

## **ASU Educator Preparation Program Disposition Incident Reporting**

NOTE: Benchmark courses provide Disposition feedback on Candidates using Taskstream; the Incident Reporting is intended for major violation issues only as stated below.

### Disposition Incident Report Form<sup>1</sup>

*(College of Education web page as a Word document.)*

*May be completed by any person who works with a teacher certification preparation candidate;  
original signature required.*

Incident Reports are for major issues only as stated below:

**Ethics violations** – ASU policies on academic dishonesty, plagiarism, or that violate key elements of the College of Education Disposition Statement, or that violate the state Educator Code of Ethics Title 19 Part 7 Chapter 247 Rule § 247.2  
**Threatening behaviors of a physical or verbal nature**

### Tracking Reports

Completed report goes to the (TEC) Admission, Review, & Dismissal (ARD)  
Committee via the Chair

*(EPI Center provides a confidential location for reports to be stored yet be accessible to appropriate personnel.)*

### ARD Committee Decision Options

Minor infraction:

Send back to the Person making the Report  
Refer to EPI Center for counseling  
No action, dismissed

Major infraction:

Refer case to University  
Department/office if ASU policy violation  
EPP/Educator Code of Ethics violation - ARD Committee meets

### Final ARD Committee Report Posted

*(EPI Center assists in posting and tracking reports. Access only by EPI Center Director, Field Experience Advisor, and Chair of the ARD Committee)*

ARD Committee Chair routes final action report to appropriate individuals.

Final report sent to EPI Center Director for posting in file.

Revised 7-12-2012

---

<sup>1</sup> See Incident Reporting Form attached.

## Disposition Incident Reporting Form

Incident Reports are for major issues only:

**Ethics violations** – ASU policies on academic dishonesty, plagiarism, or that violate key elements of the College of Education Disposition Statement, or that violate the state Educator Code of Ethics Title 19 Part 7 Chapter 247 Rule § 247.2

**Threatening behaviors of a physical or verbal nature**

**Instructions: Complete the following information. Your signature is required.**

Send original to the TEC-ARD Committee Chair. Keep a copy for your records.

Name of Candidate: \_\_\_\_\_ ASU CID #: \_\_\_\_\_

Educator Certification Area: \_\_\_\_\_

Name & Position of Person Reporting Incident: \_\_\_\_\_

\_\_\_\_\_

Contact information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Campus & Office location: \_\_\_\_\_

Nature of Incident and Location of Incident: *(Provide a full detailed description of the incident.*

*Attach additional sheet if needed.)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action did you take, if any, with regards to this incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Action by ARD Committee:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Attach additional information if needed.) ARD Committee Chair sends final report to EPIC Director.)*