



**WILLIAM JAMES
COLLEGE**

Corrective Action Notice (CAN)

A Corrective Action Notice (CAN) is filed when concerns arise about a student's academic performance, field education functioning, or professional/ethical conduct.

1. **Student's name:**
2. **Name and role of person filing notice:**
3. **Date of notice:**
4. **Student's Department:** Counseling and Behavioral Health
5. **Student's Program:**
6. **Student's advisor:**

Completed by faculty or Field Education staff member raising concern. Sent to student, student's advisor, Department Coordinator, Program Director and Department Chair.

PART ONE: Areas of Concern

Check all that apply:

Academic

Course Code, Section and Name:

Specific Type of Problem:

- Writing
- Test Taking
- Participation
- Presentations
- Plagiarism
- Late/Missing Assignments
- Other:

Field Site

Name of placement:

Specific Type of Problem:

- Punctuality/Attendance
- Completing Paperwork
- Unethical Conduct at Site
- Taking Initiative
- Professionalism at Site
- Other:

Professional

Specific Type of Problem:

- Communication
- Punctuality/Attendance
- Teamwork
- Unethical Conduct Outside of Site
- Maturity (Please See PCPE)
- Failure to Comply with Program/College expectations
- Other:

PART TWO: Detailed Description of Problem Situation and Action Taken

PART THREE: Advisor's Report and Proposed Action Plan

Completed by academic advisor and submitted to the Department Chair for review and approval.

PART FOUR: Administrative Evaluation of Corrective Action Plan Proposal

Completed by the Chair or designee.

PART FIVE: Resolution of CAN

Completed and signed by Department Chair. The Department Chair submits the final copy to the student, advisor, Department Coordinator, and Registrar.

Date:

Name of Department Chair: Dr. Nilda M. Laboy

Signature: