

**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.

Students receiving a CAN should contact their advisors immediately.

1. Student’s name
2. Name and role of person filing notice:
3. Date of notice
4. Student’s Department: Choose an item.
5. Student’s Program: Choose an item.
6. Student’s advisor:

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*Completed by faculty or Field Education staff member raising concern. Sent to student, student’s advisor, Department Coordinator, and Department Chair. Students receiving a CAN 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: Enter text

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

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: END OF SEMESTER REVIEW**

1. ☐ *Issue is resolved without need for formal remediation: (CAN closed)*
2. ☐ *Successfully completed remediation plan: (CAN closed)*
3. ☐ *Additional remediation plan developed: (describe below)*

Enter text.

Part Four C**:** Repeat as necessary until final resolution

*Completed and signed by Department chair, and a copy will be sent to the student, academic advisor, Registrar, Program Director, and Department Coordinator.*

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Name and Signature of Department Chair or Designee Date