



Corrective Action Notice (CAN) - Undergraduate Programs

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

Student's Name: _____

Name/Role of Individual Filing Notice: _____

Date of Notice: _____

Student's Department/Program: *Counseling and Behavioral Health / B.S. in Psychology and Human Services*

Name of Student's Advisor: _____

PROCEDURE:

1. Person filing the CAN shall complete Section 1 by checking appropriate boxes and including a narrative.
2. Person filing the CAN shall save a copy of this form, using the following conventions to title the form: CAN_student's last name_student's first name_year_month-day_INITIAL NOTICE, and send a copy of the form to the Program Director, the Student, the Student's Advisor, and the Department Coordinator.
3. The Student is required to contact their advisor within 3 business days to set up a meeting.
4. The Advisor, in consultation with the Student and (if needed) the person filing the CAN, will complete Section 2. The Advisor will store a copy of this form in the student's Advising File, using the following conventions to title the form: CAN_student's last name_student's first name_year_month-day_PLAN, and will send a copy to the student and the Program Director.
5. The Program Director will complete Section 3 and forward a copy of the CAN to the student, the student advisor, the person initiating the form and the Program Coordinator.
6. The Advisor is responsible for checking with the student and the person who initiated the CAN on or before the follow-up date. The Advisor will complete Section 4 and will save the document as CAN_student's last name_student's first name_year_month-day_FINAL. The Advisor will send a copy of the CAN to the Program Director, the student, the person initiating the form, the Registrar, and the Program Coordinator, and put a copy in the student's advising file.
7. In the event a student does not complete the agreed upon plan for remediation, the student will be required to meet with the Program Director and/or the Department Chair within 7 days. Failure to do so may result in the student being placed on department-initiated academic probation.



PART 1. Completed by the individual who is initiating the CAN. Indicate all areas of current concern:

ACADEMIC CONCERNS

Course Name/Number: _____

☐ Writing ☐ Test-taking ☐ Participation ☐ Presentations
☐ Plagiarism ☐ Late Assignments ☐ Other (Specify below)

FIELD SITE CONCERNS:

Name of Placement: _____

☐ Punctuality/Attendance ☐ Completing Paperwork ☐ Ethical Conduct at Site
☐ Taking Initiative ☐ Professionalism at Site ☐ Other (Specify below)

PROFESSIONALISM CONCERNS:

☐ Communication ☐ Punctuality/Attendance ☐ Teamwork
☐ Ethical conduct outside of field site ☐ Other (Specify below)

NARRATIVE: Please provide a detailed description of the problem situation, including any relevant ethical code violations, efforts to address the situation prior to this CAN, and any related APA or ACA codes.



PART 2. Plan for remediation. To be completed by the Advisor.

WHO WAS INVOLVED IN CREATING THIS PLAN?

☐ Student ☐ Advisor ☐ Person who initiated CAN
☐ Other (specify name and role): _____

PROPOSED ACTION PLAN:

Proposed date to complete remediation and/or follow-up with relevant parties:

_____ **Advisor's Signature:** _____

PART 3. Approval or Amendments by Program Director and/or Department Chair

☐. The proposed plan is approved with the following amendments. (Amended proposals will be returned to the Advisor and Student, unsigned. The advisor will resubmit the proposal after speaking with the student.)

☐The proposed plan is approved as described above.

Signature of Program Director or Dept. Chair:

Date:

PART 4. Follow-up. To be completed by Advisor

Date: _____ Advisor: _____

☐. Student completed the required remedial activities. This CAN shall be considered CLOSED.

☐. Student did NOT complete the required remedial activities. (In the space below, detail next steps. This must include consultation with Program Director and/or Department Chair and contact with student.)