Student Retention and Dismissal Policy
University of Wyoming – Department of Professional Studies: Counseling Program
Revised 17 Feb., 2015

A student’s acceptance into any program does not guarantee his or her fitness to remain in that program. As counselor educators, we have an ethical and professional responsibility to protect current and future clients/students, the profession, and our program by insuring to the best of our ability that all students consistently meet the professional and ethical standards of the field. We do this through regular and ongoing evaluation of students’ academic and non-academic performance. The faculty is responsible for assuring that only those students who continue to meet program expectations are allowed to continue in the program. Our goal is to be transparent about this review of student performance.

Evaluating Student Academic and Non-Academic Performance

Academic Performance includes coursework, clinical skills development, and timely progress toward degree completion. These are evaluated through your assignments and final grades each semester, through the Clinical Skills Evaluation form (or Supervision Skills Evaluation form) in your clinical courses, and through your completion of program courses and other requirements needed for successful graduation. A component of this progress requires you to complete a minimum of 6 credit hours per year toward completing your program of study. Under some circumstances (e.g. major life event) you may be unable to enroll in courses for a semester. During these times you should enroll in one credit hour of continuous registration. These hours do not count toward graduation but will keep your status active in the program. You may enroll in a maximum of four credit hours of continuous registration over the course of your program. Exceptions to this rule are made on a case-by-case basis. If you do not enroll in program of study classes for a 12 month period, your status will be deactivated, you will be dismissed from the program, and will need to reapply if you would like readmission. If you need time away from the program, you should apply for a leave of absence from the university.

Non-Academic Performance includes adherence to standards of professionalism, ethical behavior, and self-regulation. These are evaluated through observation of interactions and behavior in each course, in your clinical work and interactions with colleagues, faculty and staff. While evaluation is ongoing, more formal evaluations occur at the mid-point and end of each semester, along with the faculty annual review of students (using the Counseling Student Evaluation Form, students’ self-reflections and feedback from faculty). Concerns about student performance and progress are discussed in weekly faculty meetings. If we have concerns about your performance, we will let you know as soon as possible. If you have questions about your performance at any time, please visit with your advisor.

Faculty seek to identify additional help students may need to be successful, and to recognize outstanding achievements of students in their work. Faculty may work on an informal basis with students evidencing academic or non-academic deficiencies when circumstances indicate that this method may be productive. The faculty member and student will discuss the problems, review appropriate measures of correction, and establish a timeline for change, documenting the process. However, the severity of the problem may not allow for this method and informal methods are not procedurally required. When, in the professional judgment of a program faculty member, a student is not meeting academic or non-academic program standards, or university standards, the faculty member will consult with the other program faculty and department head to determine appropriate steps.

Student Remediation and Dismissal

Counseling faculty have a responsibility to dismiss students who are unable to meet the academic and non-academic standards of the program. The faculty also recognizes their obligation to: a) assist students in obtaining improvement assistance, and b) consult with colleagues and document their decision to refer students for assistance or to request that students be dismissed from the program.

Student Remediation: A rating of “1” or “2” on any criteria on the Counseling Program Student Evaluation Form and/or serious concerns of faculty about student performance indicate the need for a written student remediation plan. A faculty member or members will discuss with the student and document what behavior(s) need to be changed, requirements for remediation, time limits for expected changes, and consequences if remediation efforts are unsuccessful. Lack of participation in the remediation plan or failure to fully meet the expectations of the remediation plan will result in program dismissal.

Student Dismissal: The following circumstances constitute some cases of “unsatisfactory” performance and will result in dismissal from the program without an opportunity for remediation.
- A grade of “F” in any required Program of Study course
- More than two grades below a “B” in any required Program of Study courses
- A grade of “C” or below in any clinical course (Pre-Practicum, Practicum, Internship, Spvsn. Theory, Spvsn. Practicum)
- Failure to successfully meet all requirements of the student’s remediation plan
- Failure of the written or oral doctoral preliminary / comprehensive examination, or of the doctoral dissertation defense
- Any serious ethical violation or unprofessional behavior
# Counseling Program Student Evaluation Form

University of Wyoming – Department of Professional Studies: Counseling Program  
Revised 15 Jan., 2015

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<thead>
<tr>
<th>Student Name:</th>
<th>MS - □  Ph.D. - □</th>
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<tbody>
<tr>
<td>Faculty Advisor:</td>
<td>Date:</td>
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<tr>
<th>N</th>
<th>No opportunity to observe</th>
<th>1</th>
<th>Does not meet criteria</th>
<th>2</th>
<th>Inconsistently meets criteria</th>
<th>3</th>
<th>Meets criteria</th>
<th>4</th>
<th>Consistently exceeds criteria</th>
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## Academic Performance

### Coursework
- The student earns a grade of “A” or “B” in all required Program of Study courses.  
- The student demonstrates timeliness, attentiveness, and participation in all class meetings, assignments and activities.  
- The student’s performance in all individual and group assignments reflects graduate level work.

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Notes:

## Clinical Skill Development

- The student demonstrates developmentally appropriate clinical / supervisory skills in work with clients/supervisees.  
- The student demonstrates basic cognitive skills and appropriate affect in response to clients, supervisors, and/or supervisees.

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Notes:

## Progress Toward Program Completion

- Student is making appropriate progress in coursework and other program requirements toward degree completion.

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Notes:

## Non-Academic Performance

### Professionalism
- The student relates to peers, faculty, supervisors/ees, instructors, administrators, clients and others in a timely, respectful and appropriately professional manner.  
- The student’s behavior, dress, and language reflect appropriate professionalism.

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Notes:

### Ethical Behavior
- The student applies legal and ethical standards throughout all program areas.  
- The student respects the fundamental rights, dignity, and worth of all people.

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Notes:

### Self-Regulation
- The student demonstrates awareness of her/his own emotions, belief systems, values, coping styles, and limitations, and manages these in healthy and appropriate ways.  
- The student takes responsibility for her/his ongoing growth, compensating for deficiencies and demonstrating responsibility for his/her personal wellness.  
- The student demonstrates the ability to give, receive, integrate, and utilize feedback from peers, faculty, supervisors, instructors, clients and others.

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Notes:

* A rating of “1” or “2” on any criteria will require a meeting with the advisor to develop a written remediation plan.

Student Signature: ___________________________  Date: ___________________________

Advisor Signature: ___________________________  Date: ___________________________
Student Consent Agreement
University of Wyoming – Department of Professional Studies: Counseling Program
Revised 17 Feb., 2015

The course content and experiential activities involved in the Counseling Program are designed to afford students the opportunity to advance their personal, intellectual, clinical, and professional development and functioning. Throughout the program of study, you will be given feedback concerning your personal, intellectual, and professional strengths, weaknesses and performance. This feedback will come from faculty, supervisors, peers and clients. You will be expected to deal with this feedback in a mature and professional manner.

The expectations of the Program’s curricula are that you will explore and recognize the effect that your personal beliefs, issues, emotions, and behaviors have on your ability to function as a counseling professional. The various "techniques" or "skills" courses will require that you develop and demonstrate your clinical and professional skills as you work with classmates in role-play situations, with clients in actual sessions, and with supervisors / supervisees. You will be asked to examine your behaviors, beliefs, and emotions in relation to your professional activities and experiences on an ongoing basis.

Counseling Program faculty members have a responsibility to dismiss students who are unable to render competent service due to academic and/or non-academic performance deficiencies.

If, in the professional judgment of the faculty, a student's academic or non-academic performance (as described in the Retention and Dismissal policy and Counseling Student Program Evaluation form) is deemed substandard, unethical, illegal, and/or professionally unbecoming at any time during the course of training, faculty will review the performance and behavior of the student and develop a written remediation plan. In the case of serious ethical violation or unprofessional behavior, the student will be dismissed without an opportunity for remediation.

I __________________________ (print student name) have read the most current American Counseling Association Code of Ethics, the Graduate Bulletin, relevant Ph.D. or MS Handbook, the Counseling Program Student Retention and Dismissal Policy, the Clinical and/or Supervisory Skills Evaluation Form, and the Counseling Program Student Evaluation Form.

I agree that the Counseling Program faculty has the right and responsibility to monitor my academic and non-academic performance as they relate to the standards and expectations of the counseling profession. I agree to participate fully in all courses and the program.

Student Signature: __________________________ Date: ______________

Advisor Signature: __________________________ Date ______________