

NAME OF STUDENT: _____

STUDENT OF CONCERN
Protocol and Information

Date: _____ Faculty or Staff Member: _____

Course: _____ Semester: _____ Reported on Faculty Center: __YES __NO

Is the student in danger of failing the course? __YES __NO

Concerns (Check all that apply):

- ⑧ Attendance -- number of class sessions missed without excuse: _____
- ⑧ Quality of Work (explain below)
- ⑧ Personal issues (explain below)
- ⑧ Other: _____

EXPLANATION OF CONCERN:

WHAT ACTION HAS THE INSTRUCTOR TAKEN THUS FAR TO ADDRESS THE CONCERN:

Students of Concern Protocol:

Both full time and part time faculty in MACI courses are asked to bring the names of any students of concern to the attention of the Coordinator at any time throughout the semester. Each situation is evaluated by the Coordinator in consultation with the professor. Instructors are encouraged to refer students early to campus resources (i.e. The Writing Center, The Tutoring Center, Disability Services, Student Health Center, Student Psychological Services, etc.) In some cases, the student is asked to meet with the Coordinator for counseling and referral to appropriate resources for assistance, and/or a conference is arranged including both the faculty member and the Coordinator. In other cases, the student is referred to the Dean of Students Office, where the University's Student of Concern protocol is initiated.

Following the mid-semester warning notices being compiled by the University, any students who are IES majors and appear as students in danger of failing due to attendance or performance as discussed at an IES/MACI faculty meeting, and the same process as above is initiated as appropriate.

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PROTOCOL CHECKLIST:

- ⑧ **Consultation with instructor**
- ⑧ **Referrals:** _____
- ⑧ **Student meeting with MACI Coordinator - Date:** _____
- ⑧ **Referral to Dean of Students**