

CONCERN FORM

Purpose:

The purpose of the Concern Form process is for faculty to identify students who may need remediation or intervention to successfully complete the professional requirements for their program of study. This form is only to be used after the faculty member has met with the student, documented the concern, informed the advisor and given the student an opportunity to improve. If the person initiating the form assumes the roles of Program Chair and advisor to the student, a different Program Chair will be asked to join the meeting.

Process Steps:

- A. Faculty completes a concern form and gives it to the Program Chair.
- B. Action plan may be devised.
- C. If a warranted action plan is not completed to the satisfaction of all parties, the student may be dismissed from his/her program of study.
- D. If the Concern Form is a result of academic dishonesty, the faculty member has the additional option of submitting a Report of Academic Dishonesty to the appropriate office. In addition to being part of the student's departmental advising folder, this report will be made part of the student's disciplinary record and shall remain on file in accordance with Board of Regents record retention policy.

Types of Concerns:

Examples of behavior warranting a Concern form:

- Student who is absent and/or late for placement (see University policy and course syllabus).
- Student who does not exhibit professional dress or demeanor when interacting with students, collaborative teachers, or faculty as defined by the School of Education and cooperating school.
- Student who does not demonstrate an ability to contribute effectively in a group setting.
- Student who exhibits a lack of proficiency in written and/or language skills.
- Plagiarism or cheating on any graded activity (Use University policy).
- Blatant dishonesty or breach of confidentiality. (HIPPA/FERPA)
- Student who is not adequately prepared in content or pedagogy.
- Student who exhibits disruptive behavior toward fellow students, faculty or staff in all professional settings.

Note: Concern Forms that do not result in an action plan should be placed in the student's folder.

Concern Form Consequences:

Concern Forms which result in a developed action plan, may jeopardize the student being placed in field experiences or clinical experiences and/or not being placed in field experiences or clinical experiences the following semester. If the student is already placed in a field experience or clinical experience at the time the Concern Form is filed and the action plan is developed, the student may be removed from the field experience or clinical experience and may receive an "F" grade in the field experience or clinical experience class or field experience or clinical experience component of the class.

If the student refuses/fails to comply with any part of the concern process (e.g. meet with faculty member, meet with department head, or sign forms), the student may be removed from the School of Education and/or any field experience or clinical experience in which he/she is currently enrolled. The student will not be allowed

to enroll in any further field experiences or clinical experiences or professional classes until the student complies with all components of the action plan.

The student may appeal any aspect of the Concern Form process to the Dean of the School of Education.

CONCERN FORM

Student Name: _____ ID No. _____

Major: _____ Advisor: _____

Name of faculty member initiating the Concern Report: _____

Complete the following:

- 1 State the concern:
- 2 Give evidence for area(s) of concern. Attach copies of documentation.
- 3 Document the student's response to the completion of the concern form.
- 4 Sign the faculty statement below; have the student sign the student statement below.

Faculty statement: I have met with the student and discussed the concern(s).

MGA SOE Faculty Signature _____ Date _____

Student statement: I have met with the faculty member(s) and discussed the concern(s).

Student Signature _____ Date _____

- 5 Meet with Program Chair and student. Complete the following:

____ No action plan warranted. (Program Chair reports decision of no action taken to faculty member filing the concern form).

____ Action plan warranted (see next page)

Distribute copies of this form and the Action Plan (if applicable) to the Dean, Dean's Administrative Assistant, Program Chair, Field Coordinator, Faculty Member, Advisor, Student, and the Student Advising Folder

Signature of faculty member initiating concern form: _____

Date: _____

ACTION PLAN

Student Name: _____ ID No. _____ Major: _____

Advisor: _____ Faculty member: _____ Dept: _____

Program Chair: _____ Required
Completion Date: _____

Action Plan:

I understand that failure to comply with this action plan may result in my not completing my program of study.

Student: _____ Date: _____

This action plan has been completed to the satisfaction of all parties.

Program Chair's Signature: _____ Date: _____

Distribute copies of this form and the Action Plan (if applicable) to the Dean, Dean's Administrative Assistant, Program Chair, Field Coordinator, Faculty Member, Advisor, Student, and the Student Advising Folder.