

Student Development Assessment Concern (SDAC) Process & Plan

STEP	Step Description	Outcome Possibilities	Initiator Signature	Student Signature
Step 1	Initiator (1-6) has informally met with the student , and educated the student regarding the behavioral expectation(s) identified as an area of concern.	<ol style="list-style-type: none"> 1. Verbal Conversation 2. If student does not reply and/or respond to invitation for verbal conversation, initiator will proceed with Student Development Assessment Concern (SDAC) Form. 		
Step 2	Initiator (1-6) has provided written feedback to the student regarding the behavioral expectation(s) identified as an area of concern.	<ol style="list-style-type: none"> 1. Student is given an opportunity for Self-Correction. 2. If student does not reply and/or respond to invitation for verbal conversation, initiator will proceed with SDAC Form. 		
Step 3	<p>Initiator (1-6) submits a Student Development Assessment Concern (SDAC) form to CMHC program director.</p> <p><i>Note: Student will be notified within 5 business days that a SDAC form has been submitted to the CMHC program director.</i></p>	<ol style="list-style-type: none"> 1. The CMHC program faculty will invite the student to meet with CMHC program faculty regarding the SDAC form. <ol style="list-style-type: none"> a. Outcome 1: No Action b. Outcome 2: Student Support c. Outcome 3: Recommendation to SHHS Student Development Plan Committee for review. 		
<p>Note: All behavioral expectations are included within the Counselor in Training Benchmark (CIT-B), which includes but are not limited to compliance with Council for Accreditation of Counseling and Related Educational Programs (CACREP), American Counseling Association (ACA) code of ethics, and/or unplanned life events.</p>				

Initiator- regarding deficiencies in academic and/or disposition related behavioral performance(s).

1. A student may self-identify for issues regarding impairment, and can self-report.
2. A student may observe impairment in a fellow student, and can report.
3. A faculty member may observe impairment in a student, and can report.
4. A staff person may observe impairment in a student, and can report.
5. A site supervisor and/or administrator at the agency of internship.
6. External Community Member, Current Employer or Concerned Community Member.