

DEPARTMENT OF COUNSELOR EDUCATION
SELECTION, REVIEW, AND RETENTION POLICIES

Selection Process and Policy

After all of the requested registration materials are received by the Department, the applicant may be invited to a screening interview. The interview provides an opportunity for departmental representatives to assess the suitability of the applicant for successful participation in and completion of the prescribed counseling curriculum. The Selection and Retention Committee usually consist of faculty members, alumni, and professionals in the community.

The Selection and Retention Committee will assess the candidate in several areas. The first concern is to determine whether the applicant will be comfortable and competent in academic endeavors. Second, professional judgment will be made about the applicant's level of personal awareness. The Counselor Education curriculum requires students to be aware of their own affective and cognitive development and be willing to take risks and present themselves in an open manner. Third, the candidates' awareness of the needs of others and their acceptance of human rights will be assessed. These personal characteristics are necessary for the student to be successful in our Department.

When interviewing applicants, the Selection and Retention Committee will consider the following two options:

1. Admission

This decision indicates the student is welcome to take classes, is assigned an advisor, and will continue to be evaluated throughout his/her participation in the program through formal classes and the formal review and retention processes of the Department.

2. Denial

This decision indicates the Selection and Retention Committee believed that the applicant did not meet the philosophy/standards of the Department of Counselor Education and did not perceive the applicant to demonstrate promise of successful completion of the program. Applicants who are denied admission may appeal the decision per departmental appeal policy.

If denied, applicants may Rescreen under the following conditions:

Rescreening

Applicants to the Department of Counselor Education are permitted to rescreen only one time and must occur within a two-year period following the denial. If you decide to rescreen, you **MUST** contact the Department's Program Coordinator to discuss the Department Selection Committee's suggestions for improving your status. Applicants who have previously been denied admission must present proof that they have followed those recommendations prior to scheduling a rescreening interview. Applicants who did not first contact the Department's Program Coordinator and/or who do not provide documentation will not be rescreened. Admitted students who withdraw from the Department or University remain subject to the rescreening guidelines.

Student Review Policy

All students who are admitted into the Department of Counselor Education are subject to on-going evaluation by the faculty. This evaluation takes three forms:

1. **Academic Evaluation**: Each student is evaluated in the traditional manner through grades. Since several of the core classes require successful completion at an "A" or "B" level in order to be admitted to the next level of courses, students should consult the Graduate Catalog for specific pre-requisite information. The grade of Incomplete "I" in an experiential class must be removed prior to enrollment in the next sequential experiential course. A student who receives the grade of "C" in an experiential course, CN 500, CN 547, or CN 593, may retake the course one time, pay for the retake, and have the retake grade computed into the overall grade point average.
2. **Personal Evaluation**: Each student is evaluated by the faculty on a regular basis and provided with information about that evaluation through instructor response, personal interview, and formal, written notification. This evaluation provides students with an assessment of their progress, addressing strengths and weaknesses, encouraging improvement, and offering suggestions for remedial assistance.

3. Annual Review: Once yearly, the Department of Counselor Education faculty conducts a review of all students admitted to the Department. Academic progress is assessed; students' evaluation on the criteria for admission to the Department is reviewed; viewpoints and information are shared; and recommendations are made at this meeting. Students are notified of satisfactory or unsatisfactory progress in writing. Students whose progress is unsatisfactory are asked to meet with their advisors to discuss resolution of problem areas. Students without an updated Tentative Class Schedule or Degree Plan will also be asked to meet with their advisors.

NOTE: See student evaluation requirement in the 2009 CACREP Standards (cacrep.org).

Student Retention Policy

The student Review and Retention policy of the Department of Counselor Education enables the faculty to share information about student progress. If, at any time, a faculty member raises questions about a student's suitability for the program, believes that the student has failed to demonstrate the required skill level, despite attempts at remediation (e.g., personal therapy, or has knowledge of a serious incident of unethical behavior) the faculty member may request an interview and review of the student's retention in the program. The student also has an ethical responsibility to act upon a situation perceived involving unethical behavior on the part of their fellow students or instructors. When information is possessed that raises doubt as to the ethical behavior of professional colleagues, the Department advises students to speak first with the individual whose behavior is in question. If satisfactory resolution is not reached, then the student should speak with his/her faculty advisor or the Department Chair about the concern.

The Retention Policies and Procedures of the Department are outlined as follows:

1. When a faculty member has determined that a student has breached conduct befitting a counseling graduate student, the faculty member meets with the student to inform him/her of problem areas that have come to the faculty member's attention. Suggestions for resolution of these problem areas are discussed, and the student's willingness to pursue change is assessed.

In the event that concerns are raised regarding the appropriateness of retaining the student in the Department based on perceived shortcomings, the chairperson will assign the student's advisor to meet with the student about the concerns, resolution of the problem areas, and the student's willingness to change.

2. The faculty member may also write a letter to the Department Chair concerning the meeting with the student. If so, the student should also be notified, in writing, of this action.
3. If the Department Chair believes the student's problem to be serious enough, he/she appoints a Retention Committee to investigate the situation. A Retention Committee is composed of two current, regular Department faculty members and the student's advisor.
4. The student whose behavior is in question is notified, in writing, of the committee appointment. At this step the *Department of Counselor Education Student Retention Hearing Procedures* become effective. The student is provided a copy of these procedures. As soon as is reasonably practical, a hearing date will be set. The student will be notified of the date, time, and place by the Retention Committee chair.
5. If the student withdraws from the department or university, the Retention Committee will meet without the student's participation and will make a recommendation to the chair on whether the student, if he or she reapplies, should be readmitted to the program.
6. When recommendations are made by the Retention Committee, the student's progress in carrying out the recommendations is monitored by the Committee. Failure to comply with the recommendations may lead to being dismissed from the program.
7. If the student is not satisfied with the Retention Committee's decision, he/she may utilize the appeal procedures of the University (consult with the Department Chairperson).