

## Candidacy Policy

**Effective Date:** For students admitted beginning Fall semester 2017

**Policy description:**

When students have completed 12 credit hours, the Counseling faculty will review their progress and qualifications for Candidacy in the Counseling Program (continuation in the Program). Students must submit an application for their Candidacy review during the semester in which they will complete their 12<sup>th</sup> hour. A registration hold will be placed upon student accounts until the student submits an application to the Program Secretary by either email or postal service. The Program Secretary will catalog these applications, upload them to the central database, and compile them for the Faculty discussion at the beginning of the next semester.

**Due dates for these forms:** Aug 1, Dec 1, May 1

Discussion of the applications received will occur in January, May and August in an evaluation meeting approximately one week prior to the beginning of the semester.

Late submissions will be evaluated on a case-by-case basis. There is no guarantee that a late submission will be accepted so students must do all they can to submit their Candidacy application on time.

If a student fails to submit a Candidacy application during their 12<sup>th</sup> hour semester, the student will have one additional semester to submit this application but will not be allowed to register for additional courses until the Candidacy application has been reviewed. If the student fails to submit the application during the additional semester granted, all academic progress will cease until an application is submitted and reviewed.

**Criteria for successful Candidacy review:**

1. Student will have a minimum 3.0 GPA.
2. Student will have a successful evaluation of the Candidacy application.
3. Student will have a successful evaluation based on the four dispositional domains:
  - a. Professionalism
  - b. Therapeutic Aptitude
  - c. Maturity and Integrity
  - d. Multicultural Competence

**Notification of successful Candidacy review:**

Once the faculty members have made a decision, the student's academic advisor will notify him or her of the review decision via email or phone call within 7-10 days of the evaluation meeting.

**If there is an unsuccessful Candidacy review:**

If the faculty members review the file and have concerns about a student based on the criteria above, the student's advisor will meet with the student to discuss the concerns expressed, as well as the next steps, if any, toward obtaining Candidate status.

## Candidacy Policy – Clean Copy

Potential options may include:

1. Continuing as a provisional student for one additional semester to bring up grades or address other concerns.
2. Developing a remediation plan to address concerns discussed in the review (see Student Handbook, p. 15).
3. Conditions for dismissal from the program.
4. Appeal process

Appeals for the completion of the Candidacy review will follow the same procedures as the Disciplinary Committee Review.