

Clinical Review Policy for CER Department

Due Process

In order to facilitate student success, all students (except Rehabilitation Services Administration (RSA) scholars—see *Note*) in the Counselor Education and Rehabilitation (CER) Department undergo a Clinical Review on their academic performance, counseling skills, and personal/professional dispositions while enrolled in COUN 208 and REHAB 238. However, throughout their program, students are continuously assessed for their abilities and dispositions as counselors-in-training. Any CER faculty member may refer any student to the Clinical Review Committee for the following reasons: (1) academic performance issues that significantly jeopardize the student's progress, (2) personal/professional disposition, (3) unethical or unprofessional behavior either in or out of the classroom, and/or (4) mental health, family challenges, substance abuse, or other personal reasons that significantly impact the student's ability to perform the duties of a counselor. The Clinical Review Committee consists of the Clinical Review Committee Chair, at least 2 other Full-time CER Faculty Members, and the referring faculty (if relevant). It is expected that the instructor of record or faculty member involved will first meet with the student individually to discuss concerns. The instructor/faculty member will create a remediation plan and discuss it with the student and have the student sign the plan. If the instructor/faculty member finds that the conditions of the remediation plan have not been sufficiently met by the student in a specified amount of time or if the concerns need immediate attention, the instructor/faculty member will report the concerns to Student Affairs or other relevant resources on campus (e.g. the CARE team or Campus Police). Concurrently, the instructor/faculty member will also refer the student to the Clinical Review Committee.

The due process involved for students in such cases involves the following:

1. Instructor of record/faculty involved will create a remediation plan and meet with student to discuss conditions of the remediation plan and have student sign the plan. Signing the plan means that the student has reviewed the plan. A copy of the plan will be put in the student's file to be placed in the main office.
2. If conditions of the remediation plan have not been met or if concerns need immediate attention, the student will be referred to the Clinical Review Committee by instructor of record/faculty member. The faculty member involved will also refer the student to the office of Student Affairs or other resources on campus if relevant.
3. The Clinical Review Committee will meet to determine the student's appropriateness for the program and/or counseling field. The Clinical Review Committee may request a meeting with the student in question and/or contact other faculty for feedback.
4. After the Clinical Review Committee deliberates, one of the following will take place:

- a. A written Memorandum of Understanding (MOU) outlining specific areas of concern and specific remedies that are required and/or recommended will be developed and given to the student. Students may appeal to the Dean of Kremen School of Education and Human Development.
Or:
 - b. A recommendation for disqualification letter will be sent to the student and carbon copied to the Dean of Research and Graduate Studies, the Dean of Student Affairs, and the Dean of Kremen School of Education and Human Development. Students may appeal to the Dean of Kremen School of Education and Human Development.
5. If an MOU was provided to the student, the student is to complete all requirements on the MOU by the deadline as stated in the MOU. Once the student submits all required documents by the due date, the Clinical Review Committee will reconvene. If the requirements have been appropriately and sufficiently met in the view of the Clinical Review Committee, no further action is required. The process ceases (unless new incidences arise requiring further action).
 6. If the requirements of the MOU have not been met, the Clinical Review Committee, after consultation with the Department Chair, may recommend one or more of the following:
 - a. Recommend that the student be temporarily suspended for a given period of time to allow the student time to set his or her personal and/or professional issues in order.
 - b. If the Clinical Review Committee concludes that disqualification is most likely to be in order, the Clinical Review Committee will send the student a letter recommending disqualification from the program and/or Department and carbon copy the following Deans: Research and Graduate Studies, Student Affairs, and Kremen School of Education and Human Development.
 7. If the Clinical Review Committee recommends disqualification, the student may appeal to the Dean of the Kremen School of Education and Human Development. Before recommending disqualification from the program/Department, the Clinical Review Committee will consult with the Department Chair, program faculty, and other relevant resources on campus.

**Note: RSA scholars are required to undergo at least two clinical reviews prior to graduation, to evaluate academic progress and skill sets beyond maintenance of 3.0 GPA*