

**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:
5. Student’s Program:
6. Student’s advisor:

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*Completed by faculty or Field Education staff member raising concern. Sent to student, student’s advisor, Registrar, Department Coordinator, and Department Chair. Students receiving a CAN-B should contact their advisors immediately.*

**PART ONE: Areas of Concern**

**Check all that apply:**

**Academic**

Course Number and Name: Enter text

Specific Type of Problem:

[ ] Writing

[ ] Test Taking

[ ] Doctoral Project

[ ] Participation

[ ] Presentations

[ ] Plagiarism

[ ] Late Assignments

[ ] Other: Enter text

**Field Site**

Name of placement: Enter text

Specific Type of Problem:

[ ] Punctuality/Attendance

[ ] Completing Paperwork

[ ] Ethical Conduct at Site

[ ] Taking Initiative

[ ] Professionalism at Site

[ ] Other: Enter text

**Professional**

Specific Type of Problem:

[ ] Communication

[ ] Punctuality/Attendance

[ ] Teamwork

[ ] Ethical Conduct Outside of Site

[ ] Other:

**PART TWO: Detailed Description of Problem Situation**

*For Clinical Psy.D. and School Psy.D. students, specific reference to one or more of the 9 APA Profession-wide Competencies (PWCs)* ***MUST*** *be included.*

Enter text.

**Action Taken**

Enter text.

**PART THREE: Advisor’s Report and Proposed Action Plan:**

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

Enter text.

**PART FOUR – Administrative Evaluation of Corrective Action Plan Proposal:**

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

Enter text.

Date: Enter text.

Name and Signature of Department Chair: