GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: CONFERENCING OF STUDENTS

Conferencing occurs when a student is not meeting the objectives or outcomes of the course, has been involved in a critical incident or has a pattern of behavior that could lead to failure, suspension or dismissal. The tool used is the Conference Form. (Follows)

Procedure:

1. Faculty will initiate the conference form when the student's behavior or performance warrants attention.
2. The faculty will fill out the first four sections of the form that includes: situation to be discussed, the objectives for the discussion and the background information.
3. A meeting will be scheduled with the student.
4. During the meeting, the faculty will describe the problem, explain the consequences, discuss the expectations and elicit possible solutions from the student.
5. The specific actions decided upon will be put on the form under conference summary denoting responsibility and time frame.
6. A follow up meeting will be scheduled to determine progress/ or other possible alternatives if previous alternatives were not effective.
7. Both student and faculty must sign and date the form.
8. The form is placed in the student's file and the student receives a copy.

Approved By: Morris Cohen Date: 08/21/2012

Effective Date: 7/07

Review/Revision Dates: 9/05,11/05, 6/07, 8/12

Responsible Committee: Faculty Senate

Exhibit

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

CONFERENCE FORM

DISCUSSION WITH:	DATE:

SITUATION TO BE DISCUSSED:

PURPOSE: (What do you hope to accomplish in this discussion?)

PERTINENT INFORMATION: (Facts known, Concerns, Causes, Previous discussions, Consequences if continued)

Conference Summary

SPECIFIC ACTIONS:	PERSON RESPONSIBLE Student	BY WHEN

Student must initiate follow-up with faculty.

FOLLOW-UP: (Date, Time, Place, Other) / FACULTY SIGNATURE DATE / STUDENT SIGNATURE DATE

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CONFERENCE FORM FOLLOW-UP

FOLLOW–UP DISCUSSION WITH:	DATE:

STUDENT PROGRESS ON ACTIONS OF CONFERENCE FORM DATED _____

CONSEQUENCES:

Conference Summary

CONTINUED ACTIONS from Conference Form of (date) _____. Action # _____ ADDITIONAL ACTIONS:	PERSON RESPONSIBLE Student	BY WHEN

Student must initiate follow-up with faculty.

FOLLOW-UP: (Date, Time, Place, Other) / FACULTY SIGNATURE DATE / STUDENT SIGNATURE DATE