

# Clinical Training and Conduct Committee

## Policies and Procedures

**Description.:** The Clinical Training and Conduct Committee is responsible for investigating serious issues that arise during the course of a student's clinical field training as well as, suspected serious ethical violations, conduct issues, or failure to remediate behavioral, academic, or professional development issues. The Clinical Training and Conduct Committee is the only departmental committee with the authority to dismiss a student.

**Membership:** Psychology Department chair, program director, faculty, program coordinator as a non-voting member.

**Purpose and Scope:** The program holds as a primary concern the ethical, professional, and academic development of students and to ensure that all graduates are capable of reflecting the highest standards of ethical clinical practice and professional competence in the practice of marriage and family therapy/counseling psychology.

**Procedures:** Any member of the University or program including faculty, staff, students, and clinical supervisors, may make a referral of any student for misconduct, serious issues occurring at a clinical training site, or for otherwise being in violation of the Simpson University code of conduct, the MACP program policies, or established standards of professional conduct. The complaint referral must be prepared in writing and submitted to the chair of the Clinical Training and Conduct committee within 30 business days after the alleged violation occurred.

Students may also be referred to the Clinical Training and Conduct Committee for disciplinary action by the program Student Evaluation Committee when previous remediation and disciplinary actions imposed by the Student Evaluation Committee have been unsuccessful. The Student Evaluation Committee shall prepare a referral in writing and submit it to the chair of the Clinical Training and Conduct Committee (usually the chair of the undergraduate psychology program) who shall review and investigate the complaint to determine if the allegations have merit. The chair of the Clinical Training and Conduct Committee will coordinate committee proceedings.

**Committee Procedures:** The following procedures govern the actions of the Clinical Training and Conduct Committee

- a. The committee chair will notify the student in writing of the reasons for the referral, of the pending action of the Clinical Training and Conduct Committee, and will schedule a committee hearing within 7 to 21 business days of notifying the student of the referral.
- b. After the committee hearing has been scheduled, the student should be notified in writing, either via email sent to their Simpson email address and/or by letter sent to the student's physical address of record, of the date, time and location of the hearing, the specific allegations against them and will include any supporting documentation that will be reviewed by the Clinical Training and Conduct Committee.
- c. In the event that the student does not attend the proceedings, the Clinical Training and Conduct Committee should commence deliberation and render a decision.
- d. The student may have a support person present at the hearing, with approval of the committee chair. The support person can be a faculty member, a staff member, or another student. The support person may not act as an attorney or an advocate and may not speak at the hearing except by request of the committee chair. Students are expected to speak on their own behalf.

- e. The student is not permitted to bring legal counsel to committee meetings
- f. Witnesses with knowledge of circumstances related to the alleged infraction are permitted to present information during the hearing and pertinent records, exhibits and written statements may be considered by the Clinical Training and Conduct Committee.
- g. Any procedural questions raised during the process should be addressed by the committee
- h. After the hearing, the Clinical Training and Conduct Committee will render a decision regarding the merits of the allegations. If the committee determines that a violation has occurred, the Clinical Training and Conduct Committee will determine what sanctions are appropriate. Possible sanctions include, but are not limited to: a) issue a warning to the student, b) place the student on general probation with a remediation plan c) place the student on administrative leave of absence and establish conditions for reentry, or d) dismiss the student from the MACP program.
- i. Within 30 business days of the hearing the student should be informed in writing by the committee chair of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary action, if appropriate. Information regarding the student's right to appeal should be included in the written communication to the student. Copies of the referral letter, evidence, letter of notification, minutes, and the letter sent to the student describing the disciplinary action are retained in the Clinical Training and Conduct Committee records which shall be kept in a locked file cabinet in the MACP program office. A copy of the disciplinary letter is placed in the student's official academic file. The referral source, training site, faculty, and administration will be informed of the outcome on a need to know only basis in accordance with the Family Educational and Privacy Rights Act (FERPA)

(1) **Mandatory Evaluations**

The Clinical Training and Conduct Committee may require a student to submit to an evaluation by a health care professional in limited circumstances (such as where violence or suicide is threatened and where drug or alcohol abuse is suspected) in order to determine the health and safety of the student and the campus. Evaluations required by the Clinical Training and Conduct Committee must be conducted by an appropriately licensed professional who is not affiliated with the university. In the event of a crisis situation where the health and safety of the student or anyone on campus is threatened, any member of the committee or program staff will contact the proper authorities.

(2) **Administrative Leave of Absence**

In addition to other reasons for administrative leave, the program director may place a student on an administrative leave of absence prior to a conduct hearing when, in the judgment of program staff and/or faculty, the student's presence may pose a threat of harm to himself, to others, or to property of Simpson University.

(3) **Violations of Law**

Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, concurrent with, or following civil or criminal proceedings off campus.

- j. Students wishing to appeal a disciplinary decision may do so according to the Student Right to Appeal process described in the Simpson *University Academic Catalog, M.A. in Counseling Psychology Policies & Procedures*. No further appeals will be heard.

k. Any sanctions issued as a result of the Clinical Training and Conduct Committee proceedings will remain in place until the designated appeals committee renders a decision otherwise. This designated appeals committee or campus official will be comprised of staff and faculty members not involved in making the initial disciplinary decision. The student must obey the terms of the decision pending the outcome of the appeal.

l. In the event of dismissal from the program, the student is responsible for any tuition and fees that they incurred during the term in which they were dismissed from the program as well as any other money owed to the school .