STUDENT FITNESS AND PERFORMANCE IN THE SCHOOL OF EDUCATION & KINESIOLOGY

This policy applies to all students enrolled in the Counseling and Guidance Program in the School of Education & Kinesiology.

STUDENT FITNESS AND PERFORMANCE POLICY STATEMENT

In order to complete counselor preparation programs and to be eligible to take certification or licensing examinations, students must:

1. Maintain scholastic performance meeting or exceeding department standards;
2. Demonstrate the acquisition of and ability to apply counseling skills necessary to work effectively with persons having diverse needs, as generally accepted by practitioners in counseling;
3. Demonstrate emotional and mental fitness in their interactions with others; and

It is the duty of faculty members in the Counseling and Guidance program to evaluate all students according to these standards in all settings in which faculty members and students interact, in classes, in advising and counseling settings, in personal conversations, etc. Students are expected to respond to evaluations, formal or informal, in appropriate ways, in all cases, attempting to conform to standards as these are explained to them. Conformance with standards must be demonstrated by students, throughout the period of time spent in the program; events of non-conformance must be followed by faculty judgments that satisfactory adjustments have been made.

Admission to the program does not guarantee fitness to remain in the program to completion. Only those students who meet program standards will be allowed to continue in the program. If and when a student is judged not to meet program standards sufficiently, to be allowed to engage in counseling others, that student will be removed from continuation in the program. *Please refer to the Graduate Counseling Student Handbook, for a detailed outline of the due process procedures related to this policy.*

STANDARDS

1. The scholastic standard is to maintain a cumulative GPA of 3.0 or better.

2. The standard related to skills acquisition and application will be applied by the instructors of EDCG 5311, EDCG 5317, EDCG 5351, EDCG 5356 judging student performance in comparison with the student's knowledge of procedures followed by practitioners.
3. The standard related to a student's emotional and mental fitness will be applied in all counseling courses as the student's interactions among students, faculty members, and others are evaluated.

4. The standard related to codes of ethics consists of those codes referenced in paragraph A.4 above and established by the State of Texas in its standards for school counselors and for licensed professional counselors.

**Evaluation for Fitness**

1. Faculty members, course instructors, and field supervisors, and the Program Coordinator ("Evaluators") will evaluate students according to the standards outlined above. All faculty may have some input into student performance or conduct.

2. The progress of masters students will be specifically summarized by those Evaluators with whom they have interacted at the time of enrollment in EDCG 5311 (Counseling Theories), EDCG 5317 (Counseling Techniques), and just prior to the first field practicum experience in EDCG 5351 or EDCG 5356. Formal feedback will be given to all students in EDCG 5317 and in the Field Practicum experience (EDCG 5351 or EDCG 5356). Feedback will provided, upon request from the student, in the EDCG 5311 course. Near the middle of the semester or term of enrollment in each of these courses, all students will be evaluated using a uniform checklist of standards (Fitness to Practice Evaluation Form [FPEF]), which is available online.

3. Individual students may be evaluated, using the checklist (Fitness to Practice Evaluation Form [FPEF]), at other times during their progress through the program if, and when, in the opinion of one or more Evaluators, a student deviates from the standards of fitness to practice.

**A. Procedures After a Negative Evaluation**

There is a process of addressing deviations from fitness to practice that are documented in an evaluation. The initial process requires no formal re-evaluation, but does require that the evaluator discuss the problems with the student. Continued or subsequent deviations require a meeting of the Evaluator, the student, and another faculty member to discuss the problem and develop a plan for remediation (this plan is the basis for the subsequent re-evaluation). Instructions for identifying on the form which level of deviation has occurred are described on the evaluation form (Fitness to Practice Evaluation Form [FPEF]) as are the steps for the reevaluation of necessary remediation when necessary.

a. After the first negative evaluation by any Evaluator, the student involved will be informed of his or her evaluation by the Evaluator or by the Program Coordinator and will be advised and given the opportunity to make improvements in his or her performance. Making the necessary improvements will clear the student's record with respect to the specific incident. Typically, this process occurs during a class when an Evaluator wishes to bring to the student’s attention a potential deviation.
from fitness to practice or a minor deviation. It also may occur at the end of a course. In either case, with a level-one deviation, although the deviation is formally documented and placed in the student’s file, it does not enter the student into a process of subsequent re-evaluation.

b. In the case of subsequent deviations: If it is the opinion of more than one Evaluator, or faculty members, that a student is making unsatisfactory progress (toward a previously identified, deviation from fitness) or is clearly not meeting program standards related to fitness to practice (subsequent deviations), this evaluation will be reported to the student's Program Coordinator. The student will be officially notified of this evaluation by the Program Coordinator and will be instructed regarding needed changes.

   a. The first such notification of subsequent deviations will result in an automatic re-evaluation during the following semester or term and, if appropriate, each semester or term thereafter. During this notification, a student will be informed that he or she is in a probationary period until the student corrects his or her behavior or successfully completes a remediation plan as proposed by the student's Program Coordinator.

   b. If progress is still unsatisfactory at the time of a second evaluation (or a later evaluation, depending upon the severity of the non-conformance) the student may be advised by his or her evaluation committee (the Program Coordinator, plus two appointed faculty members appointed by the program coordinator or authorized administrator) to withdraw from the program.

B. APPEALS AND PROCEDURES TO REQUEST FOR WITHDRAWAL

1) If a student is advised to withdraw from the program, the student may request a meeting with his or her evaluation committee, at which time he or she may present counter information, may respond to details of the unsatisfactory evaluation, and/or may explain reasons for failure to make satisfactory progress toward fitness to practice.

   a. Within 10 workdays of such a meeting, the evaluation committee must make a decision, and report to the student and to the Department Chair, that the student should either:
   b. Be allowed to remain in the program; or
   c. Be removed from the program, dropped from enrollment in current courses, and prevented from enrolling in subsequent courses.
   d. If the decision is to allow the student to remain in the program, the evaluation committee may place conditions on the student's continuing in the program, may set time limits for meeting the conditions, or may make other recommendations.
   e. Within 10 workdays of receipt of this notification, the student must notify the Department Chair of his or her acceptance or appeal of the committee decisions.
2) If the student appeals the committee decisions, the Department Chair, after consulting with the evaluation committee and after meeting with the student, will determine whether the student will be allowed to remain in the program.
   a. Within 10 workdays after meeting with the committee, the Department Chair will schedule a meeting with the student but if he or she refuses or fails to attend such a meeting the Department Chair may proceed to make a decision.
   b. The student must be notified of the decision by the Department Chair in writing within 10 workdays following the meeting or attempted meeting with the student.

3) If the student is dissatisfied with the decision of the Department Chair, he or she may appeal to the School Head of the School of Education & Kinesiology by submitting written notice of such an appeal to the school head’s office within 10 workdays of receiving the decision of the Department Chair. The school head will consider the matter, based on information submitted by the Department Chair; the school head may meet with the evaluation committee and/or with the student; a decision must be made and communicated to the student and the other parties that were involved in prior decisions within 10 workdays of the school head’s receipt of notification of appeal.
   a. Subsequent appeals must follow standard Texas A&M University-San Antonio procedures related to academic matters. The final decision will be either continuation in the program (with conditions) or dismissal from the program.

C. REINSTATEMENT
   A student who is dismissed from the program may not be considered for reinstatement or readmission until two calendar years have elapsed following dismissal from the program.
D. The following information regarding Fitness to Practice should be reflected in the Texas A&M University-San Antonio Graduate Catalogue, located on the website at: http://www.tamusa.tamus.edu/catalogs.html

SCHOOL OF EDUCATION & KINESIOLOGY, DEPARTMENT OF LEADERSHIP & COUNSELING

This policy applies to all students enrolled in the Counseling and Guidance program in the School of Education & Kinesiology.

Student Fitness and Performance Policy Statement
In order to complete counselor preparation programs and to be eligible to take certification or licensing examinations, students must:

1. Maintain scholastic performance meeting or exceeding department standards;

2. Demonstrate the acquisition of and ability to apply counseling skills necessary to work effectively with persons having diverse needs, as generally accepted by practitioners in counseling;

3. Demonstrate emotional and mental fitness in their interactions with others; and


It is the duty of faculty members in the counseling program to evaluate all students according to these standards in all settings in which faculty members and students interact, in classes, in advising and counseling settings, in personal conversations, etc. It is expected of students that they respond to evaluations, formal or informal, in appropriate ways, in all cases, attempting to conform to standards as these are explained to them. Conformance with standards must be demonstrated by students throughout the period of time spent in the program; events of non-conformance must be followed by faculty judgments that satisfactory adjustments have been made.

Admission to the program does not guarantee fitness to remain in the program to completion. Only those students who meet program standards will be allowed to continue in the program. If and when a student is judged not to meet program standards sufficiently to be allowed to engage in counseling others, that student will be removed from continuation in the program. *Please refer to the Graduate Counseling Student Handbook, for a detailed outline of the due process procedures related to this policy.
Standards

1. The scholastic standard is to maintain a cumulative GPA of 3.0 or better

2. The standard related to skills acquisition and application will be applied by the instructors of EDCG 5311, 5317, 5356, 5351 judging student performance in comparison with the student's knowledge of procedures followed by practitioners.

3. The standard related to a student's emotional and mental fitness will be applied in all counseling courses as the student's interactions among students, faculty members, and others are evaluated.

4. The standard related to codes of ethics consists of those codes referenced in the paragraph, “Student Fitness and Performance Policy Statement,” item number 4 above, and established by the State of Texas in its standards for school counselors and for licensed professional counselors.

Evaluation for Fitness

1. Faculty members, course instructors, field supervisors and the Program Coordinator, ("Evaluators") will evaluate students according to the standards outlined above. All faculty may have some input into student performance or conduct.

2. The progress of students will be specifically summarized by those Evaluators with whom they have interacted at the time of enrollment in EDCG 5311 (Theories of Counseling), EDCG 5217 (Counseling Techniques), and just prior the field practicum experience (Either EDCG 5351 or 5356). Upon request by the student, feedback will be provided in the Theories of Counseling (EDCG 5311) course. Near the middle of the semester or term of enrollment in each of these courses, all students will be evaluated on a uniform checklist of standards.

3. Individual students may be evaluated, using the same checklist, at other times during their progress through the program if and when, in the opinion of one or more Evaluators, significant deviations from the standards have occurred.

A. Procedures After a Negative Evaluation

1. After a negative evaluation by any Evaluator, the student involved will be informed of his or her evaluation by the Evaluator or by the student's assigned Program Coordinator and will be advised and given the opportunity to make improvements in his or her performance. Making the necessary improvements will clear the student's record with respect to the specific incident.

2. If, at the time of an evaluation summary, it is the opinion of the evaluation committee that a student is making unsatisfactory progress or is not meeting program standards related to fitness to practice, this evaluation will be reported to the Counseling Program Coordinator. The student will be officially notified of this evaluation by the Program Coordinator and will be instructed regarding needed changes.
a. The first such notification will result automatic re-evaluation during the following semester or term and, if appropriate, each semester or term thereafter. During this notification, a student will be informed that he or she is in a probationary period until the student corrects his or her behavior or successfully completes a remediation plan as proposed by the student's Program Coordinator.

b. If progress is still unsatisfactory at the time of a second evaluation (or a later evaluation, depending upon the severity of the non-conformance) the student may be advised by his or her evaluation committee (the Program Coordinator plus two appointed faculty members) to withdraw from the program.

B. Appeals and Procedures to Request for Withdrawal

1. If a student is advised to withdraw from the program, the student may request a meeting with his or her evaluation committee, at which time he or she may present counter information, may respond to details of the unsatisfactory evaluation, and/or may explain reasons for failure to make satisfactory progress toward fitness to practice.
   a. Within 10 workdays of such a meeting, the evaluation committee must make a decision, and report to the student and to the Department Chair, that the student should either:
      i. be allowed to remain in the program; or
      ii. be removed from the program, dropped from enrollment in current courses, and prevented from enrolling in subsequent courses.
   b. If the decision is to allow the student to remain in the program, the evaluation committee may place conditions on the student's continuing in the program, may set time limits for meeting the conditions, or may make other recommendations.
   c. Within 10 workdays of receipt of this notification, the student must notify the Department Chair of his or her acceptance or appeal of the committee decisions.

2. If the student appeals the committee decisions, the Department Chair, after consulting with the evaluation committee and after meeting with the student, will determine whether the student will be allowed to remain in the program.
   a. Within 10 workdays after meeting with the committee, the Department Chair will schedule a meeting with the student but if he or she refuses or fails to attend such a meeting the Department Chair may proceed to make a decision.
   b. The student must be notified of the decision of the Department Chair in writing within 10 workdays following the meeting or attempted meeting with the student.

3. If the student is dissatisfied with the decision of the Department Chair, he or she may appeal to the School Head of the School of Education & Kinesiology by submitting written notice of such an appeal to the school head's office within 10 workdays of receiving the decision of the Department Chair. The school head will consider the matter, based on information submitted by the Department Chair; the school head
may meet with the evaluation committee and/or with the student; a decision must be made and communicated to the student and the other parties that were involved in prior decisions within 10 workdays of the school head’s receipt of notification of appeal.

a. Subsequent appeals must follow standard Texas A&M University-San Antonio procedures related to academic matters. The final decision will be either continuation in the program (with conditions) or dismissal from the program.

C. **Reinstatement**

A student who is dismissed from the program may not be considered for reinstatement or readmission until two calendar years have elapsed following dismissal from the program.
Master of Arts in Counseling and Guidance

Degree Requirements. Candidates for the Master of Arts degree in Counseling and Guidance must earn a minimum of 36 semester credit hours. Students must pass a comprehensive written examination toward the end of their formal coursework. The comprehensive examination may be repeated, but students who fail the examination two times must have permission from their evaluation committee to take the examination additional times. Students who fail to pass the examination should take coursework or other work to remedy deficiencies before they retake the examination.

Standards and Procedures
In order to complete counselor preparation programs and to be eligible to take certification or licensing examinations, students must:

1. Maintain scholastic performance meeting or exceeding department standards
2. Demonstrate the acquisition of and ability to apply counseling skills necessary to work effectively with persons having diverse needs, as generally accepted by practitioners in counseling
3. Demonstrate emotional and mental fitness in their interactions with others, and

It is the duty of faculty members in the counseling program to evaluate all students according to these standards in all settings in which faculty members and students interact, in classes, in advising and counseling settings, and in personal conversations.

It is expected that students will respond to evaluations, formal or informal, in appropriate ways; in all cases, attempting to conform to standards as explained to them. Conformance with standards must be demonstrated by students throughout the period of time spent in the program; events of nonconformance must be followed by faculty judgments that satisfactory adjustments have been made.

Admission to the program does not guarantee fitness to remain in the program to completion. Only those students who meet program standards will be allowed to continue in the program. If and when a student is judged not to meet program standards sufficiently to be allowed to engage in counseling others, that student will be removed from continuation in the program. Refer to department website for a detailed outline of the due process procedures related to this policy.

A minimum of a 3.0 grade point average will be required for graduation. Those who obtain more than two grades of “C” will be put on probation and may be required to do appropriate remedial work.

Evaluation for Fitness
1. Faculty members, staff, course instructors, Program Coordinator, and field supervisors ("Evaluators") will evaluate students according to the standards outlined above. All faculty may have some input into student performance or conduct.

2. Individual students may be evaluated, using the checklist (Fitness to Practice Evaluation Form), at other times during their progress through the program if and when, in the opinion of one or more Evaluators, significant deviations from the standards have occurred.

A. Procedures After a Negative Evaluation

1. After a negative evaluation by any Evaluator, the student involved will be informed of his or her evaluation by the Evaluator or by the student's assigned Program Coordinator and will be advised and given the opportunity to make improvements in his or her performance. Making the necessary improvements will clear the student's record with respect to the specific incident.

2. If, at the time of an evaluation summary, it is the opinion of more than one Evaluator that a student is making unsatisfactory progress or is not meeting program standards related to fitness to practice, this evaluation will be reported to the student's Program Coordinator. The student will be officially notified of this evaluation by the Program Coordinator and will be instructed regarding needed changes.

3. The first such notification will result automatic re-evaluation during the following semester or term and, if appropriate, each semester or term thereafter. During this notification, a student will be informed that he or she is in a probationary period until the student corrects his or her behavior or successfully completes a remediation plan as proposed by the student's Program Coordinator.

4. If progress is still unsatisfactory at the time of a second evaluation (or a later evaluation, depending upon the severity of the non-conformance) the student may be advised by his or her evaluation committee (the Program Coordinator plus two appointed faculty members) to withdraw from the program.

B. Appeals and Procedures Subsequent to Request for Withdrawal

1. If a student is advised to withdraw from the program, the student may request a meeting with his or her evaluation committee, at which time he or she may present counter information, may respond to details of the unsatisfactory evaluation, and/or may explain reasons for failure to make satisfactory progress toward fitness to practice.  
a. Within 10 workdays of such a meeting, the evaluation committee must make a decision, and report to the student and to the Department Chair, that the student should either:
   1 be allowed to remain in the program or;
2 be removed from the program, dropped from enrollment in current courses, and prevented from enrolling in subsequent courses.

b. If the decision is to allow the student to remain in the program, the evaluation committee may place conditions on the student's continuing in the program, may set time limits for meeting the conditions, or may make other recommendations.

c. Within 10 workdays of receipt of this notification, the student must notify the Department Chair of his or her acceptance or appeal of the committee decisions.

2. If the student appeals the committee decisions, the Department Chair, after consulting with the evaluation committee and after meeting with the student, will determine whether the student will be allowed to remain in the program.

a. Within 10 workdays after meeting with the committee, the Department Chair will schedule a meeting with the student but if he or she refuses or fails to attend such a meeting the Department Chair may proceed to make a decision.

b. The student must be notified of the decision of the Department Chair in writing within 10 workdays following the meeting or attempted meeting with the student.

3. If the student is dissatisfied with the decision of the Department Chair, he or she may appeal to the School Head of the School of Education & Kinesiology by submitting written notice of such an appeal to the school head within 10 workdays of receiving the decision of the Department Chair. The school head will consider the matter, based on information submitted by the Department Chair; the school head may meet with the evaluation committee and/or with the student; a decision must be made and communicated to the student and the other parties that were involved in prior decisions within 10 workdays of the school head's receipt of notification of appeal.

a. Subsequent appeals must follow standard Texas A&M University-San Antonio procedures related to academic matters. The final decision will be either continuation in the program (with conditions) or dismissal from the program.

C. Reinstatement

A student who was dismissed from the program may not be considered for reinstatement or readmission until two calendar years have elapsed following dismissal from the program.

You may also refer to the department website to view the Fitness to Practice Evaluation Form.