

POLICY
STUDENT MID-PROGRAM REVIEW

Human Development & Family Studies

The Human Development and Family Studies (HDFS) Mid-Program Review policy is designed:

1) To provide students and undergraduate degree candidates with information related to their progress in acquiring skills and competencies essential to professional practice; and 2) To provide Program faculty with the necessary information to evaluate student and degree candidate progress toward achieving the skills and competencies required for professional practice in the specified program.

Program procedures to implement this policy consist of the following:

1. A formal faculty mid-program review meeting on Advisement Day the semester following completion of the following core courses will be held to review progress of students enrolled in the HDFS program (summer excluded):

HDFS 101 Introduction to Human Development & Family Studies

HDFS 115 Individual & Family Relations

HDFS 215 Dynamics of Family Development

HDFS 225 Skills Training

HDFS 335/535 Seminar: Culturally Diverse Individuals and Family

HDFS 336/536 Experience: Developing Cultural Competence

*HDFS 270 Seminar in Self Growth

*(*Students under new 2008 HDFS Program Plan will need to have completed HDFS 270 for this review.)*

2. Any faculty member can request faculty review of a student's progress toward meeting degree requirements and acquiring and exhibiting competencies necessary for professional practice at any time. Such requests will be forwarded to the mid-program review committee members.
3. Students who receive notice of unsatisfactory progress will consult with the mid-program review committee regarding their deficiencies and establish specific written objectives to remediate such deficiencies. The written objectives will become a personal record in the student's file which will be housed in the HDFS Program Director's office. Failure to remediate deficiencies within the agreed upon time frame will result in consideration for dismissal from the program.
4. If during the mid-program review or by other faculty request at any time, the faculty deems that the student's progress is unsatisfactory or his or her behavior constitutes a serious violation of professional practice or ethics, as determined by the faculty, the mid-program review committee will investigate. The committee's findings will be presented in timely fashion to the faculty in closed session for recommended action.
5. Any action by the faculty will be conveyed to the student in writing by the mid-program review committee with specific recommendations for remediation or notice of dismissal.

6. The Program faculty reserve the right to suspend or terminate a student's enrollment in a program at any time for academic or performance-related reasons as determined by the faculty in the Program. If a student is suspended or terminated he/she may request a hearing for the purpose of reviewing the record and the decision first by the Department Head and then if not resolved, by the Dean of the College of Human Development or his/her designee. The purposes of this hearing are to permit a student to challenge (1) the factual information that formed the basis of the decision and/or (2) the sanction: suspension or termination. Such request must be made in writing to the Dean of the College of Human Development or designee within 22 working days of notification of suspension or termination and must identify the basis or bases for the review or challenge to the factual basis and/or sanction. This hearing is not an adversarial proceeding. The student may appear before the Dean or designee personally. A hearing shall be held within 10 working days of the date the Dean or designee receives the request, except that it may be held at a later date upon mutual agreement or upon order of the Dean or designee. Following the conclusion of the hearing, the Dean or designee shall advise the student or degree candidate of his/her decision in writing within 10 working days. The Dean or designee will notify the Dean of Students of the decision within 5 working days. The Dean or designee's decision is final.

The following criteria will be used as evidence of satisfactory progress toward a Bachelor's of Science Degree in Human Development and Family Studies (HDFS):

1. Meeting all of the HDFS undergraduate requirements **prior to mid-program review:**
 - HDFS 101 Introduction to Human Development & Family Studies
 - HDFS 115 Individual & Family Relations
 - HDFS 215 Dynamics of Family Development
 - HDFS 225 Skills Training
 - HDFS 335/535 Seminar: Culturally Diverse Individuals and Family
 - HDFS 336/536 Experience: Developing Cultural Competence
 - *HDFS 270 Seminar in Self Growth

*(*Students under new 2008 HDFS Program Plan will need to have completed HDFS 270 for this review.)*
2. Maintaining progress toward degree completion as agreed upon in the student's program plan.
3. Maintaining a minimum 2.50 GPA (on a 4.00 scale) in all core program courses taken **prior to the mid-program review.**
4. Exhibiting adherence to professional ethical standards as defined by the National Council of Family Relations (NCFR).
5. Completion of the Mid-Program Review Assessment Criteria form and provision of other select materials to the faculty committee.
6. The mid-program review committee and with all faculty input and meeting for purpose of professional review, determine the degree candidate's capability to successfully perform the professional duties and responsibilities as required in professional practice is achieved.

Additional Information to be reviewed by student:

HDFS Confidentiality Statement:

HDFS faculty will consult with one another and others who share in the instruction of HDFS students in order to monitor and advance student academic and professional development. Student confidences will not be shared outside of the instructional/monitoring context without written authorization, unless mandated to report ethical or legal misconduct on the part of the student.

HDFS Complaint/Grievance Process by Student:

Students who have concerns or complaints regarding a classroom or instructional experience are first advised to try to address the concern with the specific instructor/professor. If not satisfied, the student is advised to contact the instructor/professor's Department Chair. If the student fails to achieve satisfaction at the level of the Department Chair, the student is encouraged to contact the Dean of the College of Human Development or his/her designee. If interaction with the Dean fails to promote satisfactory resolution, the student can appeal to the Vice Chancellor for Academic Affairs and beyond to the Chancellor. Beyond these suggested guidelines, the student is advised to review the information regarding complaints/grievances in the *UW-Stout Student Handbook*, titled "Resolving Complaints." (See: www.uwstout.edu/shb.)

HDFS Mid-Term Review Policy	
I, _____, the undersigned, hereby acknowledge that I have	
<small>(Print Student Name)</small>	
thoroughly reviewed, understand and will abide by the Human Development & Family	
Studies Mid-Program Review Policy and procedures.	
_____	_____
Student Signature	Date

c: Program Director
Advisor
Student