

**GRADUATE COUNCIL
NEW/CHANGE POLICY PROPOSAL**

It is required that you follow this format when presenting a new Graduate Policy or change in a Graduate Policy for review and approval by the Graduate Council.
Please submit the typed original with all required signatures to the Graduate Council.

Form functionality most compatible using Adobe Acrobat 9 and newer.

New Policy/Policy Change:

This proposal is a result of the anticipated change to the overall Graduate program policies with regards to "Retention in a Graduate Program" and "Readmission to Degree Program" policies. Although these anticipated changes may work well for other programs, the current standards are working well for the Counseling program. We are asking to keep aspects of the the current GCE standards as Counseling-specific standards, most notably program dismissal after one score of 0 and possible readmission after one year. We are also asking to add some more information to the readmission standards for clarity concerning the process and the time line.

Department or other unit proposing the new policy/policy change: Counseling

Contact Person: Daneen Deptula

This policy is: ☐ New ☒ Change to a current policy

Briefly describe new policy or change to existing policy as it will appear in university catalog (if a policy change please provide current and proposed versions):
See old and new policy descriptions, attached.

Rationale and expected outcomes for new policy or change to existing policy:

The counseling program is tasked with being a gatekeeper for the profession, which is why we have the program requirement that students must receive a 3.0 in each class. Students who do not receive a 3.0 in each class are reviewed by the committee for possible dismissal. However, even one score of 0 is significantly below the standard and would result in dismissal. Students have the right to be informed as soon as possible that they would not be allowed to stay in the program. Keeping the program automated, as it is now, keeps students from spending more money on more courses they would not be able to apply to a degree.

Second, requiring students to wait one year to be readmitted allows students the necessary time to demonstrate that they have addressed the issues/problems that resulted in the dismissal. This process involves a petition to the counseling committee which then discusses the evidence. It is also problematic for dismissals which span the summer as the committee does not meet during that time.

Implementation plan (what semester will new policy/policy change begin; will change be phased in; attach suggested execution)

These changes would be reflected in the 2018-2019 catalog. They would be implemented in Fall 2018 or when the GCE readmission/retention policy is put into place (whichever is sooner).

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Attach any letter (s) of support from professional agencies or others within or outside the university.

☒ Reviewed by Dean: _____

Print Form

Required Signatures—Graduate and Continuing Education New Policy/Policy Change Approval

New/Changed Policy Initiator: Daren Dptu Date: 5/1/18

Graduate Council Chair: Beneé M Scappalone Date: 5/1/18
(Indicates Graduate Council approval)

President: Paul S. Lapadula Date: 5/11/18

Proposed Catalog Language for Counseling Program

Retention in the Counseling Program

In addition to the requirements of the graduate school, and to maintain enrollment in the counseling program, students must

1. Maintain an overall GPA of 3.25
2. Earn at least a 3.0 in each course
3. Demonstrate appropriate ethical/professional behavior
4. Demonstrate competent interpersonal behaviors

Automatic Dismissal

Automatic dismissals are issued by the GCE office and do not undergo review by the graduate counseling committee.

1. Students who meet GCE criteria for dismissal will be automatically dismissed
2. Any student who earns a grade of 0 in any class will be automatically dismissed

Dismissal following Program Review

Student progress is reviewed at the Stage 1 and 2 time points. In addition, a program review may be initiated by the student's advisor at any time. At program reviews, students may be dismissed for any of the following

1. Failing to maintain an overall GPA of 3.25
2. Not earning a 3.0 in each course
3. Failing to demonstrate appropriate ethical/professional behavior
4. Failing to demonstrate competent interpersonal behavior

As part of the program review, it is possible that the committee may require for additional documentation from the student and/or require a face-to-face meeting with the student.

Readmission to the Counseling Program

A graduate student who has been dismissed from the program because of failure to request a leave of absence may reapply to the program.

A graduate student who is dismissed from the program for academic reasons may seek readmission after one year, but the decision for readmission rests with the department with consultation with Dean of Graduate & Continuing Education and is considered final. Students seeking readmission must reapply by completing a petition form. The form will be reviewed by the graduate counseling committee and additional documentation and/or face-to-face meetings may be required. For readmission for the Summer and Fall semester, students are required to submit their petition no later than March 1st. For readmission for the Spring semester, students are required to submit their petition no later than October 1st.

As part of the readmission process, it is the student's responsibility to provide evidence of successfully resolving the issues that prompted the program dismissal. The committee will also consider the reasons for the initial dismissal. Readmission is also contingent on the capability of the student to maintain at least a 3.25 GPA and on evidence that there are sufficient courses remaining in the student's program to achieve a 3.25 GPA.

The program/policies in effect at the time of readmission are those that the student must follow.

Current Catalog Language

Retention in a Graduate Degree Program

To maintain enrollment in a graduate program, students must:

- Earn a 2.8 average in undergraduate prerequisite course work as designated by individual graduate programs. Students must earn a 2.0 in all other undergraduate prerequisite course work outside of their major. Undergraduate prerequisite courses must be finished before graduate coursework can begin.
- Maintain a cumulative average of 3.0 in graduate coursework counted toward the degree or certificate.
- Adhere to the ethical/professional standards as defined by the profession and/or the academic department.

Probation and Academic Dismissal

- A student will be placed on probation if in any semester the student's graduate GPA falls below a 3.0 average.

A student will be dismissed from the program:

- If the graduate cumulative average falls below 2.75.
- If a student on probation has a semester GPA below a 3.0 for two consecutive enrollment periods, regardless of cumulative GPA.
- If the student has accumulated more than six semester hours of graduate credit with a grade of 2.0 even though the graduate cumulative average remains 2.75 or higher.
- If the student has received a grade of 0.0.
- If the student's cumulative average in designated undergraduate prerequisite coursework falls below 2.8.
- If the student's cumulative average in undesignated undergraduate prerequisite coursework falls below 2.0.
- If the student violates ethical/professional standards as defined by the profession and/or the academic department.

Readmission to Degree Program

A student who has been dismissed from a program because of failure to request a leave of absence may reapply to the program.

A student who has been dismissed from a program for academic reasons may not register for further courses at Fitchburg State University. After a minimum time period of one year, a student may apply to Fitchburg State University for readmission.