POLICY
STUDENT PROGRAM PROGRESS REVIEW

Human Development & Family Studies

The Human Development and Family Studies (HDFS) Program Progress 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 and staff 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. HDFS Program Director will request faculty and staff review of student’s progress toward meeting degree requirements and exhibiting competencies necessary for professional practice each semester.

2. Any faculty and staff 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. Concern may develop from a student’s demonstration of the following: lower academic performance; personal, social and/or emotional immaturity; lack of interpersonal skills; minimal personal accountability; inadequate engagement in the classroom and/or in class activities; a violation of professional and ethical conduct; and/or lack of demonstration of additional skills required for the profession. Requests will be forwarded to the program director.

3. Students who receive notice of areas for growth will consult with the program progress review committee regarding these areas for growth and establish specific written objectives to remediate such areas. The written objectives will become a personal record in the student’s file which will be housed in the HDFS Program Director’s office and may be shared with the Dean of Students. Failure to remediate areas of growth within the agreed upon time frame will result in consideration for dismissal from the program.

4. If during the program progress review or by other faculty or staff 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, the program progress 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 program progress review committee with specific recommendations for remediation or notice of dismissal. This information will be shared with the Dean of Students as needed.

6. The program progress review committee reserves the right to require students who have met with the committee, if the committee deems appropriate, to demonstrate stability in program requirements (i.e., professional behaviors, GPA, etc.) for the time of one whole semester prior to registering for and beginning HDFS 491 Internship. The committee also reserves the right to request that students provide documentation from third-party professionals of demonstrated stability in program requirements. Third-party professionals will require the student to sign a release of information to the HDFS program director and program progress review committee.
7. 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 Education, Health, and Human Sciences 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 Education, Health, and Human Sciences 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. Maintaining progress toward degree completion as agreed upon in the student's program plan.

2. Maintaining a minimum 2.50 GPA (on a 4.00 scale) in all core program courses taken prior to the program progress review and a semester prior to placement in internship.

3. Exhibiting adherence to professional ethical standards as defined by the National Council of Family Relations (NCFR).

4. Completion of the Program Progress Review Assessment Criteria form and provision of other select materials to the faculty committee.

5. The program progress 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 and staff 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. HDFS faculty and staff may consult with the Dean of Students and/or Dean of the College of Education, Health, and Human Sciences as needed. 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 Education, Health, and Human Sciences 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 Program Progress Review Policy

I, ______________________________, the undersigned, hereby acknowledge that I have thoroughly reviewed, understand and will abide by the Human Development & Family Studies Program Progress Review Policy and procedures.

____________________________________
Student Signature                                Date

C:  Program Director
    Advisor
    Student

Revised 3.13.2014
POLICY Student Program Progress Review