



Conveying a Concern Form

Purpose:

The purpose of the Conveying a Concern form is for faculty to identify students who may need assistance and/or intervention to successfully complete requirements for their program of study. This form can also be used for faculty to identify students who may need assistance in areas that are not specific to academics. Faculty are expected to address the concern with the student at least one time before issuing a Conveying a Concern form.

Process Steps:

- A. Faculty completes a Conveying a Concern form and submits it to the office of the Registrar.
- B. The Registrar identifies the student's advisor, informs the advisor, and obtains the advisor's signature and action plan on the form before filing.
- C. The advisor schedules a meeting with the student of concern and executes an action plan.
- D. The Conveying a Concern form is filed in the student's permanent record (documents available in the advisor database) by the Registrar and notes of the conversation(s) had with the student are noted in the advisor database by the advisor.

Section A (To be completed by the faculty member)

Student Name: _____ ID Number: _____

Name of faculty initiating Conveying a Concern form: _____

Complete the Following:

This concern is academic related This concern is NOT academic related

1. State the concern:
2. Give evidence for area(s) of concern (attach documentation if necessary):
3. Document the student's response to addressing initial concern(s):
4. Sign the faculty statement below:
 By signing this form, I acknowledge that I have met with this student to discuss these concerns.

Faculty Signature: _____ Date: _____

Section B (To be completed by the student's advisor)

ACTION PLAN:

Advisor Name: _____ Advisor Signature: _____ Date: _____

Document filed in student's permanent record by the office of the Registrar