

PH.D. POLICIES AND PROCEDURES
2009-2010

DIVISION OF COUNSELING AND EDUCATIONAL PSYCHOLOGY
School of Education

University of Missouri-Kansas City
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Program Disclaimer

The policies and procedures contained in this manual are approved by the counseling psychology faculty, and all faculty and students in the program are expected to abide by them. Any variations or deviations from these policies and procedures need to be the faculty decision and should be documented in writing to be effective.

Although the counseling psychology training program does not disclose student information to any third party without the student's consent under normal circumstances, students should be advised that this confidential agreement will be breached when the student is deemed to be in danger or in danger to others and disclosure of the student information will protect either the student or others. Moreover, students should be aware that there will be information exchanges between our program and related institutions.

According to our Program Value Statements and Academic Assessment policy, students in the program are expected to engage in self exploration, and sometimes counseling can be requested of them as part of a remediation plan.

The program faculty will from time to time update these policies and procedures. When the updates and changes are made, students will receive notification via e-mail. You are encouraged to make a copy of the changes and update your hard copy of the manual. All the updates and changes will be publicized on our program website and integrated into this manual on a yearly basis. In some limited cases (e.g., specifics about pre-dissertation project, deadlines involved in dissertation process, etc), students may be allowed to choose between the "old" and the "new" policies and procedures. The permission to do so will be noted in the document when the changes are presented.

Program Governance

The Counseling Psychology program is governed by the faculty and student representatives via Counseling Psychology Faculty meetings.

Faculty meeting agenda

Agenda items may be directly proposed by the Director of Training in the interest of program administration, or can be composed based on student or faculty input. Additional agenda items may be proposed during faculty meetings and added to the next agenda by faculty and student simple majority vote. **Any faculty member can call for a meeting or a portion of a meeting to be closed to student representatives.**

Minutes

Minutes of faculty meetings are prepared by the Director of Training, circulated to the faculty, and then a vote of approval is made at the next faculty meeting. The SAS student representative will provide a written summary of the meeting to share with the students in the program via listserv within 3 days after the meeting.

Student Representation at Faculty Meetings

The local Student Affiliates of Division Seventeen co-chairs are designated as representatives to the Counseling Psychology faculty. They have one vote (combined). In addition, a representative is chosen by each class (SAS co-chairs will serve as the representatives for their classes), and all student representatives attend the first part of the Counseling Psychology faculty meetings. This system is intended to give students broad and regular input to the faculty in addition to that provided by the SAS co-chairs. Students beyond their 4th year in the program are asked to consider the 4th year class representative as their representative.

Coordination with the Psychology Department

The Chair of the Psychology Department and the Director of Training of the Counseling Psychology program are responsible for coordinating the activities of the two units relevant to the operation of the program. These issues include but are not limited to: consultation on the content of coursework, sequence of course offerings, and student support.

Voting Policy

The core faculty and the co-chairs of the Student Affiliate Society (one vote) have the privilege to vote for all policy and procedure decisions. Only core faculty may vote on decisions about student issues. Affiliated faculty highly involved in the program operation (e.g., serving on major program committees) and who attend faculty meetings regularly can be granted voting privilege. A majority vote is required to pass any

motions. Majority vote is defined as simple majority of faculty and SAS members present at the time when voting takes place. E-mail votes can also be used when circumstances require decisions prior to faculty meetings.

(Approved by the faculty 3/27/06)

Admissions Policies and Procedures

Applications are accepted only for the fall semester and must be completed and received by January 1. Application materials must be submitted to two separate offices on campus: 1) The UMKC Admissions Office, AND 2) The Counseling Psychology Admissions Committee

Materials to be sent to the UMKC Admissions Office

- UMKC Application for Admission* (online at <http://www.umkc.edu/admissions/>)
- Application Fee
- Official Transcripts from all post-secondary institutions
- Official GRE scores, including the GRE writing scores, sent directly from ETS

Please submit the UMKC Admissions Office materials to:

UMKC Office of Admissions
University of Missouri – Kansas City
5115 Oak, Room 120
Kansas City, MO 64110-2499

Materials to be sent to the Counseling Psychology Admissions Committee

- Curriculum Vita
 - Personal Information (address, phone, e-mail)
 - Educational background
 - Relevant clinical and research experiences
 - Relevant volunteer work
 - Honors or awards
 - Membership/Leadership in professional organizations
 - Presentations and publications
- Three letters of recommendation from raters who know you professionally or in academic settings (They cannot be friends or relatives)
 - Raters should address your suitability for professional studies in a mental health service profession.
 - Raters should address your interpersonal and intellectual functioning and skills in research, counseling, and written and oral communication.
 - Raters should enclose their letters of recommendation along with the provided rating sheet (can be accessed by clicking [here](#)) in an envelope and sign their names across the back of the envelope.
 - All letters should be collected by the applicant and submitted with all other application materials.
- Personal statement
 - Submit a concise (two to three pages) statement concerning some or all of the following:

- your self reflection/perception
- your professional goals and interest
- your research knowledge, experience, and interest
- your views on multiculturalism and diversity
- Photocopy of the UMKC Application for Admission
- Photocopy of transcripts
- Photocopy of GRE score report issued by the ETS
- Cover Sheet for the Ph.D. in Counseling Psychology

Please submit the Counseling Psychology Admissions materials to:

Counseling Psychology Admissions Committee
Counseling Psychology Program
215 Education Building
University of Missouri – Kansas City
Kansas City, MO 64110

*Admission to graduate studies does not guarantee admission to the Doctor of Philosophy degree program in Counseling Psychology.

Admission Criteria

The Counseling Psychology program accepts bachelor's level or master's level applicants. Approximately six to ten students are admitted to the Counseling Psychology Program each year.

Recommended minimums for bachelor's level applicants

- The completion of a bachelor's degree with a major in psychology.
- GRE combined Verbal and Quantitative score of 1000, plus the writing score of 4.5 or above, obtained within the last 5 years.
- An overall undergraduate GPA of 3.00 covering all college work taken prior to the bachelor's degree, *or* 3.25 for the *major courses* or the last 60 credits of the bachelor's degree.

Recommended minimums for master's level applicants

- The completion of a Master's degree in counseling or a closely related area.
- GRE combined Verbal and Quantitative score of 1000, plus the writing score of 4.5 or above, obtained within the last 5 years.
- Graduate GPA of 3.50 or above.

Additional requirement for international applicants:

- Success in the counseling profession relies heavily on oral expression and, therefore, the Counseling Psychology program faculty require that all non-native English speaking international student applicants demonstrate their oral English proficiency by obtaining a score of at least 23 points (score range 0-30) on the speaking section and 20 points or higher (out of the 30 points) on the listening section of the iBT TOEFL before their applications are reviewed by the admissions committee. Please be aware that the minimum admission score for the iBT TOEFL test set by UMKC International Student Affairs Office is 79, and that the Counseling Psychology program requires specific minimum scores on the speaking and listening subtests in addition to the university requirement.

Alternative Criteria

Students who do not meet the regular recommended criteria may be admitted under alternative criteria provided that there is good reason to believe that the regular criteria do not adequately manifest the student's potential to do quality work in the program. The Counseling Psychology faculty reserves the right to require those who are admitted under the alternative criteria to take some background core courses in psychology before or during the first year of their doctoral training in the areas of general psychology, theories of personality, tests and measurement, abnormal psychology, experimental psychology, and introductory statistics. This decision will be made by the admission committee and the student's assigned advisor, and communicated to the student before he/she starts the program.

Admission Selection Process

Applicants will be evaluated using the following dimensions

- Academic potential
 - Research potential
 - Research interest
 - Interpersonal characteristics
 - Contribution to program diversity
 - Commitment to multiculturalism
 - Professional goals and interest
 - Understanding of the profession of counseling psychology
1. The Admission Committee will consist of three or more faculty members and one or more student members. The student member must be in his or her final year of the academic portion of the program (i.e., doing the pre-doctoral internship in the subsequent academic year).
 2. Using the aforementioned criteria, the Admission Committee will select approximately thirty applicants to be offered interviews. Campus interviews will be recommended, but not required. Phone interviews are offered for those who cannot make the campus interview on our Interview Day.
 3. Admission will be offered to a small number of the applicants interviewed. In

- addition, the committee selects and rank-orders a list of those who were interviewed to serve as alternates.
4. Candidates will be notified of the admissions decisions by no later than April 1.
 5. Candidates are required to act on the notification by April 15.
 6. If a first round candidate does not accept, an alternate for the position will be selected from the rank-ordered list of the remaining candidates. Alternates will have 7 days to act on the notification, but if the offer is made on or after April 15, they will have 3 days to give a definite response.

2. *In making admission decisions, the Counseling Psychology Program at UMKC does not discriminate against anyone on the basis of race, gender, ethnicity, sexual orientation, age, religion, nationality, or physical disability and appearance.*

(Approved by the faculty 3/27/06, Addition of “Additional Requirement for International Students”, 06/09)

Academic Assessment Policy

The academic assessment of a student in the Counseling and Educational Psychology and Counselor Education is a significant event for both the student and the program faculty. It represents an evaluation by the faculty of student competency in academic or clinical skills, or in other critical areas of professional conduct.

Students generally receive one comprehensive evaluation by the full faculty on a yearly basis. However, at any point during the student's matriculation through the program, the faculty retains the right to review any student behavior that may affect the welfare of the student or others. The following are offered as examples of behaviors that are the basis for evaluation of student progress:

1. Failure to maintain academic standards (e.g., a minimum grade of "B-" must be achieved for the required courses to count towards your degree).
2. Unsatisfactory performance in counseling practice courses (e.g., pre-practicum, practicum, internship) (e.g., practicing outside area of competence, inadequate clinical skills).
3. Academic dishonesty (e.g., cheating, plagiarism).
4. Unethical or unprofessional behavior (e.g., exploitative relationship with client, failure to maintain security of assessment instruments).
5. Behaviors that obstruct the training process and/or threaten the welfare of the student or others (e.g., active substance abuse).
6. Failure to comply with established University or Program timetables and requirements (e.g., failure to meet time limits for completion of degree program).
7. Consideration may be given to other circumstances as they arise.

Such a review may result in the student being placed in one of the following academic categories:

Unsatisfactory Progress

Students who are deemed by the faculty as not making satisfactory progresses in any of the 5 evaluation areas will receive a letter notifying them of the unsatisfactory evaluation. Such a decision requires a two-thirds vote of the Counseling Psychology faculty. In such cases, the student will be required to submit within 30 days a petition for a plan of remediation to their chair. The Chair will forward the petition to the faculty with recommendation as to disposition. Acceptance of the petition requires a simple majority vote of the faculty. Failure to petition or to receive an affirmative vote will result in the student being placed on inactive status and subject to the provisions of such status.

Inactive Status

Students who placed on inactive status do not have access to the faculty and other university resources. The decision to place a student on inactive status requires a two-thirds vote of the Counseling Psychology faculty. A student can remain on inactive status

for a period not to exceed two successive semesters. If the student does not gain permission to return to active status or an extension of inactive status by an affirmative majority vote of the faculty within the time period, the student will be dropped from the program.

In order to return to active status, the student must write a letter to their Chair indicating a plan of action for completion of the degree... A request to return to active status must have the recommendation of the Chair and an affirmative majority vote of the Counseling Psychology faculty.

In addition to the outcome of faculty evaluation, there are other conditions that will lead to the student possibly being placed on inactive status:

1. If after five years from the date of a doctoral student's admission to the program, the student has not actively pursued the completion of the degree as determined at the annual review of the Ph.D. students, the student will be placed on inactive status. The student will receive written notice of this action. Course work progress, internship status, and judgment of the advisor/supervisory committee as to satisfactory progress on the dissertation will be used to make this determination.
2. "Full time" status is required. A student will be placed on inactive status for not maintaining full-time enrollment. In the Ph.D. Degree Program, Counseling Psychology, graduate students are considered full-time if they are enrolled for a minimum of 9 semester hours.

Academic Probation

The decision of placing a student on academic probation for a designated period of time requires a two-thirds vote of the Counseling Psychology faculty. When the student is placed on academic probation, the faculty will provide the student with reasons that he or she is placed on academic probation and expectations about what the student needs to do to gain reinstatement. Both the decision of academic probation and expectations will be communicated to the student by a letter from the Director of Training. At the end of the probation period, an affirmative majority vote of the Counseling Psychology faculty is required to grant the student re-instatement into the program.

Students may also be placed on academic probation due to failure to maintain an overall GPA of 3.0 at all times during his/her matriculation in the program. Failure to do so will result in the student being placed on probation. While on probation, a student must maintain a minimum of a 3.00 GPA each semester. Failure to do so will result in dismissal from the program. A student must remove the probation within a period of two consecutive semesters or he or she will be dismissed.

Dismissal From the Program

The decision to dismiss a student from the program as the result of faculty

evaluation requires a two-thirds vote of the Counseling Psychology faculty. The following statements describe additional circumstances under which a student may be dismissed.

1. In all practica and internships, students are required to demonstrate minimal clinical competency (grade of credit). Students are also required to demonstrate minimal research competencies (grade of B- or better) in all courses in the required research sequence (EDRP 605, EDRP 606, EDRP 608, EDRP 610, Psych 538, CPCE 615). In accordance with university policy, a student may repeat a course. Under these circumstances, the second grade becomes the grade of record. In the Counseling Psychology training program, a total of two courses can be repeated by any student to improve a grade of C or below. Should a student receive a permanent grade of no credit in a practicum or internship, or a permanent grade below B- in a required research course, the student will be dismissed from the program. Such dismissal does not require a vote of the faculty.
2. If a student fails the comprehensive examination on the first attempt, she or he has one additional opportunity to retake the examination. Should the student fail a second time, she or he will not be allowed to continue in the program. Such dismissal does not require a vote of the faculty.

Additional Procedures for Evaluation of Ph.D. Students

To protect student interests as well as the rights of faculty to uphold the academic and professional standards of the training program, the following steps can be taken as part of the academic review process separate from the yearly evaluation procedure.

1. If a concern about student behavior develops within the context of a course, the course instructor and/or field supervisor documents concerns. The instructor meets with the student to outline deficiencies and establish a remedial course of action (if appropriate). Chronological time frames may be established to evaluate performance. Others (i.e., program faculty, clinical supervisors, clients, or professionals and agents outside the university) who have university related concerns about a student outside of the context of a course may communicate their concerns directly to the Director of Training of the Counseling Psychology Program. (Such discussions are governed by the Family Educational Rights and Privacy Act.)
2. When the instructor has made a reasonable determination with adequate documentation that a pattern of severity of problem exists that warrants additional action beyond that already taken, the instructor will communicate the concerns, actions taken and their outcomes to the Director of Training and program faculty for possible action.
3. The student will be informed in writing by the Director of Training of: (a) any decision that may affect the student's status within a degree program, (b) the

opportunity to address the faculty in person or in writing to appeal the decision. All appeals must be in writing; in person meetings with the program faculty may be requested by either the student or faculty.

4. The student will be informed in writing by the Director of Training of the faculty's response to the appeal. The student will be advised of the opportunity to seek further resolution of the concern with the Dean of the School of Education.

Remediation

In most of the above cases, a student will be provided, in writing, a plan to remediate deficiencies. There may be some extreme cases where students are not offered the opportunity to remediate (e.g., engaging in highly unethical behavior or criminal actions). In these cases, the student will be dismissed from the program.

If the student is given a remediation plan, and they accept the plan (in writing), the student then must document to the faculty their performance of the elements of the plan. Once they have submitted written documentation that they have completed the plan, the faculty will review this information and respond to the student in writing. The faculty then can take one of several actions: (a) agree that the plan has been completed satisfactorily; (b) find the student's completion of the plan unsatisfactory and ask for further remediation; or (c) dismiss the student from the program. In all of these cases, the student has the right to appeal the faculty's decision. Appeals can be made to the faculty or to the Dean of School of Education.

Rights of Students to Appeal Faculty Decisions

In all cases above, students have the right to appeal faculty decisions and remediation plans. These appeals can be made to the counseling psychology faculty, Dean of the School of Education or the Dean of the School of Graduate Studies. In all cases, appeals must be made in writing.

(Approved by the faculty 3/27/06)

Pre-dissertation Research Project

Purpose

The counseling psychology program is dedicated to the scientist-practitioner model, and therefore students are expected to engage in research as well as practice while completing their programs. To this end, all students are required to complete a pre-dissertation research project prior to taking comprehensive exams. The purpose of the pre-dissertation research project is to provide a non-threatening introduction to research and experience in the many different aspects involved in completing a research project. This project must be completed under the direction of a Counseling Psychology program faculty member.

Types of pre-dissertation research

There are a few different ways to conduct a pre-dissertation research project; see suggestions below. It is important for students to know that faculty may not be able to offer students a choice of all the types of pre-dissertation research at any given time. Thus, the final choice of type of pre-dissertation project is up to faculty in collaboration with the student.

1. Student conceptualize the research project, based on own examination of literature.
2. Faculty provides an idea for a topic and variables to examine.
3. Faculty allows students to use pre-existing data. Faculty may also provide students with a topic for the project.

Content areas required for pre-dissertation proposal

To ensure that students gain experience and develop skill in the entire research process, each student completing a pre-dissertation research project must actively participate in each of the following activities:

1. Writing a brief review of literature, specifying the theoretical basis of the proposed research;
2. Developing and articulating the hypotheses to be tested, if appropriate;
3. Writing the method section, including a description and assessment of the research instruments used;
4. Selecting and running the statistical analyses used in the research;
5. Completing a final write up of the entire project.

Time-line and requirements

Each student must complete a research project in accordance with the following guidelines:

1. Student and faculty are responsible for starting work on the pre-dissertation project during the student's first semester in the program.
2. The full project must be completed prior to comprehensive examinations.
3. The project cannot be a course requirement.
4. With the approval of the faculty advisor, the pre-dissertation proposal must be submitted to the Director of Training no later than **September 15** of the year

following program entry, who will then forward the proposal to a faculty member for review and approval. Faculty has **three weeks** to review the proposal.

5. Students who fail to turn in their pre-dissertation proposal by **December 10** of the second year of the program will not be able to take any courses the following semester. The only exception for this is practicum.
6. When the student receives the faculty review of the proposal, s/he will have **one month** to respond to the reviewer's recommendations. The advisor must approve the changes and inform the reviewer when the revisions are complete.
7. After approval is granted, the student must submit the proposal to the Social Science Institutional Review Board on Human Experimentation (SSIRB), which meets regularly and oversees the ethics of research projects conducted at UMKC. Information about the SSIRB is available on their website at <http://web2.umkc.edu/research/ors/Support/IRB/SS/missioncontact.html>. The SSIRB may make recommendations for modifications of the proposal and these recommendations must be carried out before research can begin. Unless revisions are major, revisions to the proposal based on IRB recommendations should be made and resubmitted within one month.

Students must enroll in 3 CPCE 5690 credits by the completion of the project or the end of the 2nd year, whichever is sooner. If the project is not completed by the end of the summer of the 2nd year, the student must register for one additional credit per semester with their advisor, starting in the fall of the third year, until the project is complete. Faculty and students should set up expected goals for the pre-dissertation research project each semester. Grades assigned for 5690 each semester are based on successful progress of these goals. With expected progress, an "Incomplete" grade will be given for each semester until the project is finally completed, at which time, the advisor would go back to change "Incompletes" to "Credit" grades.

8. Goals for progress on the project should also be set for semesters when students are not formally enrolled in 5690 credits (e.g., semesters 1 and 2 in program). Attainment of these goals will be incorporated into the student's annual evaluation of research activity.
9. The advisor determines when the predissertation is completed and will forward an email to the training director with this information. This email must also include the title of the project. A copy of this email will be placed in the students' file and the training director will also keep record of the date of completion and title of the predissertation project.

Presentation and Publication of Pre-dissertation Project

Students are encouraged to present and publish their pre-dissertation research project data. This project is considered a student owned project, under guidance of faculty. However, authorship of the project depends on the degree of involvement of all persons involved with the project (e.g., faculty involvement in providing research idea and data, and other students). Faculty is responsible for discussing authorship with the student early on in the pre-dissertation process. Faculty and students must adhere to the Ethical

guidelines of the American Psychological Association when it comes to authorship of the project.

Review Process

1. Approval of the project is made by one counseling psychology faculty member, who will be assigned on a project-by-project basis by the Director of Training. The faculty supervisor of the project cannot be a reviewer for the proposal once it has been presented to the DT.
2. The faculty member will have the following three options when reviewing the proposal: (a) approve the project; (b) approve the project contingent upon specified modifications, and (c) disapprove the project.

(Approved by the faculty 10/2004; revised 2008)

Comprehensive Examinations

The comprehensive examination is designed to determine whether students have acquired and assimilated the coursework and experiences in the Counseling Psychology Program at a level appropriate to the Ph.D. Generally, all coursework should be completed before taking comprehensive examinations; however students may take up to two classes after comps in exceptional circumstances. Students must make this request for exception in writing and have the signed approval of their advisors in their student files. Students will be responsible for the content of any classes they are approved to take after their comprehensive exams You must file an application to sit for comps with the Director of Training (by June 15). Examinations are constructed by the Comprehensive Examination Committee (“Comps Committee”), organized yearly. Membership on the comps committee will rotate among Counseling Psychology Program faculty members.

Working Philosophy

Comprehensive examinations should be more than a series of final course examinations; specifically, they should be a culminating experience that allows students the opportunity to integrate and apply their knowledge to the types of problems and issues confronted by doctoral level psychologists and should reflect students’ scientist-practitioner training.

Examination Format

Questions will be posed to all students in 2 areas: counseling (a clinical case study), and research (article critique). Students will be given (4) hours on (2) consecutive days to answer the questions.

Clinical Case Study - Students will be presented with a 1-2 page description of a clinical case and asked to provide a conceptualization, assessment, and treatment plan for that individual and the empirical bases upon which these rest. Areas required can include but are not limited to: (a) initial conceptualization of the client and the theory that is informing that conceptualization, (b) a plan for assessment and a rationale for that assessment plan, (c) hypothetical assessment results, (d) treatment plan, and (e) discuss how their identity as a Counseling Psychologist influences their understanding/ conceptualization of this case. All answers should integrate knowledge from any appropriate fields such as biopsychology, and career development and attend to the cultural context and ethical issues involved in the treatment of the individual(s) and specific questions about these areas may be included.

Research Question – The research component will be based upon a research article that has appeared in the *Journal of Counseling Psychology* within the past five (5) years. In their responses, students will be asked to demonstrate and apply knowledge of (a) research designs, (b) sampling techniques, (c) methods/instrumentation, (d) statistical analysis (e) professional, legal, and ethical issues relevant to the design and implementation of research. All or part of an article may be presented, and the tasks required can include (but are not limited to) critiquing design or analysis, designing assessment instruments, interpreting results, or suggesting alternative designs/analyses. Students may also be

asked to discuss the article in terms of its implications for the field of counseling psychology and issues of individual and cultural diversity.

General Policies on Administration

There will be (1) administration each year during the first week immediately following the end of summer school (the date will be changed if it conflicts with APA) on Monday and Tuesday.

1. In addition to coursework completion, students must have their pre-dissertation research completely finished, as judged by their advisor, by June 15th to be eligible to sit for comps.
2. Prior to administration, the Administrative Assistant will request from each student a pseudo name, which will be kept confidential until the exams have been scored.
3. Comps will begin each day promptly at 8:30 a.m. and will conclude at 12:30 p.m.
4. The research question will be administered on Day 1 followed by the clinical question study on Day 2.
5. Students may enter the room as early as 8:00 a.m.
6. Similar to other major tests (GRE, EPPP), the use of music, headphones, food, drinks, candles, and other items with the exception of writing utensils and ear plugs are disallowed from the testing room. Students may sign out one time during the administration period for no more than 10 minutes. During this 10 minute break students may eat a snack outside of the testing room. Only one person at a time can sign out.
7. The faculty member proctoring the exam will provide students a disk, blank paper, and manila envelope each day of the administration.
8. At the end of each administration, students are required to print their responses with their pseudo name in the header of each page and also to save their responses on the disk with their pseudo name written on the disk's label. Students' responses should not be saved anywhere else other than the disk provided to them by the faculty member proctoring the exam.
9. Students will place their written responses and disk in the manila envelope and hand to the faculty member proctoring the exam.
10. Students may remain in the testing room until 12:45 to allow time to complete the printing of their responses.

11. Comps will be held in the Technology Learning Lab (TLL) located in the STAR Center room 129 of the School of Education. Word processing will be available on the computers in the TLL; however, internet access will not be available. Students are encouraged to visit the testing site during its regular operating hours to become familiar with the particulars of that site. If the testing site is not accessible to students, they may request that faculty facilitate a visit to the site. If applicable, the Administrative Assistant will inform students via e-mail of the practice session dates and times.
12. The proctor is not available to answer questions regarding the clinical case study and research article questions.

Scoring

Each question will be scored by two raters using the following 4-point scale. Prior to reading any exam, the raters will develop criterion for evaluating the answer.

4-Point Scoring Scale

- 3: Exceeds expectations/Pass
- 2: Meets expectations/Pass
- 1: Several Deficiencies/Fail
- 0: Many Deficiencies/Fail

Raters will independently submit their scores (0, 1, 2, or 3) to the Director of Training (DOT) no later than 14 days from the last day of comps. If the scores submitted by the two raters do not agree on whether the exam is a "pass" or a "fail" the DOT will notify the raters of the discrepancy. If the two raters are unable to come to agreement following deliberation, then one or more additional raters will be asked by the DOT to judge the answer using the criterion developed by raters 1 and 2. The score provided by the additional rater(s) will be submitted to the comps committee who will make the final determination of "pass or fail."

The (DOT) will then request the list of pseudo names matched with real student names so that the comps committee can be informed by the DOT of student results.

1. Students will receive their scores on comps, normally, within one month of the last day of comps. (Early September).
2. Students will be initially notified of their comp results ('pass' or 'fail') via email, which is the official communication of the university. Students will also receive a formal letter of their results following the grading of comps.

First Administration Procedure

1. If a student passes both (2) areas (score of 2 or 3 in each area), he/she has passed the exam.
2. If a student fails both areas during the first administration (score of 0 or 1 for each

- area), he/she has failed the administration and must retake BOTH AREAS the following August.
3. If a student passes 1 out of 2 areas (score of 2 or 3) they may remediate the failed area (score of 0 or 1) during the month of October.

Students who need to retake (remediate an area) will be instructed, by the comps committee or faculty member providing their results, to contact the comps committee members who were responsible for grading the failed area to discuss the details/steps for remediation.

The remediation plan is at the discretion of the committee, and will be developed based on the students' initial responses. For example, if both raters agreed that the answer was completely deficient (i.e., both raters assigned scores of 0), and then the student may be asked to address a completely different question. On the other hand, if the answer was marginal (i.e., both raters assigned scores of 1), the committee might have the student address specific deficiencies in her/his answer.

Results from retakes/remediation will be available to students no later than 2 weeks following the completion of their retake administration or remediation plan.

Remediation Procedure

4. If a student is successful on the remediation in October, they have passed the exam.
5. If a student does not successfully remediate the previously failed area in October, they have FAILED the Exam and must retake ALL areas the following August.

Second Administration Procedure

6. If a student passes both areas (score of 2 or 3 in each area), he/she has passed the exam.
7. If a student fails both areas during the second administration (score of 0 or 1), they have failed the administration for a second time and are dismissed from the program.
8. If a student passes one area (score of 2 or 3), and fails one area (score of 0 or 1), they may remediate that area during the month of October.
9. If a student is successful on the remediation in October, they have passed the exam.
10. If a student does NOT successfully remediate the area in October, they have FAILED the Exam for a second time and are dismissed from the program.

Committee Membership and Advising Load

Composition of the Ph.D. Supervisory Committee

The Ph.D. Supervisory Committee shall consist of a minimum of five faculty members. The Chair and three of members of the committee must hold appointment on the Counseling Psychology Faculty. The Chair of the Supervisory Committee must hold an appointment on the Doctoral Faculty. The 5th member is unspecified, but must be UMKC faculty or hold adjunct status at UMKC. This person can come be from School of Education, Department of Psychology, or from any other relevant field as approved by the chair. At least 5 of the doctoral dissertation committee members will have to hold doctoral faculty status. The information about who are doctoral faculty members is available on the university website. When you have formed a committee, you must file the Appointment of Dissertation Supervisory Committee Form.

Advising Load

Doctoral Faculty members who hold appointments in the Counseling Psychology Faculty may serve as chair of eight supervisory committees. When a faculty member is serving as chair of eight supervisory committees, he or she will not be allowed to accept additional chair assignments. Students currently under “inactive” status in the program are not counted as part of the faculty advising load.

Dissertation

The dissertation must give evidence of the candidate's ability to do independent work and to make a contribution in the field of counseling psychology. A dissertation proposal meeting is required by the Counseling Psychology Program.

The proposal meeting and the defense meeting must be scheduled during the regular academic year (hence fall and winter semesters including final weeks). After the dissertation research is complete, the student must submit a version of the dissertation approved by their chair at least 4 weeks prior to your intended meeting day, along with the UMKC Graduate Studies Evaluation forms. Two meetings are possible, an editorial meeting and a final defense. The editorial meeting, which is intended to give the candidate (editorial) feedback on the dissertation, can be waived by consensus of the committee. If the committee decides not to hold an editorial meeting, the committee members will give the student feedback within two weeks of receiving the dissertation and within that time period will return the Graduate Studies forms to the advisor. ***Please note that if a committee member wants his/her feedback to be addressed by the student before or at the dissertation defense, he/she must provide the feedback within two weeks of receiving the dissertation. If feedback is provided after the two-week frame but before the defense meeting, the student and his/her advisor will decide on a reasonable timeframe to address the feedback.***

The final dissertation examination (defense) will be scheduled only after the dissertation has been approved by the School of Graduate Studies and with a minimum of 4 doctoral committee members agreeing to be present. The dissertation is officially approved when committee members sign the Report of the Result of Final Examination form (available on the program website). A copy of this form must be submitted to the Director of Training as well and signed by the Dean of the School of Education.

Internship Site Policy

1. Candidates must complete a formal 2000-hour internship for the purpose of training advanced students to meet the range of problems the professional psychologists may expect to confront.
2. The internship may consist of one year full-time training or two years half-time.
3. The internship may or may not be in a single agency.
4. The internship program must be an organized training program, in contrast to supervised experience or on-the-job training, comprised of a planned, programmed sequence of training activities.
5. The internship site must have two or more psychologists on the staff as supervisors, at least one of whom must be licensed as a psychologist.
6. Internship supervision must be provided by a staff member of the internship agency or by an affiliate of that agency who carries clinical responsibility for the cases being supervised.
7. The internship agency must have a minimum of two doctoral level psychology interns during the intern's training period.
8. The internship must provide a range of assessment and treatment activities conducted directly with clients/patients seeking mental health services.
9. At least 25% of the intern's time must be in direct client/patient contact (minimum 500 hours).
10. Supervision must be comprised of a minimum of two hours per week of regularly scheduled, formal, face-to-face individual supervision, regardless of whether the internship is full or half-time.
11. There must be a minimum of two additional hours per week in learning activities such as: case conferences, seminars dealing with clinical issues, co-therapy, group supervision, or additional individual supervision.
12. It is highly desirable that the internship site not be in an agency where the student received all of his or her practicum training.
13. The intern must have a title such as "intern", "resident", or other designation of trainee status.
14. It is highly desirable that the internship agency provide some financial remuneration to the intern.

(c:\intern\criteria.int 4/96); revised 2/21/03

Policy & Procedure for Changing Advisor

Advisee initiated transfer

If it is the first time transfer:

The student may work with the current advisor toward a transfer, if desired. In this scenario, the student and the advisor can decide on how to approach and obtain a new advisor and complete a smooth transition, including filling out the “Change of Advisor Form” in the Student Handbook (Form 8, Appendix B). Otherwise, the following steps can be taken.

1. The student contacts the training director, discussing the need for being transferred to a different advisor. The training director will evaluate the situation, provide the “third person’s” perspective based on the program training philosophy and related policies, and discuss possible solutions with the student.
2. After the training director agrees on the rationale and needs of the student to be transferred to a different advisor, it is the student's responsibility to talk to the current advisor regarding the request and to obtain an agreement from the current advisor. However, in some rare circumstances, the training director may help the student with the process of communicating with the current advisor.
3. After discussing the possible new advisor choice(s) with the training director, the student should contact the chosen faculty and discuss the possibility of working with him/her. The process can only be completed if the chosen faculty agrees to take on the advisory role.
4. After receiving oral agreement from both current and prospective advisors, the student is required to fill out the “Change of Advisor Form” in which the student explains why change is being requested and indicates that both advisors are in agreement with the change. The Change of Advisor Form needs to be signed by the current and prospective advisors, the student, and the training director, and will be kept in the student’s file.
5. If either the step 2 or 3 does not result in an agreement from all parties, the issue with a request letter written by the student will be presented to the faculty meeting, and the faculty will make a recommendation.

If it is not the first time transfer:

1. The student should submit a written request to the faculty, listing the reasons for the request.
2. The faculty will appoint a 3-member committee to review the request and make recommendations to the faculty.
3. Requested change and recommendations from the committee will be discussed and a decision will be made at the next faculty meeting.
4. The training director will inform the student of faculty decision.

Advisor initiated transfer

1. The current advisor who wishes to terminate the advisory relationship with his/her advisee(s) should consult with the faculty (can be a faculty agenda item) for a

recommendation before telling the advisee the decision. To protect the student's interest and learning needs, the training director should always be involved in this process as an advocate for the student.

2. Upon the faculty's recommendation, the current advisor and/or the training director will work with the student to follow the Steps 3 and 4 described in the advisee initiated *first time transfer* section above.

Appendix A

UMKC Guidelines on Sex Discrimination, Sexual Harassment, and Discrimination on the Basis of Religion or National Origin

Guidelines on Sex Discrimination

The University of Missouri-Kansas City complies with Title IX of the Educational Amendment of 1972 and seeks to insure that all persons employed, seeking employment, seeking admission, students, promotions and salary are not victims of sex discrimination. To insure this policy of nondiscrimination on the basis of sex, the University has taken the following steps:

1. It recruits employees of both sexes for all jobs except where sex is a bona fide occupational qualification.
2. Advertisements in journals, newspapers and other media for employment do not express a sexual preference unless sex is a bona fide occupational qualification for the job.
3. Personnel policies for the University explicitly indicate that there will be no discrimination on account of sex.
4. Promotion and job advancement except where governed by the rules and regulations of tenure are offered to all employees regardless of sex. To insure this stand, the University makes no distinction based upon sex in employment opportunities, wages, hours or other conditions of employment.
5. Policies and practices of the University assure that appropriate physical facilities are available for both sexes.
6. Women employees are not penalized in their condition of employment because they require time away from work on account of child bearing. Following childbirth and upon signifying intent to return within a reasonable time, such female employees are reinstated to their original jobs or positions of like status and pay without loss of service credit.
7. The wage schedule and job classifications of the University are not related to or based on the sex of the employee.
8. The University has issued policies and guidelines to ensure an educational and work environment that is free from sexual harassment.

The University has taken the above steps to alleviate sex discrimination within the institution. Those employees who believe they have been discriminated against on the basis of sex may use the appropriate internal grievance procedure.

Guidelines on Discrimination on the Basis of Religion or National Origin

Members of various religious and ethnic groups, primarily but not exclusively of eastern, middle and southern European ancestry, such as Jewish, Catholic, Italian, Greek and Slavic groups, continue to be excluded from executive, middle management and other job levels because of discrimination based upon their religion and/or national origin. Under the Equal Opportunity Clause contained in section 202 of Executive Order 11246 as

amended, the University of Missouri-Kansas City does not discriminate against employees or applicants for employment because of religion or national origin, and employees are treated during employment without regard to their religion or national origin. To ensure this, the University of Missouri-Kansas City has taken the following steps:

1. The University, through the vice provost for affirmative action/academic personnel and its international communications mechanisms, has expressed that equal employment opportunity without regard to religion or national origin is a policy of the University and that all employees of the University must be committed to equal employment for all persons without regard to religion or national origin.
2. In all of its recruitment sources the University of Missouri-Kansas City has gone on public record to express that it is committed to equal employment opportunity without regard to religion or national origin.
3. The University, through its affirmative action listings, informs some community, religious and ethnic groups of employment opportunities that are available at the University of Missouri-Kansas City.
4. The University of Missouri-Kansas City accommodates the religious observance and practices of all employees unless it interferes with the reasonable purpose of the institution.

The University has taken the above steps to alleviate discrimination based on religion or national origin. Employees who feel they have been discriminated against on the basis of religion or national origin may avail themselves of the internal affirmative action grievance procedures.

Guidelines on Sexual Harassment

This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

A. Policy Statement. It is the policy of the University of Missouri, in accordance with providing a positive, discrimination-free environment, that sexual harassment in the work place or educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.

B. Definition. Sexual harassment is defined for this policy as either

1. Unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority to a University employee or a member of the student body, or
2. Other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body, when:

- a. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
- b. The purpose or effect of such conduct is to interfere unreasonably with the work of academic performance of the person being harassed; or
- c. The purpose or effect of such conduct to a reasonable person is, to create an intimidating, hostile, or offensive environment.

C. Non-Retaliation. This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought accusation of sexual harassment in bad faith.

D. Redress Procedures. Members of the University community who believe they have been sexually harassed may seek redress, using the following options:

1. Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Affirmative Action/Equal Opportunity Officer
2. Initiate a complaint or grievance within the period of time prescribed by an applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures"; staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff" and students to Section 390.010, "Discrimination Grievance Procedure for Students". Pursuing a complaint or informal resolution procedure does not compromise one's rights to initiate a grievance or seek redress under state or federal laws.

E. Discipline. Upon receiving a charge of sexual harassment against a member of faculty, staff, or student body, the University will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline. An individual who makes an accusation of sexual harassment will be informed:

1. At the close of the investigation, whether or not disciplinary procedures will be initiated; and
2. At the end of any disciplinary procedures, of the discipline imposed, if any.

Note: the student discrimination related complaint form is located at the following URL:
http://web2.umkc.edu/catalog/Discrimination_Grievance_Procedure_for_Students.html

Appendix B

Collected Rules and Regulations

Grievance Procedures Chapter 390: Student Discrimination Grievances

390.010 Discrimination Grievance Procedure for Students

Bd. Min. 12-17-82, Bd. Min. 1-25-90, Amended Bd. Min. 10-16-03.

A. General

1. It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.
2. To insure compliance with this policy, all University of Missouri prospective or enrolled students shall have available to them this student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination.
3. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to Academic Dishonesty, Grade Appeals, Traffic Appeals, Disciplinary Appeals, or other specific campus procedures which are authorized by the Board of Curators and deal with faculty/staff responsibilities.
4. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure shall not be processed on behalf of any student who elects to utilize another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

B. Definitions

1. **A complaint is** an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal procedure herein set forth.
2. **A grievance is** the written allegation of discrimination which is related to:

- a. Recruitment and admission to the institution.
 - b. Admission to and treatment while enrolled in an education program.
 - c. Employment as a student employee on campus.
 - d. Other matters of significance relating to campus living or student life, including, but not limited to:
 - Assignment of roommates in resident halls
 - Actions of fraternities and sororities
 - Membership in and/or admission to clubs/ organizations
 - Student Health Services
 - Financial aid awards
3. **A student is** any person who has applied for admission or readmission, or who is currently enrolled, or who was a student of the University of Missouri at the time of the alleged discrimination.
4. **Persons with disabilities** -- For the purpose of this student discrimination grievance procedure, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation Act of 1973) and shall be defined as "...any person who
- a. Has a physical or mental impairment which substantially limits one or more of such person's major life activities.
 - b. Has a record of such impairment, or
 - c. Is regarded as having such an impairment."
- For purpose of this definition, "major life activity" means any mental or physical function or activity which, if impaired, creates a substantial barrier to employment and/or education.
- Any reference in this document to written materials or to written oral presentations within the student discrimination grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated materials or required presentations would not be appropriate. Cost of such accommodation will be borne by the University, with no charge to the individual.
5. **Appropriate Administrative Officer** -- The primary administrative officer on the staff of the Chancellor (in the area of Student Affairs/Services, Administrative Services, Development, and Academic Affairs) having administrative responsibility for the unit in which the discrimination is alleged to have occurred.
6. **Grievance Consultant** -- At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in this grievance procedure.

C. Complaints

1. **Policies and Procedures** -- A student with a complaint will be provided with copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator or his/her designee and the Officer or Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedures, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.
2. **Joint Complaint** -- If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a complaint and pursue their complaints jointly under this grievance procedure. If the number of students in such a case is so large as to make it impracticable for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of them all.
3. **Students may** informally discuss a complaint with the relevant supervising administrator. Every reasonable effort should be made to resolve the matter informally at this administrative level. If a satisfactory resolution is not reached, the student may pursue the matter through each level of administrative jurisdiction up to and including the Appropriate Administrative Officer, or file a grievance within the time specified in D.1.b.
4. **Complaints Involving Recruitment**
 - a. Undergraduate applicants must first present complaints about recruitment to the Director of Admissions. If a satisfactory resolution is not reached, the applicant may appeal the matter to the immediate supervising officer of the Director of Admissions.
 - b. Applicants for graduate study may request a meeting with the academic department head and the Dean of the College, or their designees, who are actually involved in the recruitment effort to discuss the matter informally. If a satisfactory resolution is not reached, the applicant may appeal to the Dean of the Graduate School and finally to the Appropriate Administrative Officer.
5. **Complaints Involving Admissions** (Undergraduate or Professional)
 - a. Undergraduate and professional student applicants shall present complaints to the Director of Admissions or to the Dean of the School or College, depending upon where the application was originally filed.
 - b. This University official shall compare the person's academic qualifications against the official University admissions criteria

and review the denial. If the denial is sustained, officials' immediate supervisor or to the appropriate admissions committee.

6. **Complaints Involving Admissions (Graduate)** -- Applicants to the Graduate School may ask for a meeting with the academic department head of the program to which the applicant was seeking admission. This official shall explain the reasons for the denial of recommendation for admissions. If a satisfactory resolution is not reached, the applicant may then appeal to the Dean of the Graduate School or to the appropriate admissions committee. If the denial is upheld, the applicant may appeal the decision to the appropriate administrative officer.
7. **Complaints Involving Admissions to or Treatment in an Educational Program or in the Granting of Assistantships** -- An undergraduate or graduate student enrolled at the institution who has a discrimination complaint involving admission to or treatment in an educational program or in the granting of assistantships may request a conference with the appropriate department head and with the Dean of the School or College (or the Dean's designee) to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 F.
8. **Complaints Involving Nonacademic Matters Related to Campus Living and Student Life** -- A currently enrolled student who has a University-related complaint concerning discrimination in nonacademic matters including but not limited to assignment of roommates, actions of fraternities and sororities, membership in and/or admissions to clubs/organizations, student health services and financial aid awards may request a conference with the appropriate administrative supervisor, department head and/or director to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.
9. **Complaints Involving Student Employment on Campus** -- A student enrolled at the University who alleges that discrimination occurred either in applying for work or while working as a student employee at a University job may request a conference with the supervisor, department head or director of the employing unit to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.
10. **Complaints Involving Financial Aid** (Undergraduate, Graduate, Professional):
 - a. Undergraduate, graduate, and professional student aid applicants shall present complaints to the Director of Student Financial Aid where the applications was originally filed or the award originally made.
 - b. This University official shall compare the person's financial and academic qualifications against the official University financial aid criteria and review the award, amount, or denial of the aid. If the

original judgment is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate financial aid committee.

D. Initiating a Grievance

1. **Policies and Procedures** -- A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief of Student Personnel Administrator or designee and the Office for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.
 - a. **Joint Grievance** -- If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a grievance and pursue their grievances jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all of them.
 - b. **Regardless of their nature**, all discrimination grievances are to be filed with the Chief Student Personnel Administrator. A grievance must have been filed by a student within one-hundred-eighty (180) calendar days of the date of the alleged discriminatory act.

2. **Filing a Grievance**
 - a. All grievances must be presented in writing and contain the following information:
 - (1) A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;
 - (2) A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions;
 - (3) A specific statement of the remedial action or relief sought.
 - b. Within seven (7) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Chief Student Personnel Administrator, the statements are

vague or do not meet the above requirement. The student may make the necessary corrections, and resubmit the grievance within seven (7) days.

3. Any grievance not filed within the time limits specified in Section 390.010 D.1.b shall be deemed waived by the grievant. The Chief Student Personnel Administrator may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student.
4. For informational purposes, copies of the grievance shall be forwarded to the Appropriate Administrative Officer and the Director of Equal Employment and/or Affirmative Action.
5. Within fifteen (15) working days of receipt of a grievance that satisfies the requirement of Section 390.010 D.1.b, the Appropriate Administrative Officer with the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the Appropriate Administrative Officer's designee. The Appropriate Administrative Officer shall not involve himself/herself in this meeting. If the informal means of resolving the grievance fails, a grievance committee will be impaneled as called for in Section 390.010 E.1.

E. Formation of Grievance Committee

1. It is the Appropriate Administrative Officer's responsibility to initiate the selection of the grievance committee within fifteen (15) working days after the request for the formation of a grievance committee or after the completion of the informal hearing provided for in Section 390.010 F.5 without satisfaction to the grievant.
2. A grievance hearing panel shall be established by October 1 of each year from which a grievance committee should be constituted. The panel shall consist of ten (10) faculty, ten (10) staff and ten (10) students. Selection of the panel will be made by the Chief Student Personnel Administrator from recommendations by the appropriate faculty, staff and student associations. Selection of membership will consider sex, race, disability, academic rank, student classification and employee classification. Membership on the hearing panel shall be for two years. A member's term shall expire on September 30 of the second year unless he/she is serving at that time on a hearing committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted a written report of its findings and recommendations to the Appropriate Administrative Officer.

3. A hearing committee shall be composed of five (5) members. The grievant shall select two (2) members from the grievance hearing panel provided by the Chief Student Personnel Administrator. The responding faculty/staff/organization shall select two (2) members from the grievance hearing panel. Both parties should have their selection made within 15 working days of the receipt of the request. The four committee members shall then select an additional member from the grievance hearing panel to serve as chair. Neither members of the immediate departmental unit nor student members of pertinent student organizations involved in the grievance shall be eligible to serve on the committee.
4. Any person selected to a grievance committee will be expected to serve on such committees and to be present at all sessions. If a member is absent from a single session, he/she will be required to review all tapes or transcribed proceedings of that session prior to the next meeting of the committee. Should a member be absent from two sessions or should a member request to be excused from service for reasons of illness, necessary absence from the campus or other hardship, then the member shall be replaced in the same manner used in the original selection (see Section 390.010 E.3). If a member is unable or ineligible to serve for whatever reason, the replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the committee. Five members of the hearing committee, duly selected as in Sections 390.010 E.3 and E.4 must attend the opening and closing session of the hearing.

F. Hearing Procedures for Formal Grievances

1. It shall be the responsibility of the Appropriate Administrative Officer to coordinate the procedure contained herein, to make provisions for hearing rooms, to coordinate secretarial and recording services and to otherwise serve the grievance committee as needed.
2. At the first organizational meeting of the grievance committee, the committee shall elect a chairperson from among the members to preside over subsequent meetings. Then the chairperson shall schedule a hearing at the earliest convenient time when all affected parties can be present.
3. A quorum consists of a minimum of four members of the committee except as provided by Section 390.010 E.4.
4. The grievance committee shall invite the grievant and the responding person to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case as determined by the chairperson. The grievant and the responding person may choose to be accompanied by an advisor. Others whose participation in the hearing is

considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee only long enough to give testimony and to answer questions of committee members.

5. It is within the duties and responsibilities of all members of a grievance committee to commit themselves to observe procedures consistent with fairness to all parties concerned. For example, it is a matter of principle that members of the grievance committee will not discuss a case with anyone outside of the hearing process and that their finding will not be influenced by anything other than the evidence presented to them in meetings in which all affected parties are present.
6. The grievance committee shall set forth the rules of procedure for the hearing within the guidelines set forth herein. The chairperson may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the suggested format, in which case the principal parties shall be notified.
 - a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.
 - b. The advisor of the grievant or respondent may advise that person and may briefly explain his or her position but shall not be permitted to testify or to cross-examine.
 - c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to the hearing.
 - d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.
 - e. The interested parties shall provide the chairperson with the names of the advisor and potential witnesses at least forty-eight (48) hours prior to the hearing. It is the responsibility of the interested party, working with the chairperson, to ensure the presence of these individuals in a timely manner.
 - f. After initial witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.
 - g. In order to promote the truthful, unfettered exchange of information and ideas, all testimony pertaining to the grievance hearing shall be held in confidence.
 - h. Only evidence relevant to the grievance may be introduced. Questions regarding the admissibility of evidence shall be decided by the chairperson.

7. At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of a majority of the committee members and of the respondent. In all cases of withdrawal at the consent of the committee and of the respondent, the grievant shall not have the privilege of reopening the same grievance at any time in the future. In the event that the student refuses to participate further in the committee hearing, the committee may choose to continue the case or to move to closure with an appropriate closing statement as per Section 390.010 F.9.
8. A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties involved, the committee, the Appropriate Administrative Officer, the Chancellor, the President, members of the Board of Curators and authorized representatives on a need-to-know basis. Either party to the grievance may request that the committee provides a written transcript of testimony. The cost of preparation of such a transcript is to be paid by the party making such request unless Section 390.010 B.4 is applicable. After the report of the grievance committee has been prepared, the tapes and relevant materials will be sealed and filed in the Appropriate Administrative Office. Unless extraordinary circumstances apply, these materials will be destroyed at the end of five years.
9. At the conclusion of the grievance hearing, the members of the grievance committee shall meet in closed session to deliberate upon their findings. A majority vote of the entire committee shall be required on all decisions. The grievance committee shall make a written report on findings and recommendations to the Appropriate Administrative Officer of the University, with copies to the grievant(s) and the responding person(s). The written report will contain:
 - a. A statement of the purpose of the hearing,
 - b. Issues considered,
 - c. A summary of the testimony and other evidence presented,
 - d. Findings of fact as developed at the hearing, and
 - e. Recommendations for final disposition of the case.
10. The Appropriate Administrative Officer will make his/her decision. This decision and the actions that have been taken shall be presented to both parties in writing. If the administrator officer does not accept the recommendations of the grievance committee, a written statement of the reasons for so ruling must be given to both parties and to the chairperson of the committee.
11. If requested by the grievant or the responding party, normally within seven (7) calendar days of the notification of the decision, the decision of the

Appropriate Administrative Officer may be subject to a review of the records by the Chancellor. Any review and decision by the Chancellor shall be made normally within thirty (30) calendar days. The decision of the Chancellor can be appealed to the President, who shall have thirty (30) calendar days in which to make a decision, which shall be final.

12. Grievances shall receive prompt attention. The hearing and the report of the grievance committee shall normally be completed within sixty (60) calendar days of the formation of the grievance committee, and a final decision shall be made by the Appropriate Administrative Officer normally within ten (10) calendar days thereafter. In any case in which these time schedules should prove to be inadequate, the committee shall present, in writing, an amended time schedule to all parties involved.

Note: the student procedure grievance form is located at the following URL:

<http://www.umsystem.edu/ums/departments/gc/rules/grievance/390/010.shtml>

Suggested Format for Hearing

- I. Opening remarks accompanied by written submission of parties' outlines of relevant, non-redundant evidence to be offered to committee.
 - a. Grievant
 - b. Respondent
- II. Consideration of any decision on objections to acceptance of items of evidence.
- III. Presentation of relevant, non-redundant evidence.
 - a. Grievant (with additional questions from Respondent and/or committee)
 1. Witnesses
 2. Non-testimonial evidence
 - b. Respondent (with additional questions from Grievant and/or committee)
 1. Witnesses
 2. Non-testimonial evidence
- IV. Opportunity for presentation of any rebuttal evidence.
 - a. Grievant
 - b. Respondent
- V. Presentation of additional evidence requested by committee.
- VI. Summation of case
 - a. Grievant
 - b. Respondent

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Appendix C

School of Education Grade Appeal Procedure

The grade appeal procedure in the School of education is designed to assure students an orderly process for appeal and review of allegedly capricious assignment of grades and to assure instructors of their responsibility and authority for evaluation of student performance established for each course in which they are enrolled.

The School of Education grade appeal procedure is available only for review of allegedly capricious grading and not for review of course academic standards or the judgment of instructors in assessing the quality of students' work.

Capricious grading, as that term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by imposing more exacting or demanding standards than were applied to other students in the course (Note: this does not preclude instructors from setting more demanding standards for those taking undergraduate level courses for graduate credit);
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

In general, students are encouraged to discuss any academic matter informally with their instructors, with division chairpersons, or with the academic dean.

The following procedure should be initiated only when the student believes the course grade was capriciously assigned, and after the results of informal consultation are considered unsatisfactory. This appeal procedure must be initiated within six weeks after the start of the next regular semester or term. Once the appeal process is initiated, every effort should be taken to assure that both the student and faculty member are apprised of the appeal process and that step is pursued in a timely fashion. This process must be completed within one semester following the term in which the appeal was initiated. Additional time may be required in the event a faculty member is on leave or a non-regular faculty member is involved.

Step 1 : Students should discuss a course grade which they consider capricious first with the instructor of the course. If anyone other than that instructor is first approached, the student should be referred to that instructor unless there are compelling reasons to the contrary. In the latter instance, the student should be referred to the chairperson of that division. If a grade appeal is made against a division chairperson, then the senior member of the division would assume the role of chairperson for the purposes of the appeal.

Step 2: If the matter cannot be resolved by consultation with the faculty member in a reasonable length of time (non longer than 45 days), the student should confer with the appropriate divisional chairperson and present in writing all applicable facts and allegations. The chairperson must notify the faculty member in writing of the complaint and provide the faculty member with a copy of the student's written statement. The faculty member will provide the chairperson with a written explanation of the disputed grade. The chairperson will review the case and render a written decision to both the student and faculty member.

Step 3: If either the student or faculty member is dissatisfied with the chairperson's decision, one or both can make a written appeal to the Dean.

The Dean may render a decision or may refer the appeal to the Grievance Committee for review and for a recommendation. The outcome will be communicated to the student, chairperson, and the faculty member involved.

Step 4: If the matter is not resolved within the School of Education, the campus procedure (UMKC Procedure for the Appeal of Grades, available on page 457 in the General Catalog) will apply and the student may appeal to the Chancellor or his/her designated representative. The appeal must be made within ten (10) calendar days after notification of the decision of the Dean.