



**COLLEGE OF EDUCATION & PROFESSIONAL DEVELOPMENT**  
**Student Center of Professional Education Services**  
**Disposition Form**

Student: \_\_\_\_\_

MU ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

MU Email Address: \_\_\_\_\_

*According to CAEP Standard 3.3, Educator preparation providers establish and monitor attributes and dispositions beyond academic ability that candidates must demonstrate at admissions and during the program. The provider selects criteria, describes the measures used and evidence of the reliability and validity of those measures, and reports data that show how the academic and non-academic factors predict candidate performance in the program and effective teaching. It is the responsibility of the College of Education and Professional Development at Marshall University to document where those standards have not been met. If you feel a student has violated one of the standards, please complete the following information:*

<b>Please check the appropriate box of the violated disposition.</b>	
<input type="checkbox"/>  <b>WVPTS Function 5I: Ethical Standards</b> -- The teacher candidate models the ethical standards expected for the profession in the learning environment and in the community.	<input type="checkbox"/>  <b>WVPTS Function 5J: Dispositions</b> --The teacher candidate demonstrates the professional dispositions expected for the profession in the learning environment and in the community.

**Description of Incident and Reason for Concern:**

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**Type of Follow-Up:**

\_\_\_\_\_ Email                      \_\_\_\_\_ One-on-one Conversation                      \_\_\_\_\_ Meeting with Dean  
 \_\_\_\_\_ Phone Call                      \_\_\_\_\_ Meeting with Program Director                      \_\_\_\_\_ Other

**Action Plan:**

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*I understand that developing dispositions as a teacher candidate is a vital part of the higher education experience. I also understand the importance of the recommendations provided in this report with respect to course progression, grade and/or ability to remain in or be accepted to programs such as Teacher Education.*

\_\_\_\_\_  
 Faculty/Staff Signature

\_\_\_\_\_  
 Date



**COLLEGE OF EDUCATION & PROFESSIONAL DEVELOPMENT**  
**Student Center of Professional Education Services**  
**Guidelines for Completing a Disposition Form**

The purpose of the Disposition Form is to document student behavior concerns occurring both inside and outside the classroom. In all cases (with the exception of those where there is a concern for the safety of others) the student should be provided with a copy of the completed form.

**The Disposition Form provides the following:**

- Feedback and suggestions to students on observed attitudes/behaviors to help promote their academic and personal growth and success
- An opportunity for faculty and staff to track behavior concerns occurring both inside and outside the classroom
- Written documentation of disposition concerns for follow-up with the student's Program Director

**Types of concerns may include but are not limited to the following:**

Attendance	Punctuality	Communication Skills
Attitude	Hygiene	Drug or Alcohol Use
Dishonesty, Plagiarism	Disrespect	Disruptive Behaviors
Work Quality	Level of Engagement	Violation of Class Policies

**Step 1: Determine the incident level from the list below:**

**Level 1:** Faculty or Staff provide feedback via email, telephone, or one-on-one meeting. Feedback is casual and addresses first time offenses and/or non-threatening situations.

**Level 2:** Faculty or Staff conduct a formal meeting with student. Meeting will address behaviors that are more serious in nature or repeated behaviors.

**Level 3:** This level refers to situations with students who continue to repeat discussed behaviors or who demonstrate behaviors that create concern for the health, safety and/or well-being of any other person or themselves. In this situation the faculty or staff person completes the Disposition Form and forwards it directly to the Dean.

**Step 2: Conducting the meeting(s):**

- Send a copy of the completed form to the Director of S.C.o.P.E.S. to be entered into EAB
- The Director will email the completed Disposition Form to the student's Program Director
- The Director will email the student; he or she must make an appointment to discuss the Disposition Form with his or her Program Director
- Explain purpose of the Disposition Form
- Describe and discuss observed behaviors and concerns
- Explain repercussions of repeating behaviors
- Provide suggestions and complete a Plan of Improvement
- Give the student a completed copy of the form



**COLLEGE OF EDUCATION & PROFESSIONAL DEVELOPMENT**  
**Student Center of Professional Education Services**  
**Plan of Improvement**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Student Telephone: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Reason for Action: \_\_\_\_\_

\_\_\_\_\_

Purpose of this Plan: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Plan Timeline: \_\_\_\_\_

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\_\_\_\_\_

Consequences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date