



Student Support Plan Teacher Education Division

Purpose

The purpose of the TED Student Support Plan is to formalize a support plan for students who need targeted goals and supports in order to be successful in their academic program. Before this support plan is utilized, the following steps should be taken. This is true for all course instructors and/or field supervisors/coaches.

- Meet with the student as soon as concerns are recognized and help the student develop ideas and recommendations to support his/her/their success.
- As needed, have follow-up meeting(s) with the student.
- Continue to monitor progress and provide feedback on successes and continued areas of growth.
- If progress is not exhibited, speak with the student’s advisor and share the concerns. Ask the advisor for any assistance in supporting the student. Continue to monitor progress.
- If the student is still struggling, notify the program coordinator of the concerns and seek advice on supporting the student.
- If the student continues to struggle, it might be time to implement this Student Support Plan.
- If you are concerned about a student’s mental health, health, etc., please contact [Counseling and Psychological Services](#) (CAPS)
- Note: in cases of egregious behaviors, notify the advisor, program coordinator, & TED Assistant Dean immediately.

Student Support Plan Procedures

- The initiator of the Student Support Plan is responsible for the following
 - Complete Parts 1, 2, and 3.
 - Set up a meeting with the student and the advisor to discuss the purpose of the support plan, the continued areas for growth, and the specified goals/timelines. Share specific examples of struggles and recognize any areas that were improved over time. If the support plan includes continued concerns related to field experiences, ensure that the Director of EdP&E is also invited to the meeting. NOTE – the advisor attends as an advocate for the student.
 - Ensure that all members on the distribution list receive a copy of the signed Student Support Plan at the conclusion of the meeting.
 - Provide a copy of this completed and signed form to Academic Services for inclusion in the student file.
 - Report any concern related to academic integrity to the [Dean of Students Office](#) so that documentation on the student may be maintained.
- Faculty/staff may submit a request to the Academic Services Division to find out if additional Student Support Plans are on file for this same student.

Student Name		Access ID	
Date of Conference		Program	
Initiator of Conference		<input type="checkbox"/>	Undergraduate
Faculty/Staff Present		<input type="checkbox"/>	Graduate

1. **Information.** Provide information on all communication (email, conversations, etc.) and support provided to this student prior to the implementation of this Student Support Plan. Include information about who has been involved in the communications as well.
2. **Areas(s) for Growth** (e.g., effective communication with others; tardiness/absenteeism; consistent struggles in program courses and/or field experiences, etc.) Ensure to align Area(s) of Growth with Action Steps in Part 3). Area(s) of Growth should be descriptive rather than interpretive.

3. **Action Steps.** Add/Remove rows as needed.

	Specific Action Steps & Measurable Outcomes	Due Date	Met/Unmet
1			<input type="checkbox"/> Met <input type="checkbox"/> Unmet
2			<input type="checkbox"/> Met <input type="checkbox"/> Unmet
3			<input type="checkbox"/> Met <input type="checkbox"/> Unmet

Agreement: By signing your name below, you are signifying agreement with this Student Support Plan. A student who chooses not to sign the document indicates refusal to accept these Action Steps. As such, the student will not be able to continue in the program. Provide an Explanation in Section 5.

Student refuses to accept these Action Steps.

Student accepts these Action Steps.

Role	Signature	Date
Teacher Candidate		
Conference Initiator		
Program Coordinator		
TED Assistant Dean		
Advisor		
Mentor Teacher (if field concern)		
Clinical Coach (if field concern)		
EdP&E Director (if field concern)		

Additional Information. Please add any additional information if/as needed, including an explanation if the student chooses not to sign this form and to agree to the action steps

Distribution: A copy of this signed form should be provided to the following:

- Student
- Initiator of Conference
- All Faculty/Administration/Staff Present Advising
- Program Coordinator
- Department Assistant Dean
- COE Division of Academic

Continued Concerns. Continued concerns and/or failure to meet action steps may result in one or more of the following:

- Course enrollment restriction.
- Field experience restriction
- Professional assessment and/or counseling
- Recommendation for dismissal from the program and/or college