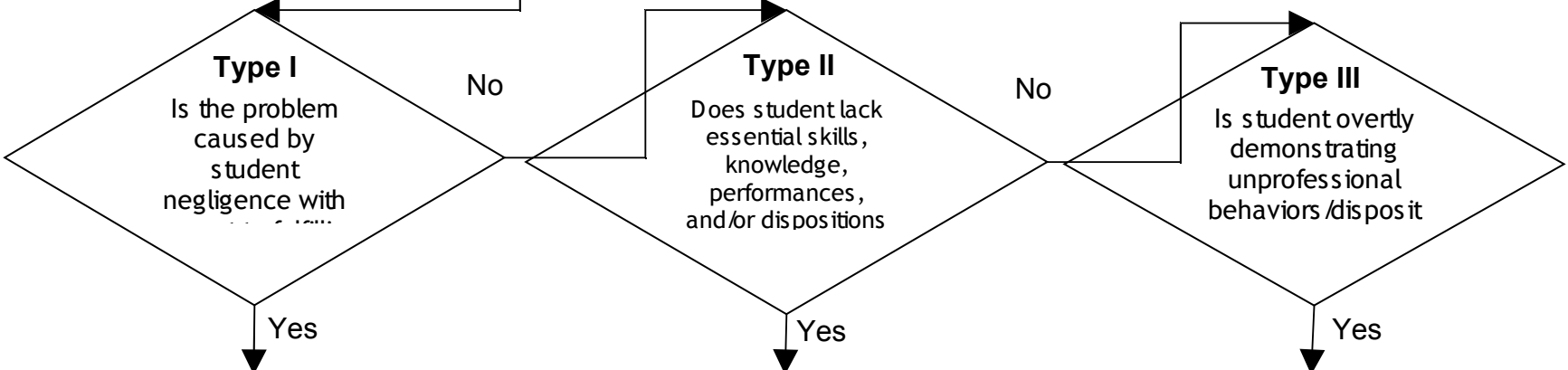


Skills } expectations  
 Concepts } described in course  
 Performances } syllabi  
 Dispositions }

**Notification of Concern: Suggestions for When to File**

N. of C. IS a record of efforts made by faculty and student to meet standards and expectations.  
 N. of C. IS NOT a threat, punishment, or means to pass problems to someone else.

Determine type of student problem



**Remedy within course or repeat course**

Alert student to problem and let student take initiative to resolve.

Syllabus spells out consequences for ineffective actions on the part of the student; faculty member follows through on consequences.

**File a N of C, Low/Medium Level**

If requisites lie within your course, write an action plan with student, establish guidelines /timelines, and evaluate student action (optional):

- a. resolved or
- b. determine how resolution will occur

If requisites cannot be acquired in your course, co-write problem as seen by student and both faculty, and recommend correctives (probable):

- a. repeat the appropriate course(s) in consultation with

**File N of C, High Level**

Notify Department Head if not done prior to filing the Notice.  
 (Automatically alerts T Ed Office; convene student review committee-> suspension)

\*\* (e.g.: endangerment of students, disruption of schools/classes, felonious behaviors, ethical violations)

**NOTE:** Unresolved Notices prohibit student from moving to the next Decision Point in the Teacher Education Program. Multiple unresolved Notices and/or High Level Notices can lead to suspension from the Program.