

MS Clinical Psychology Policy on Administrative Academic Probation and Disqualification

Effective 8/27/24

The goal of the MS Clinical Psychology Program is to ensure that all graduates have minimal competences to become practicing psychotherapists and are eligible for fieldwork and licensure. Students must take all courses that are required by the MS Clinical Psychology Program at San Jose State University. **Students must earn a grade of “B” or higher (or CR where no grades are assigned) in all of their courses.** Any student who receives a grade of “B-” or lower in a course will be notified in writing and placed on Administrative Academic Probation (SJSU Policy S16-16) due to failure to progress toward an educational objective. Probation is removed by repeating the course and getting a B or better. A course can only be repeated once, except as noted below.

If a B- or lower is received in a first-year class, the student will be placed on administrative academic probation. Students who are on probation cannot move forward to fieldwork in the second year. Administrative academic probation is removed by repeating the course and earning a B or better, at which point the student can move onto fieldwork. Note that, in accordance with policy F08-2, graduate students may repeat a maximum of 9 units of upper division or graduate coursework for graduation credit.

Once a student is placed on Administrative Academic Probation, any further failures to meet program standards may result in additional action, up to and including Administrative Academic Disqualification.

Internship, fieldwork, or practicum experiences as evaluated by faculty members and internship supervisors must reflect the student’s ability to meet program learning outcomes (PLOs) and [professional standards as outlined by the California Association of Marriage and Family Therapists](#) (CAMFT). Psychology practicum, fieldwork, and capstone/comprehensive exam courses (PSYC 224A, PSYC224B, PSYC243, PSYC 298) cannot be repeated for a changed grade. Therefore, **any MS Clinical Psychology Program student who receives a grade of No Credit (“NC”) in 224A, 224B, 243, or 298 will be disqualified from the MS Clinical Psychology Program.**

Requirements for earning credit are discussed in the syllabus of each course, including the fieldwork course (PSYC 243). Professionalism while on fieldwork is *required* to earn credit for each semester. Showing up for client sessions on time, weekly supervision meetings, and completing timely assessment reports/progress notes are all required to earn credit for the fieldwork course. Failing to maintain this level of professionalism will result in receiving a grade of No Credit for the fieldwork course and will be grounds for immediate **Administrative Academic Disqualification.**

Professional and ethical behavior is also expected in all class meetings, including second year consultation groups. Initial instances of unprofessional and unethical behavior in class and/or consultation will be discussed by the MS Clinical program faculty committee and will result in

verbal and/or written feedback from the course instructor (or consultation team leader) and/or the MS Clinical Program Committee. Repeated, substantial and/or severe issues with professional and/or ethical behavior in class settings may result in failing the Practicum course (PSYC 224A or 224B), which is grounds for immediate Administrative Academic Disqualification.

The program strongly encourages and supports the development of professional and interpersonal maturity of all students. **The MS Clinical Psychology faculty evaluate students' ability to adhere to the standards of psychotherapy and counseling professions throughout the program with both formal and informal reviews. Students who are unable to demonstrate professional and personal responsibility (such as those outlined below and evidenced by violations of professional conduct, interpersonal trust, or ethical practice) are subject to Administrative Academic Probation and/or Disqualification.**

Specific examples of professional behavior include but are not limited to:

- Maintaining professional rapport and relationships with clients, faculty, supervisors, colleagues, and classmates.
- Demonstrating application of constructive feedback for academic, clinical, and/or professional performance.
- Differentiating between personal and professional attitudes, values, and beliefs.
- Demonstrating ability and willingness to evaluate one's own professional goals, strengths, and limitations.
- Demonstrating respect for diverse cultures, identities, and lifestyles.
- Demonstrating ability to hear and consider viewpoints different from one's own.

These standards of professional behavior are consistent with [the California Association of Marriage and Family Therapists \(CAMFT\) Code of Ethics](#).

Returning to good standing after probationary status

Students will be expected to demonstrate sustained competence in academic performance and professional standards in order to return to good standing after probationary status. This means meeting the standards outlined above (i.e., pass all classes with B or better and consistently meet professional standards). If a student was placed on probation due to academic performance issues, they will be required to demonstrate competencies in the areas covered in the class where a grade of B- or lower was earned by re-taking the class the next time it is offered. The exception is courses that cannot be repeated (PSYC 224A, PSYC224B, PSYC243, PSYC 298).

Appeals Process

Upon receiving notice of administrative academic probation or disqualification, students should first consult with their program coordinators and/or advisors, then, if necessary, file a written appeal first with a program-level faculty committee, then with the appropriate Academic Disqualification and Reinstatement Review Committee appeals officer, which would be the Associate Dean for Inclusive Student Success in the College of Graduate Studies. The appeal

should be based on (a) advising or administrative errors, (b) actions by the department or school that were contrary to university policy, or (c) extenuating circumstances.