



THE SCHOOL OF PSYCHOLOGY AND COUNSELING

NOTICE OF CONCERN

Student Name _____ Faculty Name: _____ Date _____

Course (required): _____ Faculty Mentor: _____

The Note of Concern (NOC) refers to the initial point of contact when concerns about student academic performance and dispositions have been observed by faculty. The specific categories of concern and observations are noted below. The NOC serves to complete three goals:

- 1) Identify the specific area to be addressed by faculty to the student
2) Facilitate communication with the faculty and student at an agreed-upon time
3) Determine the need for further action to include a potential remediation plan with specific expectations and a timeline for the meeting said expectations

1) Identified Areas of Concern and reason for Note of Concern

___ Persistent difficulties with technology
Explanation:

___ Lack participation in class discussions/webinar classes
Explanation

___ Repeated missed classes
Explanation

___ Repeated excuses for late or inadequate work
Explanation

___ Assignment(s) late or missing
Explanation:

___ Written and oral communication not at the graduate level standard
Explanation:

___ Inability to demonstrate basic clinical skills
Explanation:

___ Response to faculty requests not appropriate/respectful/lacks professionalism
Explanation:

___ Not amenability to supervision/ Lack of responding to faculty feedback and professional care.
Explanation

___ Inability to demonstrate basic clinical skills
Explanation:

___ Failed Assignments
Explanation:

___ Other:
Explanation:

2) PROFESSOR RECOMMENDATIONS & ACTION PLAN FOR STUDENT:

- Require enrollment in PSY500
- Referred to Writing Center for assistance with writing skills/paper preparation
- Referred to Writing Mentor to assist in more detailed and comprehensive remediation for writing skills development
- Referred to Success Coaching to identify and overcome challenges that may be hindering academic success
- Referred to the Office of Career & Talent Management to review career assessment results with a CTM Coach/Specialist
- Remedial work or additional assignments to include: _____
- Referred to seek outside counseling
- Other (Specify): _____

Begin Date: _____ Expected Completion: _____

Check-in Scheduled? No Yes Date: _____ N/A

3) STUDENT ACKNOWLEDGEMENT/UNDERSTANDING OF RECOMMENDATIONS

<input type="checkbox"/>	I have read this Note of Concern and request a meeting to discuss the NOC.
Summary of Meeting:	
<input type="checkbox"/>	I do not require a meeting with the faculty. I understand the concerns and agree to complete the steps required.
<input type="checkbox"/>	I have met with the faculty and discussed the recommendations. I understand the concerns and agree to complete the steps required.
<input type="checkbox"/>	I have met with the faculty and disagree with the concerns, recommendations, and action plan. I decline to sign this NOC. I understand that this NOC will be kept in my file regardless of whether I sign or not.

The Note of Concern is intended to guide students and allow them to improve before their academic progress is affected. If a student does not sign and return the NOC within seven days, it may result in receiving a Professional Development Form.

Student Signature

Date

Faculty Signature

Date

Faculty member: please send this form to the Academic Services Manager (ASM)

4) FINAL DISPOSITION

Did the student's grades and initial concern improve because the above actions were taken?

Yes No: _____