

Exit Policy for Certification Programs

Texas requires all educator preparation programs to have an exit policy for candidates' dismissal. The policy must be published, reviewed, and signed by candidates when admitted to the program. (19 TAC §228.20(h)).

Dismissal from the Educator Preparation Program

This dismissal policy applies to all Our Lady of the Lake University (OLLU) certification candidates from admission to their selected program to graduation. Certification candidates may be dismissed from Our Lady of the Lake University's Educator Preparation Program (EPP) if their behavior fails to meet the professional and ethical standards expected of Texas educators. Dismissal may occur for various reasons, including, but not limited to, the following:

1. Failure to meet coursework requirements.
2. Failure to abide by the [Professional Practices and Responsibilities Policy](#) established by Our Lady of the Lake University Educator Preparation Program and/or program requirements established by the State Board for Educator Certification as published in the Texas Administrative Code.
3. Any action deemed a violation of the [Code of Ethics](#) and [Standard Practices for Texas Educators](#), and/or;
4. Any action deemed a violation of Our Lady of the Lake University's [Student Handbook](#) and [Academic Integrity Policy](#) and/or;
5. Any action deemed violating school district and/or campus policy during field-based experiences, clinical teaching, or internship.

The program faculty and staff committee will decide whether a candidate should be dismissed from the program. Dismissal may occur at any time. Candidates dismissed from Our Lady of the Lake University will also be automatically dismissed from the Educator Preparation Program. Following Our Lady of the Lake University policies, all dismissal decisions can be appealed.

Withdrawal from the Educator Preparation Program

If any candidate decides to withdraw from the EPP, they must send an email to the OLLU Certification Officer. The email must contain the student's ID number and a statement explaining their decision to leave the program. Additionally, the candidate must schedule a meeting with the Certification Officer to sign internal documentation. If the candidate withdraws from the Department of Education, they will also be withdrawn from the Educator Preparation Program.

Current students and faculty have access to the university's internal documents. If you are an external constituent and need access to a document, please contact Monica Castillo, OLLU Certification Officer, at mycastillo@ollusa.edu.