styles
 3. professional demeanor when representing oneself as a UNI student with professionals and individuals on and off the UNI campus.
 4. non-maligining statements about faculty or students in conversations with others
 5. mutual respect for the roles of faculty and students in an academic setting
 6. ability to engage in conversations and discussions with faculty and students that remain focused on the topic and, without disruption, in the flow of the conversation or the course as facilitated by the instructor
- respect for diversity, opinions, and views of others

The Review Process:

Every effort is made to handle faculty concerns about student performance and progress in the program on an informal basis and to work together to resolve these concerns.

Every effort is made to handle concerns about student performance and progress in the program.

A documented Review Process is as follows:

1. Faculty member identifies concerns about student to division. Student is notified in writing of concern and is required to meet with appropriate faculty members.
2. C&I faculty member(s) and student's advisor meets with a student and expresses his/her concerns about non-academic performance and the impact on the student's status in the program. During this meeting the student is given time to respond to concerns, and together the faculty members and student establish a plan to remedy the situation. At this time, the faculty inform the student that he/she will discuss the plan of action with the entire division faculty.

3. The division faculty are presented the plan of action and provide input. Following this meeting, the appropriate faculty members meet again with the student to share any additional pertinent information or additions to the action plan.
4. Following this student-faculty discussion, the plan is finalized and a written copy is sent by the faculty members to the student and a copy is placed in the student's folder in the C&I Department office and the Department head is notified. The plan should include specific steps to enhance performance and will include a timeline, which the appropriate faculty member(s) will monitor.

If the faculty member determines that the student has not met the requirements of the plan of action:

1. The faculty member(s) informs the student of non-compliance and submits a letter to the student's advisor and the Department Head recommending that the student will be dismissed from the program.
2. The Department Head will send a letter of dismissal to the student with copies to the Department Graduate Coordinator, Graduate Dean, and a copy in the student's office file.
3. The student can follow the UNI Grievance Procedure if the student disagrees with the dismissal decision.