PROCESS
PROGRAM PROGRESS REVIEW

Human Development & Family Studies Department

HDFS 101 Introduction to HDFS Class - Student Responsibility

- Using the Program Progress Assessment Criteria form, students will complete a personal reflection.
- Sign HDFS Student Program Progress Review policy form.

HDFS Program Progress Review Process - Student Responsibility

- If the student is requested to meet with the HDFS Program Progress Review Committee, students will be prepared to discuss their academic progress, unsatisfactory grades, and/or other issues related to professional growth and development with the committee.
- Students will meet with the Program Director prior to meeting with the program progress review committee to discuss the process and informed consent. Students will submit their Program Progress Assessment Criteria form and other specified documents at this meeting.

HDFS Program Progress Review Process - HDFS Faculty and Staff Responsibility

- 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.
- HDFS Program Director will inform all HDFS faculty and staff of the students to be reviewed each semester.
- HDFS faculty and staff will complete the Program Progress Assessment Criteria form to review the students they have had in class(es). Faculty and staff will submit Program Progress Assessment Criteria forms to HDFS Program Director.
- HDFS Program Director will notify the student(s) that they need to meet with the Program Progress Review Committee on Advisement Day. The HDFS Program Director will forward the student’s assessment form to the committee for their review.
- The Program Progress Review Committee will review the student’s assessment form and the faculty/staff assessment forms prior to meeting with the student.

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- Program Progress Review letters will be shared with the Dean of Students as needed.

- The Program Progress Review Committee will meet with the student on Advisement Day to provide feedback on the student’s progress in the program. At that time, students will develop a remediation plan/timeline with faculty which may include, but is not limited to:
  - Meeting with the Dean of Students
  - Self reflection papers,
  - Self directed research on topics pertinent to their professional growth,
  - Psychological evaluation and/or counseling,
  - Faculty observation of student.

- At the Conclusion of the Remediation Plan/Timeline:

  The Program Progress Review Committee and student will meet to consider results of the remediation plan depending on the agreed-upon timeline. Depending on the results of the remediation plan, the Program Progress Review Committee may:
  - approve the student for continuation in the HDFS program,
  - require the student continue with additional remediation plans,
  - advise the students into another program,
  - hold the student from completing the internship until the remediation plan is satisfactorily addressed, or
  - remove the student from the HDFS program.

*PLEASE NOTE: 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.

**HDFS Student Program Progress Assessment Criteria**

In order to continue in the HDFS program, students must obtain a minimum average rating of *Meets Expectations (2)* in each of the assessment criterion areas. Satisfactory student performance at the program progress review must be supported by two-thirds of the HDFS faculty and staff for program continuation. Satisfactory academic achievement is based on the student’s grade obtained in required HDFS coursework to date.
Rating Scale:

N/O = Not observed

1 = Area for Growth
   (Student does not currently demonstrate minimum competencies in this area. Faculty rationale/explanation is required.)

2 = Meets Expectations
   (Student demonstrates/meets minimum competencies in this area.)

3 = Exceeds Expectations
   (Student demonstrates above minimum competencies in this area.)

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