

Psychology and Counseling  
Graduate Student Annual Review of Progress (GSARP) Procedures  
Approved 4-2018 (10-0 Vote)

1. All graduate students who have accumulated 9+ hours will be reviewed by all graduate faculty in the spring semester.
2. For each student, faculty will gather information on GPA and other academic and professional development as part of the review process. Faculty will use the Graduate Student Annual Review of Progress (GSARP) Qualtrics instrument as the primary document for the annual review. The following performance categories are included in the instrument:
  1. Academic Course Performance (GPA)
  2. Clinical/Counseling Skills and Abilities I: Counseling/therapy skills
  3. Clinical/Counseling Skills and Abilities II: Assessment skills
  4. Professional/Ethical Responsibility
  5. Maturity
  6. Integrity
  7. Other activities and accomplishments
  8. Overall performance
  9. Disposition (for ratings less than Meets Expectations)
3. For each GSARP domain, the graduate faculty review group will discuss each student's performance across the domains above, and then assign a rating for that area of development. The categories of performance will be: Exceeds Expectations, Meets Expectations, Progressing Towards Expectations, Does not Meet Expectations, or No Basis for Rating. Where possible behavioral descriptions of the domain shall be used. When any rating is below Meets Expectations, specific indicators that are the basis for the rating will be included as Comments on the GSARP.
4. After the GSARP is complete, program faculty will assign an overall rating for student progress. The overall ratings will be: Exceeds Expectations, Meets Expectations, Progressing Toward Expectations, or Does not Meet Expectations.
5. If a student receives an overall rating below Meets Expectations, then there will be a formal Disposition indicated on the GSARP. The options for Disposition will consist of one or more of the following:
  1. Advisor and/or faculty member(s) meeting with student to review concerns (1)
  2. Advisor and/or faculty member(s) meeting with student to develop formal remediation plan (2)
  3. Faculty Hearing Panel to formally address concerns (7)
  4. Departmental Probation, with remediation plan (3)
  5. Departmental Suspension, with remediation plan (4)
  6. Departmental dismissal from program (5)
  7. Details for action(s) cited above: (6) \_\_\_\_\_
6. Completed GSARP Progress Report forms will be sent to each student to formally communicate the results to them, within 2 weeks of conducting the review.
7. Students will be directed to return a signed copy to the department within 2 weeks of receiving their report.
8. Students who believe the performance review is inaccurate and/or unfair or biased may submit an appeal letter to the Department Chair, who will oversee a review of the process conducted by the graduate faculty committee. If the Chair upholds the original Progress Report form, the student may appeal to the Dean of the College of Education and Psychology. At each step, the student must submit their formal appeal letter within three weeks of receiving the report. Appeal decisions must be made within three weeks of receiving the appeal from the student.