

Student Evaluation Committee Policies and Procedures

Description: The Student Evaluation Committee (SEC) is a standing committee of the program that is responsible for monitoring the academic progress, professional competence, and behavior of students in the Master of Arts in Counseling Psychology program. The primary function of the committee is to evaluate and guide students in improving their academic performance and to develop the professional behaviors and competencies required by the program and the profession. The Student Evaluation Committee will work with the students to develop a remediation plan to address areas needing development.

Membership: Program Director, faculty.

Purpose and Scope: The program views academic performance and progress as encompassing all aspects of the student's training. Thus, students are subject to referral to the SEC who do not meet the academic standards of the program, including demonstrating the attitudes, behaviors, judgment, skills, maturity, stability and integrity that are consistent with the practice of counseling/marriage and family therapy. It is the primary function of the SEC to guide students who are referred to the committee in improving their academic performance, including developing the professional competencies required by the profession. The SEC can hold hearings on student academic issues and, where warranted, recommend remediation actions including timelines and requiring evidence of having completed recommended actions. Recommended remediation actions can include, but are not limited to, removal from clinical training, requiring the student to repeat coursework, or participating in specific types of activities to address identified deficits. If remediation actions are not satisfied by the student, the SEC can take further action including placing the student on administrative leave from the program pending further action, placing the student on academic probationary status and/or referring the student to the Clinical Training and Conduct Committee with recommendation for dismissal from the program.

The SEC and program faculty and staff share the responsibility of student academic and professional development evaluation. Program faculty and staff monitor student academic performance in the classroom and in all interactions with faculty members, staff, clinical training site supervisors and staff, clients, peers, and with members of the campus community. Faculty members are encouraged to discuss concerns about academic and professional performance directly with students. Faculty will also communicate feedback to students on program rubrics, evaluation forms, and during classroom activities. Faculty will assess how a student accepts and responds to feedback and supervision. Faculty members will routinely participate in meetings where student progress is discussed. If a student does not accept and appropriately respond to feedback received in any form, the faculty member may seek out the student's advisor for further discussion.

Referral Procedure: Any member of the academic community may refer a student to the SEC. The referral must be made in writing, preferably using the Student Referral Form, although a formal letter of referral addressed to the Program Director will also serve as a formal written referral. Referrals should include specific descriptions of academic insufficiencies and any attempts to provide feedback and/or supervision to the student about the issues identified.

A student who is removed or dismissed from a clinical training site or is asked not to return to the site will automatically be referred to the SEC unless the cause of the action constitutes conduct considered serious enough for the student to be seen by the Clinical Training and Conduct Committee. Examples of

such actions would be violations of the ethical code of professional conduct that have the potential of causing serious harm to a client such as engaging in threatening behavior, impairment due to substance abuse, sexual misconduct, or other illegal behavior.

The SEC will evaluate all written referrals and will respond by taking one of the following actions:

- a. Requesting additional information from the referring part or any other source related to the referral concern
- b. Rejecting the referral.
- c. Returning the referral to the referring party with instructions for follow-up action
- d. Referring the matter to the Clinical Training and Conduct Committee, or
- e. Accepting the referral.

Committee Procedure: Once a referral is accepted by the SEC, a meeting date will be set by the committee and the student notified in writing of the requirement to meet with the committee, the date and time of the meeting and the reason(s) for the referral. The meeting should be held within 30 days of receiving the referral.

Prior to the meeting date, the committee should commence an investigation into the referral complaint and may request additional documentation, meetings with third party witnesses, a review of relevant documents such as the student's academic file, etc.

The student may submit a written statement or other documentation to the committee not later than 48 hours prior to the hearing. All written documentation to be considered by the committee should be made available to the student prior to the hearing date.

If the student does not attend a duly noticed meeting of the SEC, the committee may continue its action and render a decision without the student being present. Notice is considered duly given via email with a delivery notification receipt or via U.S. Postal Service delivery with a delivery confirmation notice.

No legal representative of either party is allowed to attend the meeting. Verbatim transcript or electronic recording of the meeting is not permitted.

The student must be given fair opportunity to understand the concerns that are being investigated.

If at all possible, the committee and the student should work together to construct a plan to address the academic and behavioral issues that resulted in the referral. If the student is unable to participate in a reasonable way with the development of a plan of action, the committee will meet without the student and will render a decision on a course of action. Outcomes may include, but not be limited to, any of the following:

- a. No action
- b. Letter of concern placed in student's academic record
- c. Tutorial assistance
- d. Referral to outside resources

- e. Academic or behavioral remediation, including a specific plan of action, timelines, expected outcomes, consequences for failing to meet expected outcomes, process for monitoring
- f. Removal from clinical training site
- g. Probation with specific requirements and timeline for removal from probation, including any consequences for noncompliance with probation requirements
- h. Administrative leave from the program
- i. Referral to Clinical Training and Conduct Committee with recommendation for dismissal from the program.

The student and the referring party shall be notified in writing of the outcome of the SEC process including a full explanation of any remediation or probationary action. The student shall be notified in writing within 30 business days of the date of the meeting.

Additional Evaluation by Professionals: If a student claims a disability, the SEC should refer the student to the Academic Success Center to determine if the student needs accommodations for the committee proceedings. All students, with or without a documented disability, must perform to the academic and conduct standards required by the program and by the profession. Accommodations are not retroactive and the failure to request accommodations does not forgive past difficulties.

Referral for mandatory evaluation is the purview of the Clinical Training and Conduct Committee. The SEC can refer the student for evaluation to the Clinical Training and Conduct Committee with recommendation for a mandatory referral in situations where there is a threat of violence or suicide or where drug or alcohol abuse is suspected.