

**ALBANY STATE UNIVERSITY  
DEPARTMENT OF SOCIAL WORK  
REMOVE STUDENT FROM AN AGENCY FORM**

Students can be removed from a field placement for (1) unprofessional behavior or (2) lack of progress or participation. The Field Coordinator, Field Instructor, or Agency can request the removal of a student from the field placement. The Field Instructor will meet with the student to discuss the identified behavior and a plan for resolution. If there is no resolution, the Field Instructor will notify the Field Coordinator and a joint meeting will be held with the student. In the event a serious infraction, the Field Coordinator will be notified immediately; a joint meeting with the Chair, the Field Coordinator, the Field Instructor and the student will occur. If the situation is not resolved, the Field Coordinator or the Agency may request the immediate removal of the student.

Student Name: _____ RAM ID _____
Date Placement Began: _____ Date of Report _____
Date of first notification of Identified Behavior/Lack of Progress/Participation: _____
Resolution: _____

**Summary of Unprofessional Behavior or Lack of Progress/Participation**

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Date of second notification of Identified Behavior/Lack of Progress/Participation: \_\_\_\_\_

Date Field Instructor notified Field Coordinator: \_\_\_\_\_

Date of meeting with Field Instructor, Field Coordinator and Student: \_\_\_\_\_

Resolution:

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**Summary of Unprofessional Behavior or Lack of Progress/Participation**

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**Check One**

- Field Instructor requests student removal
- Field Coordinator requests student removal
- Agency requests student removal

\_\_\_\_\_  
Signature of Person making the Request

\_\_\_\_\_  
Date