

# CHICAGO STATE UNIVERSITY

## College of Education REFERRAL FORM FOR VIOLATION OF PROFESSIONAL CODE OF CONDUCT Part A - Violation



The College of Education is committed to ensuring that all candidates successfully complete their program with the knowledge, skills, and dispositions required to work in educational settings as teachers or other professional personnel (NCATE Standard 1, 2008 Professional Standards for NCATE Accreditation). This includes adherence to a Professional Code of Conduct, which is formally assessed at the following four checkpoints in all teacher education programs leading to initial certification:

- ❖ enrollment in professional courses containing field hours
- ❖ admission to the College of Education
- ❖ placement in student teaching
- ❖ graduation and/or certification
- ❖ and at other appropriate checkpoints identified in the college's other programs.

Candidates must not have any unresolved violations of the Professional Code of Conduct in order to continue in their program past any of these checkpoints. The Professional Code of Conduct includes (but is not limited to) academic integrity, accountability, appropriate language, civility, cleanliness, fairness, honesty, justice, non-discriminatory behavior, professional ethics, punctuality, reliability, respect, trustworthiness, and other aspects of professional behavior.

Candidates who are observed violating any aspect of the Professional Code of Conduct can be given the opportunity to correct their behavior after consulting with the party who has observed the violation, or with the party's or candidate's academic department. If the problem is not successfully resolved, a referral can be made by the party observing the violation, his or her academic department, or the candidate's academic department, to the College of Education's Admissions and Standards Committee (ASC) for a final resolution.

Candidates who have a history of violating the Professional Code of Conduct (whether the violations are resolved or unresolved) can be referred to the Admission and Standards Committee at the discretion of a concerned member of the university community. The ASC will review the referral and render a decision regarding the candidate's status in the program, in accordance with standard ASC referral review procedures.

This form is to be used to record a violation of the Professional Code of Conduct for the following candidate:

### PART A. VIOLATION OF Professional Code of Conduct

Reference Number \_\_\_\_\_

Candidate's Name \_\_\_\_\_ UID# \_\_\_\_\_  
Major \_\_\_\_\_

Faculty/Administrator/Staff (FAS) Observing Violation: \_\_\_\_\_ Ext. \_\_\_\_\_  
Date \_\_\_\_\_

Location of observed violation (including course # and section, if any) \_\_\_\_\_

#### Professional Conduct Violated (check all that apply):

- ☐ academic integrity   ☐ accountability   ☐ appropriate language   ☐ civility   ☐ cleanliness   ☐ fairness   ☐ honesty   ☐ justice  
☐ non-discriminatory behavior   ☐ ethics   ☐ punctuality   ☐ reliability   ☐ respect   ☐ trustworthiness   ☐ other

#### Description of the violation:

FAS Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ PART B. CONSULTATION - Scheduled for: \_\_\_\_\_

Copies to: 1.Candidate; 2.Candidate's.Department File; 3.FAS making referral; 4.ASC

# CHICAGO STATE UNIVERSITY

## College of Education REFERRAL FORM FOR VIOLATION OF PROFESSIONAL CODE OF CONDUCT Part B - Consultation

### PART B: CONSULTATION WITH CANDIDATE:

Reference Number \_\_\_\_\_

Candidate's Name \_\_\_\_\_ UID# \_\_\_\_\_ Major \_\_\_\_\_

Parties Present \_\_\_\_\_

Consultation Date: \_\_\_\_\_ Location of Consultation: \_\_\_\_\_

#### 1. Summary of consultation discussion:

#### 2. Recommendation(s):

~ **No assistance or intervention is necessary because (be specific):**  
(Referral Form B is placed in candidate's department file):

~ **Assistance or intervention is necessary because (be specific):**  
(Department Action Plan is attached and placed in candidate's department file):

#### 3. Signature(s) of Faculty/Administrator/Staff present during consultation:

_____	Date _____
_____	Date _____
_____	Date _____

#### 4. Candidate (mark one):

- ☐ My signature below verifies that I agree to follow the recommendations set forth above.
- ☐ My signature below indicates that I decline to follow the recommendations set forth above for the following reason(s) (Department Action Plan is attached and placed in candidate's department file and sent to chair of ASC):

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness to Consultation Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ PART C. DEPARTMENT ACTION PLAN (DAC) is attached.

COPIES TO: 1.CANDIDATE; 2.CANDIDATE'S DEPARTMENT FILE; 3. FAS MAKING REFERRAL; 4. ASC

CHICAGO STATE UNIVERSITY

COLLEGE OF EDUCATION  
REFERRAL FORM FOR VIOLATION OF PROFESSIONAL CODE OF CONDUCT  
PART C - DEPARTMENT ACTION PLAN (DAP)

PART C. DEPARTMENT ACTION PLAN

Reference Number \_\_\_\_\_

Candidate's Name \_\_\_\_\_ UID# \_\_\_\_\_ Major \_\_\_\_\_

1. Brief description of Violation of Professional Code of Conduct:

2. Expected professional conduct:

3. Required assistance or remediation

4. Means of monitoring and evaluating the professional conduct:

5. Time-line:

6. FAS responsible for monitoring the DAP:

7. FAS responsible for determining if DAP is successfully completed:

8. Other:

☐ **DAP successfully completed** (place copy in candidate's department file):  
Evidence:

☐ **DAP not successfully completed** (place copy in candidate's department file, attach to Part A and B of the Referral Form, and send to the ASC Chair)  
Evidence:

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

FAS Signature \_\_\_\_\_

Chairperson's Signatures \_\_\_\_\_

☐ **PART D-COMMITTEE ACTION PLAN (CAP):** Parts A, B, and C sent to Admissions and Standards Committee on \_\_\_\_

**COPIES TO: 1. CANDIDATE; 2. CANDIDATE'S DEPARTMENT FILE; 3. FAS MAKING REFERRAL; 4. GOLDENROD: ASC**

CHICAGO STATE UNIVERSITY

REFERRAL FORM FOR VIOLATION OF PROFESSIONAL CODE OF CONDUCT

COLLEGE OF EDUCATION

PART D - ADMISSIONS AND STANDARDS COMMITTEE ACTION PLAN (CAP)

PART D. COMMITTEE ACTION PLAN

REFERENCE NUMBER

CANDIDATE'S NAME \_\_\_\_\_ UID# \_\_\_\_\_ MAJOR \_\_\_\_\_

1. BRIEF DESCRIPTION OF VIOLATION OF PROFESSIONAL CODE OF CONDUCT:

2. EXPECTED PROFESSIONAL CONDUCT:

3. REQUIRED ASSISTANCE OR REMEDIATION.

4. MEANS OF MONITORING AND EVALUATING THE PROFESSIONAL CONDUCT:

5. TIME-LINE

6. ASC MEMBER RESPONSIBLE FOR MONITORING THE CAP

7. OTHER

CAP ☐ SUCCESSFULLY COMPLETED ☐ NOT SUCCESSFULLY COMPLETED (CANDIDATE IS NOT ELIGIBLE TO CONTINUE PAST THE NEXT CHECK POINT IN THE PROGRAM: COURSES WITH FIELD HOURS, ADMISSION TO COE, STUDENT TEACHING, OR GRADUATION/CERTIFICATION)

EVIDENCE:

ASC MONITOR #1 SIGNATURE \_\_\_\_\_

ASC MONITOR #2 SIGNATURE \_\_\_\_\_

ASC CHAIRPERSON'S SIGNATURE \_\_\_\_\_

ASC COMMITTEE MEMBER SIGNATURES \_\_\_\_\_

☐ CAP SENT TO CANDIDATE, DEPARTMENT, FIELD PLACEMENT AND TEACHER CERTIFICATION ON \_\_\_\_\_

COPIES TO: 1.CANDIDATE; 2.CANDIDATE'S DEPARTMENT FILE; 3.FIELD PLACEMENT 4. ASC

# CHICAGO STATE UNIVERSITY

## COLLEGE OF EDUCATION REFERRAL FORM FOR VIOLATION OF PROFESSIONAL CODE OF CONDUCT PART E - REPEATED VIOLATIONS

THE COLLEGE OF EDUCATION IS COMMITTED TO ENSURING THAT ALL CANDIDATES SUCCESSFULLY COMPLETE THEIR PROGRAM WITH THE KNOWLEDGE, SKILLS, AND DISPOSITIONS REQUIRED TO WORK IN EDUCATIONAL SETTINGS AS TEACHERS OR OTHER PROFESSIONAL PERSONNEL (NCATE STANDARD 1, 2008 PROFESSIONAL STANDARDS FOR NCATE ACCREDITATION). THIS INCLUDES ADHERENCE TO A PROFESSIONAL CODE OF CONDUCT, WHICH IS FORMALLY ASSESSED AT THE FOLLOWING FOUR CHECKPOINTS IN ALL TEACHER EDUCATION PROGRAMS LEADING TO INITIAL CERTIFICATION:



- ❖ ENROLLMENT IN PROFESSIONAL COURSES CONTAINING FIELD HOURS
- ❖ ADMISSION TO THE COLLEGE OF EDUCATION
- ❖ PLACEMENT IN STUDENT TEACHING
- ❖ GRADUATION AND/OR CERTIFICATION

AND AT OTHER APPROPRIATE CHECKPOINTS IDENTIFIED IN THE COLLEGE'S OTHER PROGRAMS.

CANDIDATES MUST NOT HAVE ANY UNRESOLVED VIOLATIONS OF THE PROFESSIONAL CODE OF CONDUCT IN ORDER TO CONTINUE IN THEIR PROGRAM PAST ANY OF THESE CHECKPOINTS. THE PROFESSIONAL CODE OF CONDUCT INCLUDES (BUT IS NOT LIMITED TO) ACADEMIC INTEGRITY, ACCOUNTABILITY, APPROPRIATE LANGUAGE, CIVILITY, CLEANLINESS, FAIRNESS, HONESTY, JUSTICE, NON-DISCRIMINATORY BEHAVIOR, PROFESSIONAL ETHICS, PUNCTUALITY, RELIABILITY, RESPECT, TRUSTWORTHINESS, AND OTHER ASPECTS OF PROFESSIONAL BEHAVIOR.

CANDIDATES WHO ARE OBSERVED VIOLATING ANY ASPECT OF THE PROFESSIONAL CODE OF CONDUCT CAN BE GIVEN THE OPPORTUNITY TO CORRECT THEIR BEHAVIOR AFTER CONSULTING WITH THE PARTY WHO HAS OBSERVED THE VIOLATION, OR WITH THE PARTY'S OR CANDIDATE'S ACADEMIC DEPARTMENT. IF THE PROBLEM IS NOT SUCCESSFULLY RESOLVED, A REFERRAL CAN BE MADE BY THE PARTY OBSERVING THE VIOLATION, HIS OR HER ACADEMIC DEPARTMENT, OR THE CANDIDATE'S ACADEMIC DEPARTMENT, TO THE COLLEGE OF EDUCATION'S ADMISSIONS AND STANDARDS COMMITTEE (ASC) FOR A FINAL RESOLUTION.

*CANDIDATES WHO HAVE A HISTORY OF VIOLATING THE PROFESSIONAL CODE OF CONDUCT (WHETHER THE VIOLATIONS ARE RESOLVED OR UNRESOLVED) CAN BE REFERRED TO THE ADMISSION AND STANDARDS COMMITTEE AT THE DISCRETION OF A CONCERNED MEMBER OF THE UNIVERSITY COMMUNITY, USING REFERRAL FORM-PART E. THE ASC WILL REVIEW THE REFERRAL AND RENDER A DECISION REGARDING THE CANDIDATE'S STATUS IN THE PROGRAM, IN ACCORDANCE WITH STANDARD ASC REFERRAL REVIEW PROCEDURES.*

THIS FORM IS TO BE USED TO REPORT REPEATED VIOLATIONS OF THE PROFESSIONAL CODE OF CONDUCT.

### PART E. REPEATED VIOLATIONS OF PROFESSIONAL CODE OF CONDUCT

CANDIDATE'S NAME \_\_\_\_\_ UID# \_\_\_\_\_ MAJOR \_\_\_\_\_

FACULTY/ADMINISTRATOR/STAFF MAKING REFERRAL TO ADMISSIONS AND STANDARDS COMMITTEE:

NAME \_\_\_\_\_

PROFESSIONAL CONDUCT REPEATEDLY VIOLATED (CHECK ALL THAT APPLY):

- ☐ ACADEMIC INTEGRITY ☐ ACCOUNTABILITY ☐ APPROPRIATE LANGUAGE ☐ CIVILITY ☐ CLEANLINESS ☐ FAIRNESS ☐ HONESTY ☐ JUSTICE  
☐ NON-DISCRIMINATORY BEHAVIOR ☐ ETHICS ☐ PUNCTUALITY ☐ RELIABILITY ☐ RESPECT ☐ TRUSTWORTHINESS ☐ OTHER

DESCRIPTION OF THE PATTERN OF REPEATED VIOLATIONS OF PROFESSIONAL CODE OF CONDUCT:

ASC DECISION: \_\_\_\_\_ DATE: \_\_\_\_\_

ASC  
SIGNATURES \_\_\_\_\_

☐ ASC DECISION SENT TO CANDIDATE, CANDIDATE'S DEPARTMENT, FIELD PLACEMENT, AND TEACHER CERTIFICATION ON \_\_\_\_\_  
COPIES TO: 1. CANDIDATE; 2. CANDIDATE'S DEPARTMENT FILE; 3. FIELD PLACEMENT; 4. ASC