



Houston Community College
Alternative Teacher Certificate Program
Candidate Withdrawal, Dismissal, and Exit Policy

The Texas Education Agency (TEA) mandates all Educator Preparation Programs (EPPs) to maintain a published exit policy for candidate dismissal, reviewed and signed upon admission (19 TAC §228.20(h)).

Candidate Expectations Teacher candidates in the Houston Community College System (HCCS) Alternative Teacher Certification Program (ATCP) must uphold professional behavior and competency. To qualify for certification, candidates must:

1. Observation – Accurately observe instruction, learn teaching strategies, and collect student data.
2. Communication – Communicate effectively in English, both orally and in writing.
3. Cognitive Abilities – Analyze, synthesize, and apply instructional information.
4. Behavioral Attributes – Maintain emotional and mental stability, demonstrate professionalism, and adapt to stress.
5. Ethical Conduct – Adhere to professional ethics in all interactions.

Candidates requiring accommodations must contact HCCS-Abilities Services: [HCCS Ability Services](#).

Dismissal decisions are made by the ATCP Leadership Team and may be appealed per HCCS-ATCP policies. Dismissed candidates must submit a written request for re-admission, re-apply, and meet current program and state requirements. Additional fees may apply.

Candidate Withdrawal Candidates withdrawing from the program must submit a written notification (email acceptable), which will be retained in their file. If transferring to another EPP, the new program will request a TEA Candidate Transfer Form. Candidates resigning before completing their 180-day internship must complete a student completer agreement. Failure to meet outlined deadlines may result in dismissal.

Program Withdrawal or Dismissal Candidates may be withdrawn or dismissed for the following reasons:

1. Violation of the Texas Educators' Code of Ethics.
2. Inactivity for two consecutive semesters without enrollment or communication.
3. Exceeding two internship attempts.
4. Resigning from a contracted internship before completing 180 days.
5. Failure to meet current admission requirements upon reapplication.
6. Academic or disciplinary issues, subject to departmental review.
7. Failure to pass required certification exams by the deadline.
8. Extended inactivity (two semesters) or lack of communication for one week.

Acknowledgment By signing below, I confirm that I have received and agree to the terms of the HCCS-ATCP Exit Policy.

Student Signature _____ Date _____

Student Name _____