

Department of Educational Leadership and Policy Studies
CANDIDATE ASSESSMENT FORM
For use with Sustained Participation Policy

When a candidate demonstrates performance or behavior contrary to the standards of the ELPS Program pursuant to the ELPS Sustained Participation Policy, a Candidate Assessment Form may be completed by a faculty member and submitted to the ELPS Department Chair. The submitting faculty member will be kept apprised of the progress of deliberations, disposition, and decision(s) made by the deliberating parties. Attach any evidence related to the reason for the submittal.

I. Reason for the submittal. Check those items that apply:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Problem(s) reflected in the Letter of Recommendation form from the candidate's administrative supervisor | <input type="checkbox"/> Concerns reflected on ELPS 688 Six Standards Assessment Form submitted by the site supervisor |
| <input type="checkbox"/> Problem(s) reflected in ELPS 650 Dispositions posted by the professor | <input type="checkbox"/> Problem(s) with candidate behavior |
| <input type="checkbox"/> Problem(s) reflected on the Fieldwork Application completed by the site supervisor | <input type="checkbox"/> Problem(s) with grades/GPA |
| | <input type="checkbox"/> Violation of Cheating/Plagiarism (to be reported to the Office of the Vice President of Student Affairs) |

Expand on the reason(s) for the submittal:

Name of Submitting Faculty Member _____

Date of Submittal _____

II. Department Chair Action (within ten working days of receipt):

___ Submit the Candidate Assessment Form to ELPS Retention Committee

___ Confer with the submitting faculty member with recommendations

Summary of rationale for the disposition:

Name of Department Chair _____

Date of disposition _____

III. Retention Committee Action (within ten working days of receipt):

Summary of Deliberations/Decisions/Action (attach supporting documentation):

Names of Retention Committee Members: _____ **Date** _____

IV. Appeals Committee Action:

Summary of Deliberations/Decisions/Action (attach supporting documentation):

Names of Appeals Committee Members _____ **Date** _____

All deliberations, outcomes, and decisions for each case presented pursuant to this policy shall be made to the Credentials Office.

Candidate hereby acknowledges that he/she has been apprised of deliberations, outcomes, and decisions related to the Sustained Participation Policy and has been provided with a copy of this report.

Candidate's Signature _____ **Date** _____

COPIES:

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|---------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Candidate file | <input type="checkbox"/> Supervisor/mentor (if applicable) |
| <input type="checkbox"/> Candidate | <input type="checkbox"/> ELPS faculty |
| <input type="checkbox"/> Cohort advisor (if applicable) | <input type="checkbox"/> Credentials Office |