

DEPARTMENT OF COUNSELING

Remediation Plan

I. Policy

East Texas A&M University Procedure 13.33.99.R0.39, Section 4 (Graduate Academic Probation, Retention and Suspension) states that “individual departments may reserve the right to suspend from their programs, students who, in their judgment, would not meet the professional expectations of the field for which they are training” (Revised May 6, 2022). Therefore, students who demonstrate areas of concern, such as failing to meet academic expectations, clinical skill deficiencies, unprofessional behavior, dispositional concerns, challenges in interpersonal effectiveness, and so forth, may be required to complete a remediation plan to support their growth and continued progress in the program. Remediation may include, but is not limited to, additional supervision, repeating a clinical course, seeking personal counseling, completing targeted skill-building assignments, participating in professional development activities, or engaging in a structured improvement plan designed to address identified areas of concern. Additionally, students who exhibit personal limitations that significantly interfere with their professional performance, cause harm to clients, or engage in conduct that violates ethical and professional standards may be dismissed from the program.

II. Procedure

- E. If a faculty member has concerns about a student’s academic performance, professional concerns, or personal conduct that may impact their professional or academic performance, they should consult with departmental colleagues and the Department Head.
- F. If the faculty member, after consulting with colleagues and the Department Head, determines that an area of concern exists, the faculty member will (a) complete the Counseling Student Competency Evaluation (CSCE) form and/or the Professional Disposition Competency Assessment-Revised (PDCA-R) form, (b) meet with the student to disclose the area(s) of concern and results of the CSCE and PDCA-R, (c) inform them that their continued participation in the program may be subject to review under the Counseling Program’s Retention and Dismissal Procedure (see Master’s Handbook), and (d) completion of a CARE Report when determined appropriate.

CARE Report: https://cm.maxient.com/reportingform.php?EastTAMU&layout_id=20

- G. In situations where a remediation plan is recommended, the faculty member or the student's academic advisor will develop a detailed remediation plan. A review date will be determined to present the plan for review/clarification, and to obtain the student’s signature, indicating an agreement to and compliance with the remediation plan. Copies of the signed remediation plan, CSCE, PDCA-R, and any other supporting documents will be placed in the student’s department file. A copy of the signed remediation plan will also be provided to the student. It is the faculty member/academic advisor’s responsibility to monitor the student’s progress toward remediation. Any follow-up documentation will be included in the student’s file.
- H. If a student refuses to participate in remediation, disagrees with components of the remediation plan after modifications have been made in consultation with the student, or refuses to sign the remediation plan, the faculty member will consult with the Department Head regarding options. If a resolution is not reached between the student and faculty member/academic advisor, in consultation with the Department Head, the Department Head will refer the matter to the Department’s Retention

& Dismissal Committee. The faculty member/academic advisor will provide the Committee with a written summary of the situation, all pertinent documentation, and their recommendation for remediation. In their deliberations, the Committee may consult with other professionals as appropriate.

- I. The Department Head will notify the student in writing that the Department's Retention & Dismissal Committee will review the matter and that the student has the right to (a) prepare a written statement for the Committee's consideration and/or (b) appear before the Committee in person to defend their refusal to participate in remediation. If the student wishes to present a written statement to the Committee, it must be submitted within 14 days of the date of the Department Head's notification letter. If the student wishes to appear before the Committee in person, they must notify the Chair of the Department's Retention & Dismissal Committee in writing within 14 days of receiving the notification letter from the Department Head. The Chair of the Committee will establish a date, time, and location of the meeting and inform the student in writing.
- J. The Committee will render a decision regarding the case and notify the student in writing within seven days of the meeting. A copy of the decision will also be provided to the Department Head. If the student wishes to appeal the decision or recommendation of the Department's Retention and Dismissal Committee, a formal written appeal must be submitted to the Dean of the Graduate School.

III. Student Information

Do not leave any item blank

Date of Remediation Meeting:

Student Name:

Student CWID:

Student Email Address:

Program (check one): ☐ CES (PhD) ☐ CMHC (MS) ☐ SC (MS) ☐ CSA (MEd) ☐ HS (BA/BS)

Advisor Name:

Faculty Member Name:

Name of Others Present at the Remediation Meeting:

Name of Site Supervisor if in Practicum/Internship:

IV. Areas of Concern

Check all that apply and provide specific details below for each Area of Concern

- ☐ Academic
- ☐ Clinical/Skill Development
- ☐ Professional Behavior
- ☐ Ethical/Legal Standards
- ☐ Dispositional Concerns
- ☐ Other (explain in detail below)

**Describe Area(s) of Concern, including Examples Behaviorally Described*

- A. Area of Concern 1, Example/Evidence 1
- B. Area of Concern 2, Example/Evidence 2
- C. Area of Concern 3, Example/Evidence 3
- D. Area of Concern 4, Example/Evidence 4

V. Expected Outcomes / Competencies to be Demonstrated

List the specific knowledge, skills, or dispositions that must be demonstrated for successful remediation for each area of concern listed above, including expected outcome/competency to be demonstrated, method of measurement, and evaluation criteria (benchmark/target).

Area of Focus (e.g., Knowledge, Skill, Disposition, etc.)	Expected Outcome/Competency	Measurement/Evaluation Criteria (Benchmark/Target)
A.		
B.		
C.		
D.		

VI. Remediation Actions / Interventions

Intervention/Action Step	Responsible Person(s)	Due Date/Timeline	Documentation/Evidence of Completion
A.			
B.			
C.			
D.			

VII. Support and Resources (if necessary)

Support / Resource	Contact Person Information	Frequency/Access Details
A.		
B.		
C.		
D.		

VIII. Evaluation and Follow-Up (check all that apply)

Evaluation Methods (check all that apply):

- ☐ Meeting with advisor/supervisor
- ☐ Review of assignments or recordings
- ☐ Observation reports
- ☐ Written reflection or progress summary
- ☐ Other: _____
- ☐ Meeting with the Department's Retention & Dismissal Committee

Follow-Up Meeting Date/Time:

- A. Initial Follow-up Day and Time: _____
- B. Second Follow-up Day and Time: _____
- C. Final Follow-up Day and Time: _____

IX. Signatures

I, [Student's Name], have reviewed the remediation plan and [select an option below]

- _____ *Agree* to the requirements as specified in the remediation plan.
- _____ *Do Not Agree* to the concern and/or requirements as specified above.

Student's Signature

Date

I, [Faculty Member/Academic Advisor's Name], approve of the plan as stated in this document.

Faculty Member/Academic Advisor's Signature

Date

I, [Department Head's Name], have reviewed and accept the remediation plan in its current form.

Department Head's Signature

Date

Note: The timeline for signing the document is one week after it is received. Refusal to sign does not hold harmless to the conditions of the remediation plan.