

**DEWAR COLLEGE OF EDUCATION**  
**Concern Form**  
**Valdosta State University**

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**Purpose:**

The purpose of the Concern Form process is for faculty to identify students who may need remediation or intervention to successfully complete the professional requirements for their program of study.

**Process Steps:**

- A. Faculty member discusses the concern with the department head (Steps 1-4 on reverse).
- B. Faculty member completes a concern form and discusses it with the student.
- C. Student and department head meet and may develop an action plan. The department head will request input from the faculty member who initiated the concern form when developing the action plan (Steps 5-6 on reverse).
- D. If a warranted action plan is not completed to the satisfaction of all parties, the student may be dismissed from his/her program of study. This action will result in an automatic review by the Undergraduate and Initial Teacher Preparation Policies Committee.
- E. If the Concern Form is a result of academic dishonesty, the faculty member has the additional option of submitting a Report of Academic Dishonesty to the Student Conduct Office in the Dean of Student's Office. In addition to being part of the student's departmental advising folder, this report will also be made part of the student's disciplinary record and shall remain on file with the student Conduct Office in the Dean of Student's Office in accordance with Board of Regents record retention policy.

**Level 1 Concerns:**

Examples of behavior warranting a Level 1 Concern form:

- Student who is excessively absent or late for class (see University policy and course syllabus).
- Student who does not exhibit professional dress or demeanor when interacting with students, clients, or faculty as defined by students' major department.
- Student who exhibits disruptive behavior toward members of the faculty or staff.
- Student who does not demonstrate an ability to contribute effectively in a group setting.
- Student who exhibits a lack of proficiency in written and/or language skills.
- Student who is pulled from a field experience or clinical experience.

**Level 2 Concerns:**

Examples of behavior warranting a Level 2 Concern form:

- Plagiarism or cheating on any graded activity (Use University policy).
- Blatant dishonesty or breach of confidentiality.
- Purposefully compromising the well-being of student/client.
- Harassment of students/clients or faculty or staff.
- Accumulation of three (3) **Level 1 Concern** forms.

Note: Concern Forms that do not result in an action plan should be destroyed.

\*See page on reverse for Levels 1 and 2 consequences

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**Concern Form - Consequences**  
**Valdosta State University**

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**Level 1 Concern Form Consequences:**

One Level 1 Concern Form, resulting in a developed action plan, may jeopardize the student being placed in field experiences or clinical experiences. Expulsion from any field experience or clinical experience may result in a concern form being filed and an action plan developed.

Two Level 1 Concern Forms, resulting in the development of action plans, may result in the student not being placed in field experiences or clinical experiences the following semester. If the student is already placed in a field experience or clinical experience at the time the second Level 1 concern form is filed and the second action plan is developed, the student, depending on the noted behavior, may be asked to terminate that particular field experience, student teaching or its equivalent, or clinical experience, and may receive an “**F**” or “**U**” grade in that field experience, student teaching or its equivalent, or clinical experience class or field experience or clinical experience component of that class.

Three warranted Level 1 Concern Forms (those forms with an action plan developed) may result in the student being dismissed from his/her program of study. This action will result in a review by the Undergraduate and Initial Teacher Preparation Policies Committee.

If the student refuses to comply with any part of the concern process (e.g. meet with faculty member, meet with department head, or sign forms), the student may be removed from any field experience or clinical experience in which he/she is currently enrolled. The student will not be allowed to enroll in any further field experiences or clinical experiences or professional classes until the student complies with all components of the action plan stated in the Level 1 concern form or successfully appeals not complying with the action plan to the Undergraduate and Initial Teacher Preparation Policies Committee.

The student may appeal any aspect of the Concern Form process to the Undergraduate and Initial Preparation Policies Committee.

**Level 2 Concern Form Consequences:**

Any and all consequences in place for a Level 1 concern may apply to the Level 2 Concern Form.

First Level 2 Concern Form may result in an action plan developed by the department head, faculty and student.

Second Level 2 Concern Form will result in the student being dismissed from his/her program of study. This dismissal will result in an automatic review by the Undergraduate and Initial Preparation Policies Committee.

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Student Name:

ID No.

Major:

Advisor:

Name of Instructor Initiating Concern Form:

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**Complete the following:**

1. **Circle the type of concern:**      **Level 1**              **Level 2**
2. **Give evidence for area(s) of concern. Attach copies of documentation.**
3. **Document the student's response to the completion of the concern form.**

4. **Sign the faculty statement below; have the student sign the student statement below.**

**Faculty statement:** I have met with the student and discussed the concern(s).

VSU Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student statement:** I have met with the faculty member and discussed the concern(s).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

5. **Meet with department head and student. Complete the following:**

\_\_\_\_\_ No action plan warranted. (Department head reports decision of no action taken to faculty member filing the concern form).

\_\_\_\_\_ Action plan warranted (see next page)

6. **Distribute copies of this form and the Action Plan (if applicable) to the Student Advising Folder; Department Head, and Faculty Member.**

\_\_\_\_\_  
**Signature of faculty member initiating concern form**

\_\_\_\_\_  
**Date**

**DEWAR COLLEGE OF EDUCATION**  
**Action Plan as a result of a Concern Form**  
**Valdosta State University**

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Student Name: \_\_\_\_\_

ID No.: \_\_\_\_\_

Major: \_\_\_\_\_

Advisor: \_\_\_\_\_

Faculty Member: \_\_\_\_\_  
(Signature)

Dept.: \_\_\_\_\_

Department Head: \_\_\_\_\_  
(Signature)

Required  
Completion Date: \_\_\_\_\_

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(Attach additional pages if necessary).

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I understand that failure to comply with this action plan may result in my not completing my program of study.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

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This action plan has been completed to the satisfaction of all parties.

Department Head Signature \_\_\_\_\_

Date: \_\_\_\_\_