

 BRANDON UNIVERSITY	Process for Removal from Practicum (Undergraduate Programs)	Approved by: Education Faculty Council Brandon University Senate
Faculty of Education Administrative Policy	First Approved: May 2018	Updated: Oct 2025

1.0 Policy Guidelines

A teacher candidate who demonstrates professional unsuitability/misconduct or is removed from their host school at the request of the principal (or designate) will be removed from the practicum. The following processes will be undertaken:

For undergraduate teacher candidates:

- a) The Director of Field Experience will discuss the circumstances with the Faculty Supervisor and/or cooperating school participants.
- b) The teacher candidate will meet with the Director of Field Experience to review the circumstances of their removal from practicum and the [summative evaluation criteria for field placements](#).
- c) If the Director of Field Experience determines the teacher candidate is not meeting any of the summative evaluation criteria, they will assign a failing grade for the practicum or, if a failing grade is not warranted, determine a process for continuation in the practicum.
- d) If the teacher candidate receives a failing grade in the practicum in this process, they will normally be referred to the Faculty of Education Professional Standards Committee.

However, per the Faculty of Education Professional Standards Committee Procedures Policy (Undergraduate Programs):

Any concern brought to the PSC or the Faculty of Education office that describes the endangerment of or a potential or imminent risk to the safety of another person or the teacher candidate themselves will be immediately brought to the Dean of Education for their adjudication. The Dean may take any reasonable action required to immediately ensure all parties' safety (e.g., temporarily suspending the teacher candidate from a course or their program, seeking mental health supports for the teacher candidate, reporting a teacher candidate to a Brandon University disciplinary committee or to the police).

In such cases, the Dean will investigate and, at their discretion, interview the complainant and teacher candidate and any other adults they deem pertinent (e.g., involved faculty, staff, school personnel, other teacher candidates). Upon completing their investigation of a safety concern, the Dean will communicate their findings, decision, and any consequences they determine with the teacher candidate named in the concern, the complainant, and the Chair of the Undergraduate Committee. In cases that have been solely adjudicated by the Dean, the teacher candidate may appeal the Dean's decision per the [Brandon University Non-Academic Misconduct Policy](#).

2.0 Scope of the Policy

Applies to all students in Faculty of Education programs.

3.0 Definitions

None

4.0 Reference to Other Policies

[Faculty of Education Professional Standards Policy](#) (Undergraduate Programs)

Professional Standards Committee Procedures Policy (Undergraduate Programs)

5.0 Approval Process

Faculty of Education

Brandon University Undergraduate Studies Committee

Brandon University Senate

6.0 Appendices

None

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
