



**THE UNIVERSITY OF
TOLEDO**
*College of Health
and Human Services
Department of Counseling and
Mental Health Services*

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Retention Policy

Department of Counseling and Mental Health Services faculty members regularly review students for the purposes of retention in the program. Students may be dismissed from the Department if their academic performance is substandard, if their personal or professional conduct is inappropriate, or if they are unable to demonstrate the essential functions of an effective counselor as defined by the professional societies and research literature. These essential functions include:

1. Counseling Skills
 - a. Ability to establish rapport.
 - b. Appropriate nonverbal/attending behaviors.
 - c. Concrete and focused communications.
 - d. Appropriate level of professional responsibility.

2. Personal Characteristics
 - a. Good judgment in sharing personal feelings, thoughts, and experiences.
 - b. Adequate personal awareness and growth through life experiences.
 - c. Appropriate interpersonal and communication skills.
 - d. Emotional maturity and stability.

Academic Requirements

Regulations of the Graduate Faculty require that graduate students maintain (a) a grade point average of 3.0 on a 4-point system for all courses completed and (b) an average of 3.0 on a 4-point system for courses completed in the department of specialization. Students whose grade point average falls below 3.0 on the 4-point scale are subject to dismissal from Graduate School. Any course in which a grade below a "C" (i.e., grades of "C-" or below) was achieved will not be accepted on a "Plan of Study." A limited number of courses are graded S or U upon completion. A grade of S will allow for graduate credit to be earned, while a grade of U will be processed as an F.

Non-Academic Requirements

Coursework, practica, and internships are times for students to determine if they are well-suited to the profession of counseling. Additionally, faculty will be utilizing this time to evaluate students' suitability and appropriateness for the counseling profession as well as their academic performance. Students who do not appear to possess those qualities or skills associated with effective counseling may be advised to withdraw from the department. In these cases, students shall be assisted in identifying an area of study or specialization that is more suited or appropriate to their talents and skills.

Students are expected to behave in a responsible and professional manner while functioning in classes, practica, and internships. Failure to conform one's behavior to acceptable standards of practice shall be

considered cause for dismissal from the department. Subsequent to admission to the department, cause for dismissal shall consist of, but not be limited to:

1. Any activity of a professional or counseling nature that is prohibited under the ethical standards and practices of the American Counseling Association (ACA) and/or the American Psychological Association (APA).
2. Malicious disrespect toward instructors, supervisors, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, or fellow students.
3. The use of fraud or deceit to obtain admission to the department, a course, a practicum, or an internship.
4. Exploiting practicum or internship clients for personal gain or profit.
5. The illicit use of alcohol or prescription drugs or the use of illicit drugs to the extent that it impairs the student's ability to perform properly or adequately, or which may pose a potential or actual threat to the welfare or safety of clients.
6. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
7. Conviction of an offense that is a felony.
8. Conviction of an offense involving moral turpitude.
9. Conviction for a misdemeanor offense committed during the practice of any counseling or psychological procedure or activity.
10. Any behavior, activity, procedure, or practice that is prohibited under either the Counselor Licensure or Psychologist Licensure laws of the State of Ohio.

Academic Grievance Procedure

In the event that a graduate student has an academic grievance or wishes to appeal a retention decision, he or she should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved.
2. If no resolution can be achieved, the student should present his or her grievance to the chairperson of the department.
3. If the problem is still not resolved, the student should see the dean of the college.
4. If a resolution has been unsuccessful at the college dean's level, the student may present the grievance to the Graduate School.
5. The final appeal can be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance or appeal.

Note: Graduate students must file the initial grievance with the instructor and a copy with the department no later than one semester after the occurrence of the incident. Initial appeals of retention decisions must be filed with the department chairperson no later than one semester after the retention decision is made.