



NATIONAL COLLEGE OF EDUCATION
Candidate Support Plan Policy and Procedures
FORM 1 (all concerns except those that are related to field-based work)

Candidate Support Plans are tools that are intended to help candidates develop their talents and abilities as educators. The Candidate Support Plan Policy provides guidance for faculty and staff to address issues and areas of concern that may prevent candidates from reaching their full potential as effective teachers.

Step One:

The individual registering the concern must first meet with the candidate (virtually or in person) to discuss the concern. The nature of the concern should be explained to the candidate, along with the expectations moving forward. The candidate should be made aware that a failure to meet the expectations will result in the development of a candidate support plan (Step Two). The person registering the concern should Complete Form 1 (below). Documentation should be entered into the EAB system. If applicable, the [Teacher Preparation Dispositions Assessment](#) should be shared with the candidate.

Step Two:

The Candidate Support Plan Form A (below) will be completed by the individual issuing the concern. The purpose of the plan is to clarify the nature of the concern[s] and state the expected outcome[s] and timeline. The candidate, academic advisor, program chair, and school director will sign and date the Support Plan and will be provided a copy. A copy will also be kept on file. Most difficulties can be resolved at this level through open and professional levels of communication.

Step Three:

If the matter remains unresolved, intensifies, or is not able to be resolved at the classroom level after Step Two is completed, either the instructor or the candidate may request a meeting. At this meeting, the instructor, candidate, program chair, and academic advisor will discuss the concern[s], and review relevant information and documentation. The support plan will be revised as needed and shared with all parties, including the school director. The support plan should contain specific expectations with timetables and criteria for determining if the expectations were met.

Step Four:

If the matter remains unresolved, the instructor, candidate, program chair, and academic advisor will discuss the concern[s], and review relevant information and documentation. The support plan will be reviewed. The university representatives may choose to revise the support plan, or recommend the candidate no longer continue in the program. If the candidate is removed from the program, documentation of the failure to meet the expectations of the support plan or failure to meet the expectations of the [Illinois Educator Code of Ethics](#) and/or the [Teacher Preparation Dispositions Assessment](#) must be documented. Candidates have the right to be supported by faculty or staff advocate(s). Legal counsel is not permitted at student meetings with NLU employees, but students can request an impartial advocate from the Dean of Students Office by emailing dos@nl.edu at least one week prior to the meeting. If the candidate wishes to involve legal counsel, they must provide notice at least one week prior to the meeting, the meeting will be canceled, and the student should file a complaint or grievance through the Let Us Know page: <https://nl.edu/legal/let-us-know/>. A decision will be made regarding the options available to the teacher candidate by the university representatives. The teacher candidate will be notified of the program-level decision in writing within 5 business days after the meeting. The program chair will also notify the academic advisor, the school director, the director of field experiences, and the dean's office of the decision in writing.

Step Five:

Teacher candidates who wish to appeal the decision at Step Four must submit a **letter of appeal to the College Dean within 15 business days of the receipt of the written decision**. Teacher candidates must contact their advisor for assistance in submitting the petition.

Step Six:

Candidates may appeal academic decisions through the Academic Appeals process. Candidates interested in appealing academic decisions should review the reasons for an academic appeal, and if one of the reasons for appeal is met, the candidate may choose to submit the appropriate form on the Let Us Know page: <https://nl.edu/legal/let-us-know/>.

FORM 1
Initial Candidate Concern

Name and Role (of the person issuing the concern):

Candidate's Name:

Nature of the Concern:

Expectation for addressing the concern:

Timeline for addressing the concern:



TEACHER CANDIDATE SUPPORT PLAN - FORM A
All Concerns Except Those That are Related to Field-Based Work
National College of Education

Date _____

Candidate Name _____

Degree _____ BA _____ MAT

NLU ID # _____

Course # _____

Initiated by _____

Brief description of the nature of the concerns
Expectations and criteria for determining if the expectation has been met
Timeline for implementation

Signatures as required at Step Level	1	2	3
Course Instructor: _____			
Program Chair: _____			
School Director: _____			

I understand that not meeting the expectations set forth in this plan may result in my removal from the program _____ (student signature).

Failure to sign this document will result in removal of the student from the program.